



SAFETY IN THE WORKPLACE POLICY

Safety and health in the conduct of County business is a top priority. It is the intention of Tulare County to comply with all safety regulations. To do this we must be aware of conditions in all work areas that could produce injuries, or an unhealthful environment.

NO EMPLOYEE IS REQUIRED TO WORK AT A JOB THAT HAS AN UNCONTROLLED SAFETY OR HEALTH HAZARD

Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. If the matter cannot be satisfied at that level your Department safety representative should be notified. Ultimately, you are free to contact the County Safety Officer to address any unresolved safety matters. Confidentiality will be maintained whenever possible or requested in order to ensure that employees have an avenue for lodging complaints "without fear of reprisal."

Tulare County also has a policy protecting, to the extent reasonably possible, all of its employees from threats of violence, or aggression, or actual violence in the workplace. Acts of threats of violence against the life, health, or well-being of employees or members of their family will not be tolerated.

Each employee will be given, and required to sign, a copy of the Policy statement.

SAFETY PAYS

The County of Tulare is a self insured entity for general liability insurance and workers' compensation insurance. The County self-administers the general liability claim program and has contracted with Intercare Insurance Services for its' workers compensation claim program. Dollars spent paying for injuries, illnesses, or exposures, whether preventable or unpreventable, are dollars that could be better spent on employee benefits and better equipment. Obviously it is to the benefit of all of us to reduce all types of accidents and injuries to the absolute minimum.

Each Department within County Government has an assigned safety representative. Their duties include reviewing all accident and injury reports and coordinating all safety matters with the County Safety Officer. The County will provide mechanical and physical safeguards, safety training, and inspections of work areas to assure a safe and a healthful working environment.

EMPLOYEE RESPONSIBILITIES

We recognize that the responsibilities for safety and health are shared:

- The County accepts the responsibilities of leadership for the safety and health program, and for its effectiveness for providing adequate safeguards that ensure safe and healthy conditions. The County has written safety policies and procedures that are located in the Injury and Illness Prevention Program (IIPP) documents.
- Supervisors are responsible for safety in the workplaces under their control. Supervisors are responsible for developing the proper attitude toward safety and health in themselves, and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved including themselves. Supervisors are required to notify employees where the IIPP documents can be found.
- Employees are responsible for safety in the workplaces they are assigned to. Employees are responsible for developing a genuine interest in all aspects of the safety and health program. This includes complying with all rules and regulations, and for using the best safety practices while performing their duties, as outlined in the Code of Safe Practices. Employees are required to know the location of the County's IIPP Documents.

TULARE COUNTY CODE OF SAFE PRACTICES

As taken from The County of Tulare Injury and Illness Prevention Program (IIPP)

1. County employees are responsible for ensuring their own safety and the safety of others on the work site.
2. County employees are responsible for learning and following the standards and procedures that apply to each job assignment.
3. County employees are responsible for discontinuing any specific activity that the employee believes or knows has an undue risk of injury, illness, or damage to property, and to promptly seek guidance from his/her supervisor regarding the operation.
4. County employees are responsible for wearing or using the prescribed personal protective equipment needed for a particular job.
5. County employees are responsible for bringing to the supervisor's attention any activity, behavior, or unsafe condition that could cause injury or illness to others or damage property.
6. County employees are responsible for promptly reporting any occupational injury, illness, or property damage to his/her supervisor.
7. County employees are responsible for reporting any emergencies, and to assist when safe and appropriate to do so, until emergency response personnel arrive.
8. County employees are responsible for setting an example for other employees to follow.