

Ohio County Fiscal Court

Ohio County, KY

SAFETY POLICIES

Updated
May 2019

*Don't fall into the false sense of security that when bad things happen - it will always happen to the "other guy" or, "that will never happen to me"! **BE PREPARED, some day YOU may be the "OTHER GUY"!!***

SAFETY POLICIES & SAFETY REGULATIONS

Section 1. Introduction and Scope

Ohio County Fiscal Court recognizes that our people are an integral part of County Government and its operation. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Ohio County Fiscal Court's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Ohio County Fiscal Court is firmly committed to the safety of our employees. We will work diligently to prevent workplace accidents, and we are committed to providing a safe working environment for all employees.

We value our employees as human beings, critical to the success of their family, the local community, and Ohio County Fiscal Court.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Ohio County Fiscal Court will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Ohio County Fiscal Court subscribes to these principles:

- A. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
- B. Safety and Health controls are a major part of our work every day.
- C. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Ohio County Fiscal Court in higher regard with customers, and increases productivity. This is why Ohio County Fiscal Court will comply with all safety and health regulations which apply to the course and scope of operations.
- D. Supervisors are responsible for providing the safest possible workplace for employees. Ohio County Fiscal Court is committed to allocating and

providing all of the resources needed to promote and effectively implement this safety policy.

- E. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
- F. Management and supervisors of Ohio County Fiscal Court will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management will monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
- G. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Ohio County Fiscal Court must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

Section 2. Employee Safety Responsibilities

The primary responsibility of the employees of Ohio County Fiscal Court is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **MUST** become familiar with, observe, and obey Ohio County Fiscal Court's rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction *NOT* to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator and the Human Resources.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe or that he or she thinks is likely to cause injury or a health risk to themselves or others.

Section 3. Employee Safety Rules

- A. Conduct: Horseplay, 'practical jokes,' etc. is forbidden. Employees are required to work a safe manner displaying accepted levels of behavior. Conduct which places the employee or others at risk, or which threatens or intimidates others is forbidden.
- B. Drugs and Alcohol: Use and/or possession of illegal drugs or alcohol on county property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.
- C. Housekeeping: The following areas must remain clear of obstructions:
 - 1. Aisles/exits
 - 2. Fire extinguishers and emergency equipment
 - 3. All electrical breakers, controls, and switches
 - 4. Eye wash/safety showers

You are responsible to keep your work area clean and safe. Clean-up several times throughout the day disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

- D. Injury Reporting: All work related injuries must be reported to your supervisor immediately. In the event of emergency a County Representative will accompany employee at/to treatment facility. Failure to immediately report injuries can result in loss of Worker's Compensation benefits. After all medical appointments resulting from a work related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

Ohio County Fiscal Court provides Transitional Return to Work (light duty) jobs, when available, for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon requiring a return to work note from the medical provider.

- E. Personal Protective Equipment (PPE): Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
 - 1. Safety Glasses - must be worn at all times in designated areas.
 - 2. Hard Hats - must be worn at all times in designated areas.

3. Gloves - work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
 4. Welding - appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
 5. Hearing Protection - is required in designated areas.
 6. Foot Protection – Proper foot protection needs to be maintain within the department safety requirement.
 7. Clothing – Proper clothing protection needs to be maintain within the department of the job
 8. Mowing – Proper clothing protection include long pants, sleeved shirt, foot protection, and earplugs. Safety glasses required for mowers without enclosed cabs.
- F. Equipment Operation: You must specifically be trained and authorized by your supervisor to operate the following:
1. Company vehicles,
 2. Machine and power tools,
 3. Chemical sprayers,
 4. Welders, and

When operating machines, do not wear loose clothing, long hair should be tied up and back.

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.

Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations.

Never reach into an operating machine or moving machine part.

1. Ladders:
 - a. Inspect all ladders prior to each use;
 - b. Ladders must be placed on secure footing;
 - c. Only one person is allowed on a ladder at one time;
 - d. Never stand on the top two steps of a stepladder;
 - e. Always maintain 3 point contact when working on ladders;
 - f. Never reach beyond arm length when working off of a ladder; and

- g. Never use metal ladders when working on or around electrical equipment.
- h. Know the weight of material being lifted. Never overload a crane/hoist.

G. Lockout/Tag out - prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position. Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER DO NOT OPERATES" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "keep your hands off."

H. Emergencies:

1. In the event of any serious injury or fire, **call 911**. Send someone to the facility entrance to meet the Fire Department. If in doubt, **call 911**.
2. Upon discovering a fire, alert others in immediate danger and initiate facility wide fire alarm.
3. When the evacuation signal is given, all employees should immediately turn off equipment, close doors, and evacuate to their designated evacuation areas. Attendance will be taken to account for all personnel. Stay together in the group until further instructions are received.
4. Do not attempt to fight any fire which is uncontained, too hot, too smoky, or if you are too frightened.
5. To use a fire extinguisher, remember PASS:
 - P = Pull (the safety pin)
 - A = Aim (at the base of the fire)
 - S = Squeeze (the lever)
 - S = Sweep (side to side)

If you use a fire extinguisher, remember:

- Stay low,
- Keep yourself between the fire and an exit,
- Do not turn your back on a fire, and
- Immediately report the use to your supervisor.

Do not touch blood or any other bodily fluid during or following an incident. If you are trained to administer first aid, gloves and other barriers are located with the first aid equipment. If you think that you have been exposed to bodily fluid, notify your supervisor immediately.

I. Company Vehicles and Driver Safety:

1. Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion.
2. All local and state traffic regulations and signs must be followed.
3. No unauthorized riders (hitchhikers, etc.) are allowed.
4. All moving violations resulting in points being assigned to your license must be reported to your supervisor.
5. Driving while under the influence of alcohol or other drugs is forbidden.

(If driving personal vehicle steps 1-5 must be followed)

K. Electrical Safety:

1. Never operate or tamper with the electrical main switch or breakers. You are authorized only to operate switches/disconnects on/for individual machines.
2. Report all electrical problems and suspected problems to your supervisor.
3. All junction boxes, control boxes, connections, and other wiring must have covers securely installed to prevent accidental contact.
4. Inspect all plugs, cords, and portable equipment prior to use.
5. Report any damaged electrical equipment to your supervisor. Only authorized personnel are permitted to make repairs.
6. Extension cords are to be used only for temporary applications. Never stretch cords across aisles or areas where others may trip over them. Do not attach extension cords to the building or run them under rugs/mats or through walls.

L. Lifting:

1. If you need help moving material, ask for it.
2. When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet, and lifting with your legs, keeping the load close to your body.
3. When you turn holding an object, move your feet, do not twist.

M. Staying Safe:

Report any unsafe conditions or situations to your supervisor. If you have suggestions on improving any aspect of safety in the facility, discuss it. If you are ever unsure of how to operate a piece of equipment or complete an assignment, ask for help. Asking for help when you are unsure reduces the chance of being injured.

These rules have been established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, will result in discipline up to and including discharge.

Section 4. Reporting Injuries

- A. Any work related injury or suspected injury must be reported immediately to your supervisor and to Human Resources. A First Report of Injury form must be completed. Failure to promptly report an injury can result in disciplinary actions.
- B. After each physical appointment, the employee must report to his/her supervisor to review progress.
- C. Ohio County Fiscal Court may provide light duty work, if available, for employees recovering from work related injury. If light duty work is available, employees are required to return to light duty work immediately upon requiring a return to work note from the medical provider.
- D. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.
- E. Employees are urged to report hazardous conditions and “near miss” incidents to their supervisors before injuries result.

- F. Ohio County encourages its employee to file with Workers Compensation should they be injured on the job. However, intentionally filing a false workers' compensation claim will result in disciplinary action. The case can also be referred to the county attorney for possible prosecution.

Section 5. Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Ohio County Fiscal Court and its employee. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work.

Ohio County Fiscal Court wants to provide meaningful work activity for eligible employees who become unable to perform all or portions of their regular work assignment. Thus, we have implemented a Transitional Duty program (light duty). Transitional Duty, when available, is a temporary program, not to exceed six months.

Section 6. Employee Procedures

- A. All work-related injuries should always be reported immediately to your supervisor.
- B. You must complete and sign an Injury Report.
- C. When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment at Family Care/Quick Care or the Ohio County Hospital Emergency Room and obtain a health care provider 'Return to Work' note stating visit that the employee may return to work & restrictions, if any. Regardless of their choice of health care provider, the 'Return to Work' note must be completed for each visit.
- D. When you are unable to work in your regular job capacity. Transitional duty up to a maximum of six (6) months, will be evaluated on a case-by-case basis.

Section 7. Return to Work Procedures

- A. If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty, if available. Transitional Duty may include work outside of original reporting department. Failure to do so may result in disqualification for certain employee benefits and disciplinary action, up to and including termination.

- B. Employees who are unable to work and whose absences Ohio County Fiscal Court approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline up to and including termination from employment.
- C. If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. Further, Ohio County has the right to certify your leave as Family Medical Leave should your leave qualify.
- D. Employees who are not eligible for leave under the Family Medical Leave Act (FMLA) must return to transitional duty or regular work as described above. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- E. Employees must provide a Return to Work' note indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- F. Cooperate with our third party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact the Human Resources Department.