

RESOLUTION NO. 20-97

ESTABLISHMENT OF MASON COUNTY SAFETY POLICY
AND ACCIDENT PREVENTION PROGRAM

WHEREAS, Mason County is a member of the Washington Counties Risk Pool;
WHEREAS, The Risk Pool has established a list of loss control programs which shall be completed by members of the pool, and a county wide safety program is one of the required loss control programs;
WHEREAS, WAC 296-24, General Safety and Health Standards, also contains requirements for safety programs;
NOW, THEREFORE, BE IT HEREBY RESOLVED that the Mason County Safety Policy and Accident Prevention Program is approved for all Mason County employees and departments (Attachment A which is incorporated as part of this resolution).

SIGNED this 11th day of March 1997.

BOARD OF MASON COUNTY COMMISSIONERS

Mary Jo Cady
Mary Jo Cady, Chairperson

John A. Bolender
John A. Bolender, Commissioner

Cynthia D. Olsen
Cynthia D. Olsen, Commissioner

ATTEST:

Rebecca S. Rogers
Rebecca S. Rogers, Clerk of the Board

APPROVED AS TO FORM:

Michael Clift
Michael Clift, Chief D. Prosecutor

MASON COUNTY
SAFETY POLICY
AND
ACCIDENT PREVENTION
PROGRAM

**MASON COUNTY SAFETY POLICY
AND
ACCIDENT PREVENTION PROGRAM**

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INTRODUCTION

The Mason County Safety Policy and Accident Prevention Program adopted by the Board of County Commissioners represents a commitment to workplace safety by the Elected Officials and Department Heads of Mason County.

The Human Resources Director is authorized to issue safety advisory memoranda as needed. After approval by the Board of County Commissioners, such memoranda shall have the same authority as this manual. This manual is intended to be an employee safety guide for Elected Officials/Department Heads and employees. All County employees should become familiar with this manual and abide by its contents.

RESPONSIBILITIES

Board of County Commissioners/Elected Officials

The Board of County Commissioners and other Elected Officials have the responsibility to approve this document and communicate its contents to all departments. The Commissioners/Elected Officials shall support this policy and procedure manual and shall set an example in terms of safety in the workplace.

Elected Officials and Department Heads

Elected Officials and Department Heads have the responsibility to communicate these policies and procedures to their employees. They must support the content as well as the intentions of this safety manual and must also set an example in terms of workplace safety.

Safety Officers

Mason County has three safety officers: appointed from the Sheriff's Department, Public Works, and Central Services/Maintenance. They are responsible for continual monitoring of their applicable workplace areas; ensuring safe work practices, policy compliance, safe work conditions for employees as well as the general public; and investigating all reports of occupational injuries, incidents, chemical exposures, and illnesses. The Safety Officers also advise the Risk Manager of any such instances involving the general public and advise the Human resources Director of any such instances involving employees.

Human Resources Director

The Human Resources Director has the responsibility to communicate the contents of this manual to Elected Officials/Department Heads, as well as to Safety Officers. The Human Resources Director is the facilitator of the Safety Policy and Accident Prevention Program in Mason County and assumes a leadership role in making safety related recommendations and suggestions in addition to the clearly defined duties in this manual. The Human Resources Director ensures compliance with this manual as well as any additional safety regulations set forth by proper authority.

1. Safety Orientation

a. New employees, re-hires, and part-time employees will begin their employment with an orientation. The orientation will include a safety briefing, and an introduction to County Safety Policies.

b. **Procedure.** The employee's supervisor will inform the new employee of job safety requirements before he/she performs any work for the county. The safety orientation check list in this plan will be used to make sure all required subjects are discussed and understood. The employee responsibility list contained in this plan will also be reviewed and signed at the time of hiring. Completed orientation and responsibility check lists will be signed by the supervisor and the employee, placed in the employee's personnel file, and a copy forwarded to Human Resources.

2. Safety Committee(s) Meetings

a. **Purpose.** To help in the detection and elimination of unsafe conditions and work procedures, a county safety committee composed of two employees selected by the Human Resources Director and three employee-elected members will meet and perform duties as described below. Committee member vacancies will be replaced before the next safety meeting. Members will serve no longer than one year. Current safety committee members will be posted on each safety bulletin board.

Departments where employees are segregated on different shifts or in widely dispersed locations in crews of ten or less employees may elect to have a foreperson-crew meeting in lieu of the safety committee plan (i.e. Public Works, Sheriff) provided:

(1) Foreperson-crew safety meetings shall be held at least once a month, or if conditions require, weekly or bi-weekly meetings shall be held to discuss safety problems as they arise. (2) All requirements for minutes, safety bulletin boards, safety inspections, accident investigations, witnessing tests, and evaluating programs and recommending safety improvements as listed shall be met by the foreperson-crew safety meeting.

b. Procedure.

I. Any elected official, department head, or safety committee member can recommend special safety meetings be held in addition to regular safety meetings.

II. The committee will set the frequency, time and date for regular safety meetings. Meetings will take place on county property and shall last no more than an hour.

III. The committee will elect a chairperson. If the chair is not in attendance, the committee will designate a temporary chairperson.

IV. Minutes of the safety meetings will be recorded. Attendance and subjects discussed at the meeting will be documented. All minutes will be signed by the chairperson. A copy of the minutes will be provided to the Human Resources Director, the Safety Officers, the Risk Manager, and posted on each county safety bulletin board.

3. Safety Committee Duties

a. Safety Inspections The committee will conduct an annual safety inspection of county facilities subject to this plan with a representative from management. The inspection will use the general guide in this program and other information available (concerns of elected officials, department heads, accident reports, etc.) The inspection will normally be conducted one week prior to regular safety meetings. Results of the inspection will

be recorded and maintained on file for one year. Inspection results will be discussed at the safety committee meeting.

b. Accident Investigations The supervisor of the injured employee and the safety officer will conduct investigations of major accidents. Investigation results will be discussed at monthly safety meetings.

c. Witnessing Tests The committee may designate a member to witness any testing (noise, atmospheric, etc.) that may affect employee safety.

d. The safety committee will review results of inspections and investigations and evaluate employee safety suggestions. The committee will recommend safety improvements to the safety officer, monitor the safety and health program, recommend safety training, and promote safety awareness.

e. The safety committee will evaluate the county's Accident Prevention Program and make recommendations for improvement where they are needed.

4. **Safety Bulletin Boards.** A safety bulletin board will be maintained in each occupied county facility - normally in the employee break/lunchrooms. Safety bulletin boards will display, at minimum, the following information:

a. Washington State Job Safety and Health Protection Act information with a point of contact and telephone number for questions or problems.

b. The most recent safety meeting minutes.

c. A list of safety committee members with office locations and phone numbers.

d. A list of first aid and CPR trained individuals in the facility.

e. A copy of the County Safety Policy and Accident Prevention Program.

5. Safety Education and Training

a. **Purpose.** On-going safety and health education programs will be provided for all employees to increase awareness of accident cause factors, to improve employee morale, and to promote acceptance of safety and health rules by presenting accident prevention as a positive, desirable, and integral part of all activities.

b. **Procedure.** The Human Resources Department will coordinate a systematic accident prevention education and training program for employees. This program will augment on-the-job training and will ensure each county employee is familiar with the safety and health requirements for his/her position.

c. **Types of training.** Specific training will be provided for certain jobs and kinds of equipment. General training will be given for those tasks everyone must know how to perform (like using a fire extinguisher). To ensure all employees can be afforded quick and effective first aid, supervisors in direct charge of crews working in physically dispersed operations shall have a valid first aid certificate

d. Safety Training Plan

GENERAL SAFETY TRAINING	SPECIFIC SAFETY TRAINING
1. Fire Extinguishers (A)	2. First Aid (3)
2. Emergency Evacuation (H)	2. CPR (A)
3. Safety Lifting (H)	3. Exposure Control (A)
4. Office Hazards (H)	4. Lock-out/tag-out (A)
5. Field Work Hazards (H)	5. Hazard Communications (A)

A = conduct training annually or upon program changes
H = conduct training upon hiring or upon program changes
3 = conduct training every 3 years

See Appendix A for Departmental Training Plans.