



SAFETY PROGRAM ORGANIZATION AND RESPONSIBILITIES

Every Okaloosa County employee shall be fully responsible for implementing the provisions of this safety program as it pertains to the operations under their position. The responsibilities listed below are a minimum and shall in no way be construed to limit individual initiative or to implement more comprehensive procedures to reduce losses.

SAFETY RESPONSIBILITIES FOR MANAGEMENT, SUPERVISORS, AND EMPLOYEES

The success of the safety and accident prevention program depends upon the degree to which a safety attitude is instilled within each county employee. Management must consider itself largely responsible for the development of this mental attitude. Accident prevention starts at the top; it is essential that department managers and supervisors take the initiative. Members of management in all departments must demonstrate by their behavior and actions they are guided by the desire to operate safely. To accomplish this, each manager must consider safety or accident prevention in all aspects of decision making.

1. MANAGEMENT

All members of County management will fully support the safety program and ensure its success. Management shall:

- 1.1. Prescribe safe work practices and prepare written procedures.
- 1.2. Provide a safe workplace and environment.
- 1.3. Require adequate training and education.
- 1.4. Review the safety program periodically and amend it when necessary.
- 1.5. Fully enforce all safety rules and procedures.
- 1.6. Require that only qualified and authorized personnel perform all electrical and mechanical repairs.
- 1.7. Coordinate with the Risk Management Director on any specific safety or training issues.

2. **SUPERVISORS**

The full potential of an effective safety program can only be realized when supervisors cooperate in all phases of the program. The following is a list of responsibilities:

- 2.1. Ensure that their employees implement all management policies for maximum efficiency of each job to prevent injuries, collisions, and liabilities.
- 2.2. Provide continuing safety instruction while issuing daily work assignments to focus attention upon potential hazards, changes in work conditions or procedures, and handling hazardous chemicals.
- 2.3. Ensure that all employees have the necessary safety equipment and protective devices, are instructed and fully understand the use of protective equipment in specific hazardous jobs, and properly maintain the equipment.
- 2.4. Continually observe and inspect work conditions and work practices to detect and correct unsafe conditions and practices.
- 2.5. Promptly report and investigate accidents and make certain that the recommended corrective actions are completed.
- 2.6. Hold employee safety meetings to review accidents, analyze their causes, and encourage safety suggestions and written comments from employees.
- 2.7. Consider an employee's safety record and safe working habits in performance appraisals.
- 2.8. Maintain records of all injuries.

3. **EMPLOYEES**

All employees are required as a condition of employment to develop and exercise safe work habits in the course of their employment to prevent injuries to themselves, their fellow workers and conserve material resources. All employees shall:

- 3.1. Immediately report to their supervisors all accidents and injuries occurring within the scope of their employment.
- 3.2. Make themselves familiar with and observe all prescribed work practices and obey all safety rules.
- 3.3. Promptly report to their supervisor all unsafe actions, practices or conditions observed while working.
- 3.4. Implement principles of accident prevention in daily work.
- 3.5. Recognize that loose clothing, jewelry, long hair, and beards are potential hazards around machinery and equipment.

- 3.6. Keep work areas clean and orderly at all times.
- 3.7. Avoid engaging in any horseplay and refrain from distracting others.
- 3.8. Wear required protective equipment when working in hazardous operation areas.
- 3.9. Accept the responsibility and refuse to use unsafe equipment or unsafe work practices until such time as necessary corrections have been made to assure employee safety.
- 3.10. Arrive at work suitably attired for the job(s) they are to perform.

4. RISK MANAGEMENT DIRECTOR

- 4.1. The Risk Management Director is responsible for the development, organization, coordination and implementation of the overall Okaloosa County safety program and safety education. These responsibilities also include work-site inspections, hazard reduction and/or elimination and accident/injury investigation, reporting and management.
- 4.2. The Risk Management Director is responsible for the implementation of the risk management process and the selection of the risk management techniques to be utilized in effectively preserving the County's assets.
- 4.3. The Risk Management Director will coordinate the safety and risk management program and serve as a resource to advise operating departments in all safety related matters.
- 4.4. The Risk Management Director will advise department heads, supervisors and employees of unsafe conditions, problems related to accident prevention and recommendations for loss control.
- 4.5. The Risk Management Director will work with the County's attorney in collecting information pertinent to the settlement of liability and Workers' Compensation claims.

5. DISCIPLINARY PROCEDURES

- 5.1. Employees within each department of Okaloosa County are expected and required to comply with all applicable safety rules and procedures while at work.
- 5.2. All disciplinary procedures and actions implemented and enforced with regards to safety violations will fully comply with Okaloosa County's Human Resources Policy Manual.
- 5.3. Policies contained in this manual may have sections concerning disciplinary procedures for specific safety violations. For any of those disciplinary procedures where the violation may result in disciplinary issues, this manual will not supersede personnel policies contained in Okaloosa County's Human Resources Policy

Manual to include accumulation of sick leave, annual leave, and grievance procedures.