

## **SAFETY**

The County of Cass realizes that it has the responsibility to provide a safe workplace for its employees and safe environment for its citizens. Each employee must pursue the highest standards in his or her assigned activities, all County employees must recognize that the well-being of persons involved, and the protection of our physical resources are as important as the activity and work being performed. The County expects its management and employees to respond to all planned safety efforts and to perform their assigned jobs in the safest manner possible.

Each County department director will be responsible for the safety and well-being of the workers in his or her department as well as the repair and maintenance of facilities and equipment in his or her area of responsibility.

Each County employee will be responsible for his own personal safety and for the safe completion of assigned tasks.

The County of Cass is committed to doing all in its power to make its Loss Control Management Program a success and expects all county employees to assist in this effort by contributing expertise and by following all established rules and procedures.

### **M-164-92**

A motion to approve the Cass County Safety Policy

ADOPTED: 11/12/1992

**ATTACHMENT A**  
**COUNTY SAFETY POLICY DIRECTIVE**

As County Administrator, I am very concerned with accidents and resultant injuries to our employees. These accidents can cause untold suffering and financial loss to our employees and their families. The medical expenses and compensation payments for time lost from work can drain tax dollars away from much needed services and programs.

The County recognizes its obligation to provide the safest possible working conditions for its employees and, in the event of an accident, to provide prompt first aid and medical care to minimize personal injuries. To do this, the County is instituting a safety program through which: (1) employees will be provided proper personal protective equipment and job instruction; (2) employee work practices will be reviewed; and (3) most important, employee work performance will be supervised.

I now, therefore, establish the office of Safety Coordinator by this notification. The Safety Coordinator will be my personal representative and will be responsible for the direction and administration of the safety program. She will submit a monthly report to me by department, of the progress of the safety program. All other reports that relate to the safety program will be directed to me through the Safety Coordinator's office.

The safety program provides for the establishment of safety committees, job safety training, minimum job safety requirements, investigation and reporting of accidents and a health program. I expect all department heads to implement and aggressively support the safety program. All department heads are responsible for the actions of their employees. All employees are required to follow safe work practices, to obey safety rules, and to assist generally in making the safety program successful. We must all make every effort to reduce the burden of accidents.

Signed: \_\_\_\_\_  
County Administrator

## SECTION I

### **GENERAL RULES FOR COUNTY EMPLOYEES**

- A. Safety is first and most important in our duties.
- B. Obedience to the rules is essential to safety.
- C. To obtain promotion, ability must be shown for greater responsibility.
- D. The public judges the County by the appearance and conduct of its employees. Employees should at all times conduct themselves to reflect credit to the County.
- E. Employees whose duties are prescribed by these rules must comply.
- F. Employees whose duties require that they operate a vehicle must comply with traffic laws.
- G. If in doubt as to the meaning of any rule or special instructions, an employee must ask proper authority for an explanation.
- H. Employees must pass the required examination.
- I. Employees whose duties are in any way affected by these rules, or special instructions must be observed.
- J. Employees must render every assistance in their power in carrying out the rules and special instructions and must report promptly to the proper official any violation of the rules and special instructions.
- K. In case of accidents involving personal injury or damage to property, the employee in charge must obtain the names and addresses of all witnesses.
- L. The use of intoxicants, narcotics, sedatives, stimulants, or a derivative or combination of any of these, or any illegal drug, or drug paraphernalia by an employee subject to duty, or the use or possession of any of these by an employee while on duty, while on County property, in County vehicle, or at any time that such use or possession subjects the County to criticism or loss of good will, is prohibited and will, subject to the offender for disciplinary action, including dismissal.
- M. Employees must not report for duty under the influence of any medication, including those prescribed by a doctor, over the counter drugs that will adversely alter their alertness, coordination, reaction, response, or their safe performance of work; nor shall such medication be used by employees while on duty.
- N. When there is evidence of violation of this rule, the employee must be promptly removed from service.
- O. Disloyalty, dishonesty, desertion, intemperance, immorality, violations of the law, uncivil conduct, insubordination, sleeping on duty, making false statements, or concealing facts concerning matters under investigation, will subject the offender to dismissal.
- P. Gambling in any form by employees on duty is prohibited.
- Q. Smoking will not be permitted within the limits voted by the County Board of Commissioners.
- R. Employees on duty must comply with the prescribed dress and grooming codes and be neat in appearance.
- S. In case of danger to County property, employees must unite to protect it. Employees are prohibited from the unauthorized removal of any material from County property. This includes any material that may be looked upon as worthless, useless or scrap. Articles of value found on County property must be reported to proper authority.

- T. Employees must exercise care to avoid injury to themselves or others. They must know that equipment and tools which they use in performing their duties are in proper condition, and when found to be defective will, if practicable, put them in safe condition, reporting defects to the proper authority.
- U. Lending money, buying, or selling material or merchandise, conducting any business for personal gain on County property or using County facilities for personal use is prohibited and will, subject the offender to disciplinary action, including dismissal.

### **GENERAL SAFETY RULES**

- RULE 1. The most important fact that County Management wishes to impress upon employees is that the County does not expect, and will not permit, any employee to take any unnecessary chance in the performance of duty.
- RULE 2. The safety of others, as well as themselves, should be the concern of all employees. If an employee sees another employee engaged in an unsafe or improper practice, it is his duty to point out the hazard involved. When an employee's attention is thus called to an unsafe practice, offense should not be taken, as such warnings are impersonal and are intended for the good of the employee and the service.
- RULE 3. Safety Committees are a definite part of an employee's duty and should be conscientiously fulfilled. Action taken by these committees is for the good of all employees, and no one should feel censured or aggravated in connection with their reports.
- RULE 4. Safety rules cannot be all-inclusive. Conditions may arise which are not covered by rule, and they demand sound judgement. Employees must refrain from unsafe and improper practices which are violations of written rules and instructions and must avoid violations of unwritten rules of "Common Sense."
- RULE 5. Employees must follow the safest methods and practices for their jobs.
- RULE 6. Teamwork is essential to safety. When working in groups or crews, all members of the group must know and understand the movements to be made.
- RULE 7. The County maintains a program of safety education to improve the employees' skill and alertness. All employees are urged to avail themselves of and support this program.
- RULE 8. All employees must courteously assist new employees in learning their duties.
- RULE 9. Profane, indecent, or abusive language is prohibited.
- RULE 10. Employees suffering from off duty personal injury which adversely affects their ability to perform normal assigned duties, must report to proper authority prior to going on duty.
- RULE 11. A large portion of injuries are the result of falling, slipping, tripping, etc. These injuries may occur at any time and under all circumstances. Therefore, employees must watch where they step at all times.
- RULE 12. When working at night, exercise utmost care to avoid the hazards caused by shadows resulting from use of light.
- RULE 13. Employees subject to falls, are warned of the danger of pipe smoking, and the holding of protruding articles such as pencils in the mouth, which is prohibited.
- RULE 14. Good housekeeping is essential to safety. Employees shall keep the premises subject to their control in a clean and orderly condition. Material will be picked up at conclusion of each work assignment, and in no case, will it be left where it could cause a safety hazard.
- RULE 15. Throwing of articles (littering) from vehicles is prohibited. Trash must be placed in appropriate receptacles and not thrown on floors or on the ground.
- RULE 16. Employees must not leave tools or material on windowsills, ledges, ladders, or vehicles where they may fall or be jarred from place.

- RULE 17. Aisles, walkways, steps, and driveways must be kept free of debris, tools, equipment and other material.
- RULE 18. Wet or freshly waxed floors must be protected by appropriately placed signs, or such areas barricaded or roped off. This protection will not be removed until area has been made safe.
- RULE 19. As far as practicable, employees must avoid stepping on or walking on surfaces made slippery by grease, oil, wet paint, or similar substances.
- RULE 20. Ice must be removed from over doorways, walkways, or any other location where there is danger of it falling and causing injury. Clean, and if necessary, apply salt, and or other suitable materials to steps, walkways, and other locations where slipping might occur.
- RULE 21. Employees must keep hands out of pockets when using stairs, use handrails when practicable.
- RULE 22. Employees must not walk or stand under suspended loads, workmen on poles, ladders, or scaffolds, nor step over, straddle, or stand adjacent to ropes or cables that are under tension or that might be tightened at any moment.
- RULE 23. Sliding down guy wires, rods, railings, and ladders; jumping off ladders or over excavations, pits and manholes is prohibited.
- RULE 24. Employees may run only at locations where it can be done safely when an emergency exists.
- RULE 25. Use caution when rounding corners to prevent collisions with vehicles or persons.
- RULE 26. Standing or attempting to stand on improvised scaffolds or supports made of boxes, barrels, chairs, stools, or other unsafe means for reaching shelves and high places is prohibited.
- RULE 27. Broken window or door glass must be removed with gloved hand or proper tool. Broken glass on floor, platform, etc., must be removed promptly with gloved hand or proper equipment.
- RULE 28. Scuffling, horseplay, practical jokes, harassment, and all conduct of a similar nature, either on or off duty while on County property is prohibited.
- RULE 29. Employees must keep physically and mentally fit, stay alert, and work in harmony with their associates.
- RULE 30. Boards or other material with protruding nails, or screws must not be placed where they will cause injury. They must be removed from walkways, or other areas where they may be stepped on., walked into or brushed against.
- RULE 31. Employees allergic to certain oils, greases or chemicals or other agents must avoid using them. Skin must not be exposed to oils, greases, or cleaning fluids more than absolutely necessary in performing their work. Gasoline, kerosene, or other volatile liquids should not be used to clean hands and arms. Mild soap containing lanolin is recommended.
- RULE 32. Employees must report for duty at the designated time and place. They must be alert and attentive and devote themselves exclusively to the County's service while on duty.
- RULE 33. Employees who have been off duty by reason of accident or illness, or whose sight, color sense, hearing, or health may have become affected, may be required to stand a satisfactory physical examination.
- RULE 34. Employees must exercise every care to prevent fires. Frequent inspections must be made of the premises, and fire hazards found must be promptly corrected or reported for correction,
- RULE 35. Employees observing any condition which could endanger person or property must correct such when practicable, or if not practicable to make correction, report them to proper authority.
- RULE 36. Employees are prohibited from allowing or requesting those not engaged in the County's service to assist them in performing their work, except in cases of accident, personal injury, or other emergencies.
- RULE 37. Employees whose duties require the handling of hazardous material must familiarize themselves

with requirements of governmental regulations, read the labels and other special instructions relating thereto, and conform to them.

- RULE 38. Employees while on duty, must not play games or read literature not concerning their work or engage in any other activity which may detract their full attention from the performance of their duties.
- RULE 39. Employees must not carry, or have in their possession, firearms, or other weapons while on duty, unless authorized by the County regardless of possession of pistol license.
- RULE 40. Employees must not permit an employee under their charge to work if his condition renders him unfit to do so. Any employee observing another employee physically unable to perform his assigned duties must make prompt report to the proper authority.
- RULE 41. All cases of personal injury must be given attention immediately, and everything must be done to properly care for the injured party.
- RULE 42. Medical attention must be provided, if desired by the injured employee, or if the employee or department head in charge is of the opinion it is needed.
- RULE 43. Employees must report immediately, both verbally and in writing, to the employer or department head in charge any personal injuries suffered while on duty. If unable to do so, the report must be furnished by the employee or supervisor in charge.
- RULE 44. When an injury results from use of tools, machinery or other equipment, inspection must be made promptly by a supervisor or other qualified employee.
- RULE 45. Employees performing assigned duties must perform their work in the most efficient manner consistent with safety.
- RULE 46. Safety switches, safety devices, or safety apparatus must not be removed or cut out by operators or mechanics on any type of equipment or machines.

## CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT

- RULE 1. The clothing you wear must be suitable for your duties, give you personal protection and not interfere with vision, hearing, free use of hands and feet.
- RULE 2. It is recommended that employees working outside wear appropriate head covering with bill or brim.
- RULE 3. Long hair and beards are a hazard, particularly around moving machinery, open flames and where burning operations are being performed. Hair must be kept in a manner that will not interfere with sight and hearing. Hair which is shoulder length or longer must be covered by a hair net or placed under a head covering.
- RULE 4. Where movement, weather, atmosphere, or performance of work is hazardous to eyes, or where other conditions warrant, employees must wear eye protection. They must keep their eye protection clean and in good repair and have it ready for immediate use while on duty. Safety glasses with side shields are sometimes required.
- RULE 5. Any employee who is blind in one eye must wear eye protection at all times while on duty.
- RULE 6. Contact lenses are not in themselves protection devices. Eye protection, safety glasses with side shields, must be worn.
- RULE 7. Employees whose vision requires corrective lenses are encouraged to purchase safety glasses with snap on-and-off side shields.
- RULE 8. Employees shall not work shirtless but shall wear suitable shirt that provides protection from sun, insects, abrasions, or scratches. Shirts shall have at least quarter-length sleeves and cover the torso.
- RULE 9. Shirts must not be unbuttoned, torn, loose, or baggy. Shirrtails must be tucked into trousers.
- RULE 10. Shirt-sleeve cuffs must be fastened or secured rolled up.
- RULE 11. Employees are prohibited from wearing neckties and neck jewelry when working around equipment or machinery with which they may become entangled.
- RULE 12. Finger rings are a hazard and employees required to handle heavy materials, work on or around machinery or other equipment, must not wear them.
- RULE 13. Employees whose duties require them to work outside should wear high top shoes with laces of sturdy construction and oil resistant soles. These shoes should provide ankle support and soles thick enough to give good traction and to withstand punctures from sharp objects. These shoes must have a distinct separation between the sole and heel with standard heels of no more than one inch in height.
- RULE 14. Employees who work outside must not wear the following types of footwear while on duty: tennis, jogging, sandals, loafers, cloth, canvas, cowboy boots and shoes that are badly worn.
- RULE 15. It is recommended that employees purchase safety toe shoes with oil-resistant soles.
- RULE 16. Employees wearing raincoat or overcoat must be careful that coat does not come in contact with equipment, machinery, or other moving parts.
- RULE 17. Gloves must be worn when employees are subjected to potential injury. Head protection, hard hats must be worn when employees are subjected to potential injury.
- RULE 18. Employees must not wear oil-soaked or greasy clothing.

## SAFETY PROGRAM ACKNOWLEDGMENT

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

Date of employment or issued: \_\_\_\_\_

I have read this safety program in its entirety. Those sections which I do not fully understand have been explained to me by my supervisor.

I understand that as a condition of my employment for this County, I am expected to follow these rules and conduct myself in a safe manner and demonstrate quality appearance and conduct.

Failure not to comply with these conditions may be basis for my dismissal.

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

**After signing this form, it will be placed in your personnel record.**