

CALHOUN COUNTY

Safety Program

for

Employees

INTRODUCTION STATEMENT

It is the policy of Calhoun County that every employee is entitled to work under the safest conditions possible. Every reasonable effort will be made to promote accident prevention for protection and health preservation.

It is the belief of the Calhoun County that:

1. Practically all accidents can be prevented by taking common sense precautions.
2. Accidents which injure people, damage machinery and destroy materials cause needless personal suffering, inconvenience and expense.
3. If we act, think and talk safety at all times, then we can achieve a safe work place

It is the intent of Calhoun County to maintain a safe and healthful work place.

Due to the large number of activities in progress at one time, the varied nature of the work and the widespread location of such activities, the safety program must be "formalized" using written reports and records.

To coordinate the safety program, Calhoun County has established the position of County Safety Officer also referred to as the Safety Coordinator. The Safety Coordinator will coordinate safety plans and programs with the various departments of the county.

Chairman, Calhoun County Supervisors

Date

Supervisor

Supervisor

OBJECTIVES / PURPOSE

The purpose of the safety program is to identify potential workplace hazards and reduce / eliminate employee exposure to those hazards.

The following objectives should be considered:

1. To establish county-wide safety policies and guidelines.
2. To complete a safety inspection program involving all facilities, vehicles, work procedures and to identify and correct any hazardous work conditions or practices.
3. To investigate and review all accidents involving employees or property, determine the cause and then outline preventive measures to be taken in the future.
4. To establish personal protective equipment guidelines for employees and to provide and require the use of equipment.
5. To conduct safety training sessions for all employees.
6. To comply with all established safety and health standards set forth by the state and federal statutes.
7. To reduce the exposures incurred directly or indirectly as a result of unsafe conditions.
8. To provide or furnish medical services to employees for proper treatment of occupational injuries sustained on the job.

SCOPE AND ORGANIZATION OF SAFETY PROGRAM

All departments and employees of Calhoun County will be involved in the safety program.

The Safety Coordinator and Safety Committee will review the safety programs each year. After reviewing the existing programs, recommendations for additions, changes and/or modifications will be discussed at the safety committee meeting.

All recommendations of the Safety Committee will be passed on to the Administrative Safety Committee for implementation.

Participation in the safety program is not optional, it is mandatory.

RESPONSIBILITIES

Employees, Supervisors, and Department Heads

General Statement of Safety:

The safety of the employee is the responsibility of each Department Head and / or supervisor.

Reality Statement of Safety:

Even though work area hazards can be identified and the employee given guidance on safe work practices and procedures, responsibility falls directly on the employee.

No "one" can make the employee follow safe work practices and procedures.

Only the employee can ultimately be responsible for his / her own safety.

SAFETY POLICY

I. Policy

The safety of all Calhoun County employees and that of the general public is important in the day to day operation of all county equipment and facilities.

Maintenance of safe and healthy working conditions and the development of safe operating procedures is the responsibility of every employee.

Therefore, the following procedures will be followed.

II. Procedures:

1. The employer will do all that is possible to provide and maintain a safe work place.
2. The department head or responsible person in each department will be responsible for the maintenance of safe working conditions and the safety of the employee(s).
3. The department head or responsible person at each department is responsible.
 - A. For providing a safe working environment
 - B. For taking prompt action to eliminate unsafe conditions and practices
 - C. For making provisions for effective and practicable mechanical safeguards
 - D. For providing personal safety equipment
 - E. For issuance and enforcement of safety regulations for implementing this policy
 - F. For the observance of all applicable safety laws, standards, codes, ordinances and the OSHA act
 - G. For carrying out a continuing active safety program in conjunction with the Safety Coordinator.
4. It shall be the duty of all employees to ask for instruction from the supervisor if he/she is in doubt about the safe or proper way to perform a job or task.
5. It shall be the duty of the employees to report any unsafe conditions to their Department Heads or supervisors.

III. Hazard Determination:

The county does not manufacture, import, or distribute hazardous chemicals. Therefore the hazardous chemical evaluation conducted by the specific manufacturer of the chemical(s) used at the county is accepted as the hazard determination required by the Iowa Hazardous Chemical Risks Worker Right to Know Law.

IV. Conclusion:

The success of this safety program depends on the active involvement of all employees to understand and carry out all safety practices and procedures of this safety program.

Safety meetings will be held to educate and inform the employee of the safety program.

Calhoun County employees are required to attend safety meetings unless excused by the department head. If excused by the department head, the safety meeting must be made up sometime prior to the end of the designated training period.

Every county employee is provided with a copy of the document "Safety Program for Employees".

This document is to be used by all Calhoun County employees as a reference for the safety program.

Supervisory Personnel are responsible for safety of all work done under their supervision.

The Employee is responsible for reporting to the supervisor the facts of any safety problems they can not handle.

STATEMENT OF POLICY REGARDING CHANGES

This document is designed as a starting point for Calhoun County. As with all documents and programs there will be changes and additions.

The "Introduction Statement" signed by the Calhoun County Supervisors enables these changes to take place because of the commitment to provide a safe work place for employees.

Each time the program is changed it will be necessary to pass those changes along to the employees. It is intended that the safety meetings will be the vehicle to pass this information on.

It is intended that each time the program is revised or changed, a copy of the original program be maintained to monitor the evolution of the program.

Mike Moeller, Safety Coordinator
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Courthouse, Attorney's Office, Annex I, Annex II