

<p>Policy Number - Section 43</p> <p>Effective Date: May 25, 2010; Res. 255-10</p> <p>Supersedes: April 27, 2010; Res. 199-10</p> <p>Title : General Safety Rules and Safe Work Practices</p>	<p>Last Update: March 10, 2010</p>
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POLICY STATEMENT

Cayuga County has a sincere concern for the welfare and safety of all County employees and the public they serve, with the goal of eliminating suffering and the cost of avoidable personal injury and illness. The County is dedicated to assuring that every job is conducted safely, and that operational expediency, including the use of short cuts, does not compromise the safety and well being of employees and the public.

It is the County's responsibility to provide safe working conditions for all County employees, comprehensive instruction covering safe work practices, and special equipment to protect employees against hazards. All employers including Cayuga County are held responsible for all applicable regulations to include the Occupational Safety and Health Act (1970) "General Duty Clause" (29 USC 654 Sec. 5), which stipulates that the employer must provide all employees with a workplace free of recognized and or reasonable hazards.

All County employees are responsible for their own safety, the safety of their co-workers, and the public, and are charged with promoting accident prevention by actively supporting this policy, by abiding by other safety policies and procedures adopted by the County, and by advising their supervisor if they observe an unsafe situation. Any Department Head, Supervisor or employee may correct unsafe acts or conditions through the regular line of authority, although the Department Head, Supervisor, or employee **may exercise emergency authority to prevent or stop unsafe acts** when immediate action is required.

This policy should not be considered to be comprehensive or sufficient as training materials for all Departments or for specific job tasks.

TRAINING

PESH requires that employees be trained in the safe methods of performing their job. Cayuga County is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

- Every new employee will be given instruction by their requirements of their job.

- A copy of this policy will also be provided to each employee.
- All training will be documented.

Training provides the following benefits:

- Makes employees aware of job hazards
- Encourages safety suggestions
- Teaches employees to perform jobs safely
- Creates interest in the safety program
- Fulfills OSHA/PESH requirements
- Promotes two way communication

County Employee Training will be provided at the following times:

- All new employees shall receive a safety orientation their first day on the job, at which time they will be given a copy of this policy and be required to read and sign for it.
- All employees given a new job assignment for which training has not been previously provided shall be trained before beginning the new assignment.
- Whenever new substances, processes, procedures, or equipment that represent a new hazard are introduced into the workplace.
- When the County is made aware of a new or previously unrecognized workplace hazard.
- After all serious accidents.
- When employees are not following safe work rules or procedures.

Training topics will include, but not be limited to:

- Employee's safety responsibilities
- General Safety Rules and Safety Practices
- Safe job procedures
- Emergency procedures

Initial training (review of this procedure) will be conducted by Human Resources or Supervisors and will be documented on the new Employee Safety Orientation Form that signed by the employee and will be maintained as part of each employees personnel file by Human Resources. Specialized formal and informal employee training will be arranged for by their Department Head (for illustrative purposes only: fall protection, lockout tagout, bloodborne pathogen, asbestos awareness, etc.), will be documented and maintained by the Department Head or direct Supervisor.

RESPONSIBILITIES AND AUTHORITY

The following identifies some of the responsibilities for various parties affected by this policy.

County Management (County Legislature, Compliance Officer, County Administrator and/or their Appointed Risk Management Committee)

- Ensuring that Federal, State and Local laws, regulations, codes and ordinances are followed.
- Developing accident prevention methods, procedures and programs.
- Conducting periodic safety inspections of all work locations.
- Assuring that accidents and hazardous conditions are investigated and corrective actions are implemented.

Department Heads

Department Heads are responsible for establishing a Safety Program within their department to promote safe and healthful working conditions and practices for employees under their supervision. Department Head responsibilities include:

- Work with the Compliance Officer to ensure that the department has all pertinent safety policies and procedures
- Establishing departmental safety guidelines
- Ensure that safety procedures pertinent to their department's activities are developed and enforced.
- Observing safety conditions of the department on a regular basis
- Assure appropriate training for supervisors and employees.

Supervisors

Due to their constant contact with employees, supervisors must take a primary role in the prevention of accidents and the safety of employees under their supervision. Supervisor's responsibilities include:

- Providing adequate job training and instructions for their employees,
- Providing continuing safety instructions while issuing daily work assignments.
- Observing and evaluating working conditions and procedures for unsafe conditions or practices and reporting or correcting any found.
- Promptly investigating all accidents and complete required reports
- Encouraging employees to report all unsafe conditions and practices.
- Checking and ensuring that tools, equipment, and protective devices are in

place, properly maintained and used

- Being familiar with and enforcing all safety procedures and practices applicable to their work.

Employees

All employees are responsible for exercising care and good judgment in preventing accidents. Employees are responsible for working safely and for maintaining an organized, efficient and healthy working environment. Employees shall adhere to and follow all safety rules and practices as set forth by this and other County policies as well as all PESH regulations. Employee responsibilities include:

- Becoming familiar with and observe established safe working procedures and practices for their work activities.
- Where prescribed by departmental or OSHA/PESH guidelines, employees will properly wear and/or use all appropriate safety equipment.
- Immediately reporting all work related accidents and injuries to their supervisors.
- Reporting all unsafe conditions and practices to their supervisors and/or Department Head and/or County Administrator.
- Attending appropriate training as recommended by their supervisors.

GENERAL SAFETY RULES

Unsafe conditions and procedures must be identified before they can be corrected. Consequently, every employee shall be responsible for immediately reporting unsafe conditions or procedures. Safety is an individual commitment to incorporate safe work practices into every area of job operations. The following rules are established for all County employees:

1. Report all job-related injuries, accidents, and illness and near-miss situations (narrowly-avoided accidents that might have occurred if conditions were slightly different) to your immediate supervisor as soon as possible. Federal and State OSHA/PESH laws and Worker's Compensation regulations require prompt reporting of accidents and injuries.
2. With the exception of County law enforcement officers and emergency responders who are trained in handling specific situations never do anything that is unsafe in order to get a job done.
3. Use the handrails on steps and other elevated areas.
4. With the exception of those law enforcement officers (i.e., Sheriff, Sheriff Deputies, etc.) who are legally exempt from wearing seatbelts, all employees shall wear seatbelts at all times while in a moving vehicle being used for County business, whether they are in the driver seat or a passenger.
5. With the exception of law enforcement officers (i.e., Sheriff, Sheriff Deputies, etc.) who are legally exempt from laws restricting cell phone usage during vehicle operation, the

- use of handheld cell phones, whether personal or County-owned, while behind the wheel of a moving vehicle being used on County business is strictly prohibited.
6. With the exception of law enforcement officers (i.e., Sheriff, Sheriff Deputies, etc.) who are legally exempt from laws restricting computer/cell phone usage use while operating a vehicle employees are prohibited from texting or making use of electronic mail functions while behind the wheel of a moving vehicle being used on County business. This includes during the time waiting for traffic signals to change.
 7. Always inspect tools and other equipment before use. Report defects to supervisor and other potential users. Do not use defective equipment or tools.
 8. Obey warning signs and tags. They are posted to point out hazards.
 9. Operate only the equipment and machinery you have been trained and/or authorized to use.
 10. Never operate equipment or machinery with guards missing or broken.
 11. Never remove or disable any safety device. Never reach over moving parts of equipment or machinery.
 12. Report to work in appropriate clothing suitable for the type of work performed.
 13. Maintain good housekeeping practices in all work areas.
 14. Wear all protective equipment as required.
 15. Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
 16. Firearms or explosives are prohibited at work except as required for job performance (e.g., firearm possession by law enforcement/security officers, pyrotechnic devices used by security and Parks and Trails Department personnel for scaring geese at County beaches).
 17. Horseplay, running and fighting are prohibited.

GOOD HOUSEKEEPING PRACTICES

Aside from the accident prevention benefits, good housekeeping contributes to efficient performance. When tools, equipment and materials are returned to their proper place after use, they are easier to find and inspect for damage and wear. The following practices are to be followed to promote good housekeeping:

1. Keep work areas and storage facilities clean, neat and orderly.
2. All aisles, stairways, exits and access ways should be kept clear.
3. Do not place supplies on top of lockers, boxes, or other movable containers at a height that is not visible from the floor.
4. When piling materials for storage, make sure the base is level and firm.
5. Lay extension cords and hoses in such a way as to minimize tripping or obstructions to traffic.
6. Clean up spills immediately to avoid hazards. In the event of clean up delay, the area must be appropriately guarded, posted or roped off.
7. Sharp or pointed objects should be stored to prevent persons from coming in contact with them.
8. All packing material should be disposed of immediately.
9. Wastebaskets should be emptied into approved containers.
10. Oily or greasy rags should be placed in a metal container designed for that purpose only.

11. All switches or drives on machinery should be shut down, locked out and properly tagged before cleaning, oiling or repairing.
12. Electrical panels and fuse boxes should be kept closed at all times and the surrounding area kept clear.

GENERAL SAFETY PRACTICES

1. Keep desk and file drawers closed when not in use.
2. Do not open file or desk drawers above or behind someone without warning them.
3. Use only step stools and ladders (do not climb on counters or chairs).
4. Push chairs up to desk or under counter when not in use.
5. Do not carry loads, which obstruct your view, which are too heavy or without a prepared place to set them down.
6. Report any injury, including paper cuts, to your supervisor.
7. Get help to move heavy objects. The back is the number one part of the body injured. Use proper lifting techniques and avoid any twisting motion while lifting.
8. Maintain good housekeeping at all times. Wipe up spills and pick up all objects that should not be on floor.
9. Avoid slips, trips and falls by watching for hazards such as extension cords across walking areas. If you observe such hazards, notify the appropriate person (worker, supervisor, department head, etc), so that it can be corrected.
10. Approach blind areas cautiously.
11. Report defective furniture or equipment to your supervisor.
12. Know location of emergency exits and keep aisles clear to them.
13. Operate only those pieces of equipment you are authorized to use.
14. Assure all electrical equipment is disconnected before working on it.
15. Use fatigue mats when extensive standing is required.
16. Keep objects that can be used as projectiles inside desk drawers.
17. Assure clearance of at least eighteen (18) inches from any sprinkler.

ELECTRICAL SAFETY PRACTICES

1. Extension cords should:
 - A. be as short as possible.
 - B. not be used in areas where they will be stepped on and tripped over.
 - C. not be used on surfaces where liquids are present.
 - D. only be used as temporary wiring. Extension cords cannot be used as a replacement for permanent wiring.
2. Never attempt to repair or adjust electrical equipment unless authorized.
3. Do not use faulty or malfunctioning equipment unless the nature of the fault or malfunction is fully understood and is known not to be hazardous.
4. All electrical equipment should have an equipment ground (three-prong plug) or will be double-insulated.
5. Pull on the plug, not the cord, when unplugging a cord from the power source.
6. Report damaged or frayed cords. Take the equipment/tool out of service for repair or replacement.

7. Do not use portable electrical equipment if standing on a wet surface or if hands are wet. Always use ground fault circuit interrupters (gfi) when electrical equipment or tools are used near water.
8. Do not block access to electrical control panels.
9. Know where the main control panel for your department is located. Learn how to disconnect circuit in case of accident or emergency.
10. Report all accidents immediately.
11. Contact your supervisor, if you need a power strip/surge protector.

(Note: Periodic Review by County Administrator or his/her designees and Risk Management Committee. Revisions adopted by the Legislature shall be distributed to departments.)

CAYUGA COUNTY

**GENERAL SAFETY RULES AND SAFE WORK PRACTICES
EMPLOYEE SAFETY ORIENTATION FORM**

I certify that I have received a copy of this policy and that I have read, understand, and agree to the terms set forth in this policy. I further understand that if I have questions regarding the information provided in this policy, I can request such information from my supervisor, or Department Head.

Employee Signature: _____

Date: _____

Printed Employee Name: _____

Witness: _____