

GP – 8: SAFETY POLICY

FAIRFIELD COUNTY ADMINISTRATION

August 23, 2017

Accidents do not just happen, they are caused. The conditions, as required by O.S.H.A., Occupational Safety & Health Act, are generally maintained by Fairfield County Administration, but all of our efforts depend on you and whether or not you accomplish a job safely. Please for your sake, do it safely.

1. POLICY

Fairfield County Administration is safety oriented and places high value on the safety of its employees. Fairfield County Administration is committed to providing safe working conditions for its employees and maintaining continuity of employment is of continual concern. In this regard, it is important that adequate policies and procedures be developed and maintained in order to ensure safe, efficient operating conditions, thereby safeguarding employees and facilities.

Fairfield County Administration has developed this program for injury prevention involving department heads, managers, and employees in identifying and eliminating hazards that may develop during our work process.

Each employee is urged to cooperate fully with this policy. Abuse or disregard of this policy is a violation and will be treated accordingly. Remember that your help in preventing accidents and injuries benefits you and your fellow employees. We should all strive for a record of zero accidents!

2. ROLES AND RESPONSIBILITIES

A. Safety Technician is responsible for:

- Implementation and monitoring of the safety program
- Assist Department Heads in accident investigations and recommends controls to prevent a reoccurrence
- Assure proper notification in the event of an accident
- Responsible for recording Personal injury or illness in the OSHA Log 300
- Review and maintain current copy of all applicable Federal, State, and local safety and health regulations
- Provide safety materials as needed

B. Department Head is responsible for:

- Introduction to on the job safety for new employees
- Safety of their employees and oversight/compliance with the safety program
- Arranging prompt medical attention in case of an injury and provides a thorough written investigative report with recommendations to prevent a reoccurrence.

C. Employee is responsible for:

- Learning and abiding by the rules and regulations which are applicable to their assigned tasks
- Reporting all accidents and near-miss incidents to his/her supervisor
- Performing job functions in the safest possible manner and encouraging co-workers to do likewise

D. Safety Committee

Fairfield County Administration operates in accordance with OSHA. The safety committee consist of supervisors from various departments. The safety committee will meet quarterly. The committee will assist with safety inspections and encourage employees to work safely.

3. RULES & PROCEDURES

The safety rules and procedures are developed to assist in achieving job safety by having zero employee accidents. Some of the rules are OSHA requirements. For these reasons, every employee is expected to abide by the safety rules and procedures at all times. Violations may result in disciplinary action, which could include termination.

1. Employees shall report any equipment or condition considered to be unsafe, as well as what they consider to be unsafe work practices. This type of information shall be immediately reported to the department head or supervisor
2. Employees are required to use PPE (Personal Protective Equipment) whenever it is required
3. Employees are required to use safety equipment applicable to the job assignment
4. Never operate a piece of equipment unless you have been trained and are authorized to use
5. Be courteous
6. Do not distract or talk with employees when they are using a machine, weed eater, lawnmower etc. Distractions may cause or contribute to accidents
7. Employees must use proper lifting technique when lifting.
8. When lifting, bend your knees, grasp the load firmly, and then, raise the load with your legs, keeping the back as straight as possible. Do not twist body with a load, move your feet. GET HELP for HEAVY LOADS
9. Do not engage in horseplay on the job
10. When unsure about the safety of a situation, contact the Department Head or Supervisor to find the proper procedure
11. Never do anything that is unsafe in order to get the job done
12. Obey all safety warning signs

4. SAFETY DISCIPLINARY POLICY

Employees are expected to use good judgment when doing their work and to follow established safety rules. Fairfield County Administration has implemented a disciplinary policy to provide appropriate consequences for failure to follow company rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections.

The following consequences apply to the violation of the same/similar rule and/or the same/similar unacceptable behavior:

First Instance	Verbal warning, notation in employee file, retraining
Second Instance	Warning, and retraining
Third Instance	Termination of employment

An employee may be subject to immediate termination when a safety violation places an employee or others at risk of permanent disability or death.

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I have read the entire Safety Policy and it is my responsibility to abide by the safety rules and procedures set forth by Fairfield County Administration.

Print Name

Signature

Date