

# Jefferson County Safety Manual

<b>Procedure:</b> Safety Manual	<b>Last Update:</b> March 8, 2010
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**References:** Security and Safety Policy, Policy Manual

**Purpose:** To implement safety practices.

**Procedure:** Safety Manual

## A. Organizational Statement

The goal of the Safety Program is to provide the safest possible working conditions for employees and a safe environment for the public using the County's services. The Board of County Commissioners fully supports this goal.

The county believes that most accidents can be prevented. Accordingly, Jefferson County will constantly work toward:

- The maintenance of a safe working environment for employees.
- Consistent adherence to proper operating practices and procedures designed to prevent injury, illness, property damage and liabilities including proper preventive maintenance techniques.
- Conscientious observance of federal, state and county safety regulations.

It is our desire to provide a safe working environment and keep injuries to the absolute minimum or eliminate injuries altogether, thus protecting our most valuable asset, our employees. One of the most important contributions an employee can provide to the organization is the performance of all tasks in the safest possible manner. Safety increases productivity and thereby contributes to the overall objectives of the organization. When incorporated with other management efforts, safety techniques have an effect upon the reduction of personnel injuries, property damage and work interruptions. By placing constant emphasis on the refinement of operational procedures, employee awareness and safe working conditions, it is possible to eventually eliminate the cause and effect of losses.

## B. Accountability

### 1. Purpose

The purpose of the Safety Program is to inform all Jefferson County Government personnel of their responsibilities as described in the Safety Manual.

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### 2. Scope

The Safety Program applies to all Jefferson County Government personnel.

### 3. Responsibility

All personnel must have a thorough knowledge of rules, procedures, practices and precautions as described in the Safety Manual and applicable to their individual job function.

Safety shall receive the same emphasis and consideration as scheduling, cost control, production and quality in the planning and actual work associated with any project.

## C. General Rules

These safety rules are designed to provide you with knowledge of the recognized and established safe practices and procedures that apply to many of the work situations you may encounter while employed at Jefferson County. It would be impossible to cover every work situation. If you are in doubt about the safety of any condition, practice, or procedure, consult your supervisor for guidance.

1. Accident Reporting - Report all accidents or near misses to your supervisor and to the safety analyst immediately. County records or safety documentation must reflect a complete and accurate account of the incident.
2. Hazard Reporting: Notify your supervisor immediately of any unsafe condition and/or practice.
3. Illegal Drugs: No illegal drugs will be allowed on the worksite. Employees will notify their supervisor of any prescription drug use that might cause drowsiness, affect their judgment, or affect their ability to safely operate a vehicle or other equipment.
4. Hazardous Materials: Follow proper use and handling procedures for all hazardous materials. Do not use a chemical if you are not familiar with hazardous properties or have not received and been trained on the required protective equipment.
5. Personal Protective Equipment (PPE): Employees must practice proper use, care, and storage of personal protective equipment.
6. Concentrate: Most accidents can be avoided by concentrating on the job to be done.

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7. Parking: The recommended drive speed in the parking lots is 5 MPH. Please drive slowly and watch for pedestrians.
8. Operation of all motorized vehicles by all employees while driving in the course of their employment must be in accordance with federal regulations, the Colorado Traffic Code, the Model Traffic Code and the Jefferson County Policy and Procedures Manual Part 5, Chapter 1, Section 3 Driving on County Business.

### D. Workplace Safety

Jefferson County workplace safety is about preventing injury and illness to employees in the workplace. Therefore, it's about protecting the most valuable asset: you, the employee.

By protecting employee well-being, Jefferson County reduces the amount of money paid out in health benefits, worker's compensation claims and the cost of lost time on the job.

#### 1. Addressing Safety and Hazards in the Workplace

To make the workplace safer, Jefferson County will strive to make the individual worker less likely to become injured or ill by engaging in the following:

- Education
- Examining work areas
- Evaluation of data
- Correcting conditions and practices that have potential for harm
- Information exchange

#### 2. Job Hazard Identification

The safety analyst will work with individual employees or work groups to identify hazards before they occur. The examination will focus on the relationship between the worker, the task, the tools and the work environment.

Management will help workers manage specific hazards associated with their tasks.

#### 3. Workplace Safety Practices

Workplace safety practices can be as simple as the following:

- Close and lock doors when work areas are unoccupied
- Replace burned out lights inside and outside
- Close drawers before walking away from the desk or file cabinet
- Use proper lifting techniques

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- Use proper tools for a job in an appropriate manner
- Ask for help to avoid strains, sprains or other injuries
- Maintain your workplace in an orderly fashion
- Arrange office furniture to permit a quick, unimpeded exit
- Clean up spills on hard surfaces to reduce likelihood of slips and falls
- Avoid placing flammable materials next to ignition sources
- Report immediately inoperable safety related equipment
- Review conditions in your work area and make suggestions to safety analyst to improve upon safety
- Be aware of emergency response plans, exits, evacuation routes and assembly areas
- Be aware of your surroundings and reporting people or objects that look out of place
- Avoid overloading electrical outlets
- Avoid standing on chairs or desks to reach high objects or places
- Avoid placing objects or materials in hallways that may obstruct evacuation routes or create a tripping hazard for others
- Take personal responsibility for your safety
- Have a plan for your personal safety
- Use the provided handrails when ascending and descending stairs or ramps
- Do not wrestle, run, push, or throw objects or engage in other disorderly conduct
- Use child safety seats and vehicle seatbelts in accordance with applicable law when transporting children
- Require all vehicle occupants to use seatbelts
- Do not use vehicles that are unsafe to operate
- Lock vehicle doors and remove keys when parked
- Do not offer rides to hitchhikers

### E. Supervisor's Role Concerning Workplace Safety

As a supervisor, it is your responsibility to ensure a safe work environment for employees within your charge.

The following guidelines can help to motivate your employees towards safety awareness:

- Knowledge – Obtain safety training and/or advice for yourself and your employees
- Example – Set an example of proper safety practices in your own habits and conduct
- Communicate – Encourage employees to discuss safety hazards with you, and help them to understand the safety rules pertaining to the workplace

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- Anticipate Hazards – Anticipate hazards before they occur. Inspect the work environment regularly
- Motivate – Motivate the employees to put to use safety measures by holding safety meetings and avoiding verbal approval to employees for properly handled situations

### **F. Jeffco Government Safety Committee**

#### **1. Mission Statement**

The Jeffco Government Safety Committee shall be a forum for receiving and addressing safety issues and concerns in order to establish and maintain safe work environments for all Jefferson County employees.

In pursuit of our mission, the Jeffco Government Safety Committee will:

- Participate with other Jefferson County safety teams with open communication.
- Help to resolve safety related issues and concerns.
- Endeavor to cause relevant safety training to occur within the appropriate work groups and facilities.
- Conduct an annual review of safety issues within the county.