



LIVINGSTON COUNTY EMPLOYEE SAFETY MANUAL

ADOPTED: _____ **2/18/03** _____

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**County of Livingston
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LIVINGSTON COUNTY SAFETY COMMITTEE MISSION STATEMENT

“The Livingston County Safety Committee, under the direction of the Board of Commissioners, will promote a safe working environment by: establishing ongoing safety training & education, encouraging coworkers to work safely, setting a safety example, investigating accidents, reporting potentially unsafe conditions, and by adhering to MIOSHA requirements, and the County Employee Safety Manual.”

LIVINGSTON COUNTY SAFETY MANUAL

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SAFETY MANUAL

COUNTY GOVERNMENT

Management Commitment

Our County Government culture can directly influence the success of the safety and health program and management must play a major role to ensure its success. Our management commitment requires managing safety and health like other organizational concerns, integrating safety and health into the entire organization, becoming personally involved and assuming accountability for safety and health.

Safety Committee

Management will take an active role on the Safety Committee. The Safety Committee will develop written safety and health goals and track monthly progress. These goals will be communicated to all employees. The Committee will be comprised of management and hourly employees. Members will be selected and will serve on the committee for two years.

Safety Analyst Responsibility

Acts as Chairperson to the County Safety Committee. Conducts on-site safety visits to various County work sites to assess the existing level of compliance with MIOSHA. Assists specific departments with correcting problems area and in training departmental staff as needed. Implements safety training programs for general County staff to ensure compliance of required general safety rules and regulations.

Supervisor's Responsibility

Our supervisors' attitudes play an important part in obtaining or preventing the acceptance of safe and healthful work practices, policies, and procedures. It is the supervisor's responsibility to identify potential hazards, identify methods to control or eliminate the hazards, ensure employees engage in safe and healthful work practices, and ensure employees receive safety and health training to do their work. The Safety Committee will meet monthly, unless otherwise notified.

Responding To Safety and Health Issues

The Safety committee will assure that employees understand the proper mechanism for reporting hazards and/or potential hazards and will respond to safety issues in a timely manner.

Policies, Procedures and Safety Rules

With the approval of the Livingston County Board of Commissioners, the Safety Committee is responsible for implementing mandatory safety requirements, policies and safety procedures. Specific safety and health procedures, as required by MIOSHA, will be put in writing such as; lockout/tagout, right to know, personal protective equipment assessment and certification, confined space, respiratory program, etc. Copies of these written programs are available, as appropriate, within individual departments. Written safety rules will be included in this manual or posted within specific departments. Everyone will be held responsible for following all Safety Rules. The required MIOSHA posters will be posted in each County building/site.

See General Rules, page 8

EMPLOYEE INVOLVEMENT

Safety Committee

The responsibility of the Safety Committee members is to participate in the implementation of the Safety Program at Livingston County.

The committee will be comprised of 10 representatives from various departments within the County Government and our Loss Control Consultant from the Citizens Insurance Co. Permanent members include the Emergency Management Director, the Safety Analyst and the Third Party Insurance Representative, all other members will serve 2 year terms.

The committee will:

- ◆ Have a formal agenda.
- ◆ Have defined goals and objectives.
- ◆ Address safety issues.
- ◆ Record and post minutes of the meetings.

- ◆ Involve employees in problem solving.
- ◆ Document corrective action taken and post on the bulletin boards for all employees to read and/or comment.

Safety Inspections

Department Safety Inspections of facilities, equipment, and procedures will be conducted by the Safety Analyst, a Safety Committee member, a department representative and an Occupational, Safety and Health Consultant when appropriate. Inspections will occur as necessary, but no less than once every 36 months. MIOSHA inspections will constitute a Safety Inspection.

Suggestion System

Our employees are encouraged to make safety suggestions to help improve a process, prevent an accident, make an improvement in the safety and health program, or to recommend safety products, procedures, and training. The suggestion system will be implemented by the Safety Committee, which will be responsible for determining priority and the means for implementation. Suggestions may be forwarded to any member of the Safety Committee or to the Safety Analyst.

WORKSITE ANALYSIS

The Safety Committee and, when appropriate, an Occupational, Safety and Health Consultant will conduct a worksite analysis, using systematic actions that provide information as needed to recognize and understand the hazards and potential hazards in our workplace. Listed below are examples of worksite analysis actions that can assist with making an inventory of potential hazards in our workplace:

- A. Comprehensive hazard surveys (insurance inspections, MIOSHA, etc.);
- B. Hazard analysis of changes in the workplace (new equipment, new processes);
- C. Regular site safety inspections (employee & management);
- D. Employee reports of hazards or potential hazards;
- E. Accident and incident investigations with corrective actions and follow-up;
- F. Injury and illness trend analysis;
- G. Personal protective equipment assessment;

- H. Job safety analysis;
- I. Ergonomic analysis;
- J. Specific identification of confined spaces;
- K. Identification of energy sources for specific machines; and,
- L. Copies of written inspections and surveys by: fire department, and in-house inspections as required by safety standards.

New Equipment, Process, & Facility Hazard Analysis

The Safety Analyst/Safety Committee will analyze new facilities, equipment, processes, and materials for hazards and potential hazards. Findings will be documented, reported to the Personnel Director and plans will be developed to minimize the hazards.

Job Safety Analysis and Personal Protective Equipment

The main purpose of the Job Safety Analysis is to prevent accidents by identification, anticipation and elimination of hazards. The Safety Analyst/Safety Committee will periodically perform the Job Safety Analysis and personal protective equipment assessments where appropriate to assure the appropriate safeguards and protection are in place, and to develop safe work practices and procedures.

Employee Report of Hazards

Our employees play a key role in identifying, controlling and reporting hazards that may occur or already exist in the workplace. Employee reports of potential hazards can be an effective tool to evaluate equipment, operation, or the manner in which work is being performed. Reports of potential hazards can also provide suggestions to eliminate a hazard. All accidents must be reported to supervision and forwarded to the Safety Analyst.

Accident/incident Investigation

An investigation will be conducted for all accidents/incidents. The primary goal of conducting an investigation is to determine the “root cause” and implement corrective action to minimize the risk of future occurrence. Investigation reports can help determine injury and trends over time, so that patterns with common cause can be identified and prevented. Investigations are not intended to place blame.

Accidents and “near-miss” incidents will be investigated by the Supervisor of the affected employee. When needed, the services of an Occupational, Safety and Health

Consultant will be used to assist in such investigations. The reports will be reviewed by the Safety Committee on a monthly basis.

HAZARD PREVENTION AND CONTROL

Management will develop systems to prevent and control hazards. These include; the establishment of controls through engineering, work practice, personal protective equipment, and/or administrative actions; systems to track hazard correction; preventive maintenance systems; emergency preparation; and, medical program.

The written system will be implemented to assure machine guards, housekeeping measures and personal protective equipment are provided and being used.

A written plan of action for the correction of hazards found in the work place will be recommended by the Safety Committee for approval by the appropriate County Official. After receiving the necessary approval, the Safety Committee will develop an implementation plan, if applicable, and coordinate implementation of the plan. Actions will be communicated to all employees by the Safety Committee.

A machine-specific maintenance schedule will be established by the appropriate departments assisted by the Safety Committee. Maintenance logs will be kept by the Department to document work performed and repairs scheduled or ordered. Receipts will also be kept for the purchase of safety devices or other safety products.

Required written programs such as; lockout/tagout, respiratory protection, right to know, confined space, blood borne infectious disease, hazardous material, hearing conservation, and fork lift permits will be developed.

Copies of applicable MIOSHA standards will be located at each worksite for employees to review.

Our supervisors will correct and reinforce safe work practices as part of their daily routine.

Through a “team effort” all employees of Livingston County will make “safety checks” a part of routine work practices.

SAFETY TRAINING

The goal of safety training is to provide a mechanism for our employees to understand safety hazards, and how to protect themselves and others. Safety training programs include determining the training needs, involving our employees in the program design and implementing the training.

Training should be designed for the type of work and potential hazards employees may be exposed to. Listed below by groups are the employees that need training:

- ◆ Supervisors.
- ◆ Maintenance Personnel.
- ◆ Office Workers/Field Personnel.
- ◆ Temporary/Part-time workers.

All of our employees at Livingston County will be thoroughly trained to perform their jobs safely and productively. Our employee training will be documented and reviewed as necessary to ensure consistent safe practices.

Training Should Be Conducted

- ◆ For new and current employees.
- ◆ When required by a specific standard, equipment, or procedure.
- ◆ When new methods are developed or changed.
- ◆ When an employee's responsibilities or designated job duties change.
- ◆ When a pattern of unsafe behaviors are observed.
- ◆ When new hazards are identified.
- ◆ When new controls are implemented.
- ◆ When personal protective equipment is provided.
- ◆ When an employee shows a deficiency in knowledge of a county safety rule and procedure.

New Employee Training

- A. Our new employee training program will be provided for all new employees and will be specific for the duties performed. New employee training will be conducted before the employee operates equipment, machinery, or is exposed to hazards.

Each Department will conduct such training for it's new employees.

B. Examples of training that may be conducted:

- ◆ Hazard Communication Program
- ◆ Hearing Conservation Program
- ◆ Personal Protective Equipment
- ◆ Powered Industrial Trucks
- ◆ Bloodborne Infectious Diseases
- ◆ Respiratory Protection Program
- ◆ Fire Safety
- ◆ Confined Space Entry
- ◆ Lockout/Tagout
- ◆ Ergonomics
- ◆ HAZWOPER
- ◆ First Aid/CPR
- ◆ Asbestos
- ◆ Tornado Safety

Safety Literature - Bulletin Board

Each Worksite/Building will have a Bulletin Board for Safety Committee Meeting minutes and other Safety related documents and memos.

Safety Work Observations

Safety work observations will be performed periodically by supervisors.

Safety work observations ensure an employee: 1) has the knowledge to perform the work as trained; and, 2) is actually performing their work task as trained. Specific observations or audits are especially critical for lockout/tagout, confined space, or where the risk of exposure is high. Results will be documented and follow-up training will be provided as needed. Copies of results shall be forwarded to the Safety Committee.

GENERAL RULES & PROCEDURES

The following General Safety Rules are established:

1. Report all personal injuries, no matter how minor, to your immediate supervisor as soon as possible or within 24 hours. This must be done whether, or not, the injury resulted in lost time from work or required medical attention. Prompt reporting of

accidents is a requirement under Federal and State OSHA laws and the Workers Compensations laws.

- A. Employees must complete, entirely, the ***Employee Report of Injury*** Form CS-246.
 - B. Supervisors must complete, entirely, the ***Supervisor's Report of Accident*** Form S-109 (3/99).
 - C. Supervisors will forward both forms to Personnel within 24 hours of the injury / accident.
2. Where emergency assistance is needed call 911. The same phone number applies to police, fire, ambulance and all other types of emergency assistance.
 3. Drinking of alcoholic beverages or the use of controlled substances on the job during working hours is prohibited.
 4. Obey all warning tags and signs.
 5. Only Operate machinery or equipment you have been authorized and trained to operate safely.
 6. Wear protective equipment as required.
 7. Always inspect tools and equipment before use. Report defects to supervisor and other potential users. Do not use tools and equipment that are defective.
 8. Report to work in appropriate clothing suitable for the type of work you perform, including footwear. Avoid wearing loose clothing or personal equipment near machinery, or equipment with moving parts.

RESPONSIBILITIES

Employees

Each employee is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing other daily tasks. Each employee's safety commitment must include, but is not limited to, the following:

1. Using the safety equipment which has been provided for use in performing daily work assignments.

2. Wearing the prescribed uniform and safety shoes as required.
3. Not operating equipment for which training or orientation has not been received.
4. Warning co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident.
5. Reporting defective equipment immediately to a supervisor.
6. Reporting dangerous or unsafe conditions that exists in the workplace to a supervisor.
7. Reporting of all injuries and accidents regardless of severity, should be reported immediately to a supervisor, but in all events not later than the next scheduled work day.
8. Report unsafe conditions resulting from County work that could present a hazard to the public.
9. Taking care not to abuse tools and equipment, so that these items will be in usable condition for as long as possible as well as to ensure that they are in the best possible condition while being used.

County Safety Committee

1. Recommend changes in or additions to rules to comply with safety standards.
2. Conduct regular meetings for the discussion of accident and illness prevention methods, observed hazards, accident records, and other subjects related to safety.
3. Establish and maintain necessary safety records.
4. Establish and maintain communications with Department Heads and County Administrator regarding safety program.
5. Develop and coordinate an employee safety recognition plan.
6. All accidents involving County employees will be screened by the Department Head involved, the Safety Analyst, and the Safety Committee.

County Safety Analyst

1. Act as Chair of the Safety Committee.
2. Maintain minutes of all Safety Meetings.
3. In conjunction with the Safety Committee, investigate all accidents, hazards and exposures detrimental to safe working conditions.
4. Coordinate inspections of work areas.

5. In conjunction with the Safety Committee, develop and recommend changes in procedures, rules and/or equipment in order to comply with current safety standards and increase overall safety.
6. Maintain liaison with safety consultant for the County's insurance provider.

Department Heads or Designee

The Department Head is responsible for the fulfillment of departmental goals and objectives as well as the safety of each employee in the department. In the adopted safety policy, the highest priority has been placed on employee safety.

Department Heads will assume the responsibility of thoroughly instructing their personnel in the safe practice to be observed in their work situations. They will consistently enforce safety standards and requirements to the utmost of their ability and authority.

Department Heads will act positively to eliminate any potential hazards within the activities under their jurisdiction and they will set the example in all spheres of their endeavors. Therefore, it is absolutely essential that complete and accurate records are kept of all accidents and near misses. All accidents and near misses shall be fully reported to the Safety Committee.

The principal duties of Department Heads in discharging responsibilities for safety are as follows:

1. Enforce all safety regulations in effect and make employees aware that violations of safety rules will not be tolerated.
2. Make sure all injuries are reported promptly, treated properly and all accidents are reported even if injury is not apparent.
3. Conduct thorough investigations of all accidents and take necessary steps to prevent recurrence through employee safety education, operation procedures or modification of equipment.
4. Provide employees with complete safety instructions regarding their duties prior to the employees' actually engaging in work tasks.
5. Properly maintain equipment and insure instructions for the elimination of fire and safety hazards.

6. Regularly inspect for unsafe practices and conditions and promptly undertake any necessary corrective actions.
7. Providesafety equipment and protective devices for each job, as appropriate, based on knowledge of applicable standards or on recommendation of the Safety Committee.
8. Conduct safety briefings at organizational meetings and encourage the use of employee safety suggestions.
9. Give full support to all safety procedures, activities and programs.

Accident, Injury & Incident Reporting

In the event of an accident or injury to a County employee, injury to a citizen by County operations, or damage to property related to County operations, the first employee made aware of the incident will notify the Department Head immediately. This rapid notification is vital to the proper management of the incident as well as to cause the necessary procedural steps to be taken.

The Department Head is responsible for determining who will be called in for assistance, and for proper handling of the details of such cases. This requires those involved to remain calm and in control of the situation, to make the necessary request for emergency assistance, and to collect vital information so that effective case management can take place. The Department Head will notify either the Financial Officer in cases of citizen or property injury or the Personnel Department in cases of employee injury.

THE FOLLOWING POLICIES ARE AVAILABLE VIA YOUR DEPARTMENT DIRECTOR

CONFINED SPACE

RESPIRATORY PROTECTION

BLOOD BORNE PATHOGENS

PERSONAL PROTECTIVE EQUIPMENT

EMERGENCY ACTION PLAN

LOCKOUT TAGOUT

HAZZARD COMMUNICATION / RIGHT TO KNOW



CURRENT COMMITTEE MEMBERS

[COMMITTEE MEMBERS ARE LISTED ON THE MONTHLY MINUTES THAT ARE POSTED IN EACH WORKSITE]

JIM BOLLING - SHERIFF DEPT.	ANNE BURNS - ANIMAL CONTROL
CHRIS FOLTS - BUILDING & GROUNDS	JUDY KNIGHT - L.E.T.S..
MARK HATHAWAY - DRAIN DEPT	BRAD MAHALAK - CITIZENS INSURANCE
KATHY SPENCER - EQUALIZATION	SUSAN SVOBODA - JUVENILE COURT

CURRENT COMMITTEE MEMBERS

[COMMITTEE MEMBERS ARE LISTED ON THE MONTHLY MINUTES THAT ARE POSTED IN EACH WORKSITE]

JOHN WATERS - AMBULANCE

DICK WINSETT - 911

JOE KYLE - HUMAN RESOURCES & SAFETY COORDINATOR