

**LEELANAU COUNTY  
BOARD POLICY**

GENERAL SUBJECT: Organization Policies  
Administrator

Policy No. **2.04**

SPECIFIC SUBJECT: Safety Policy

Adopted: 07/16/2002

Revised: 03/18/2014

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APPLIES TO: All Leelanau County Employees and Elected Officials

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**PURPOSE** This policy establishes the safety requirements for Leelanau County personnel in order to prevent accidents or injuries. While the County will provide reasonable accommodation absent undue hardship for those employees with impairments, it is also committed to maintaining the safety and health of its employees

- I. **MISSION:** Employee and customer welfare are paramount to Leelanau County. We strive to maintain a safe workplace through education, training and awareness. Placing safety first will reduce accidents and continue to improve the environment in which we work.
  
- II. **HEALTH AND SAFETY:** While the County will provide reasonable accommodation absent undue hardship for those employees with impairments, it is also committed to maintaining the safety and health of its employees. It is, therefore, a requirement for employment by the County that an employee not pose a direct threat to the health or safety of other individuals in the workplace. By "direct threat" it is meant that the employee poses a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation. For a person with a currently contagious disease or infection this would mean that the person must pose a significant risk of transmitting the infection to others in the workplace that cannot be eliminated by reasonable accommodation. Determinations as to whether an individual poses such a threat will be done on a case-by-case basis and will not be based on generalizations, misperceptions, ignorance, irrational fears, etc. To the contrary, such a determination will, instead, be based on objective factual evidence and will include a review of such factors as:
  - a. Duration of the risk;
  - b. Nature and severity of the potential harm;
  - c. Likelihood that the potential harm will occur; and
  - d. The imminence of the potential harm.

Where the employee is determined to pose a significant risk, the County will consider what reasonable accommodation could be afforded to the employee to allow him/her to continue working without causing the County undue hardship.

- III. SMOKING POLICY: See County Ordinance.
- IV. DRUG FREE WORK ENVIRONMENT POLICY: See County Policy.
- V. RESPONSIBILITIES:
  - a. The BOARD OF COMMISSIONERS has the overall responsibility for safety at Leelanau County.
  - b. Department Heads shall ensure the following:
    - 1. Safety orientation is provided to each new department employee.
    - 2. Implementation and enforcement of safe practices within the department.
    - 3. Department employees participate in appropriate safety training.
    - 4. Compliance to the procedure.
  - c. The Administrator's Office is responsible for:
    - 1. Record keeping of the County safety and health program.
    - 2. Working with department heads to ensure that all new hires obtain the required safety training.
    - 3. Maintain the documentation of the training.
    - 4. Coordinate the County's compliance with provisions of the Michigan Occupational Safety and Health Act, including the interpretation of standards, rules and requirements.
    - 5. Notification when required training is due.
    - 6. With the department head or supervisor, and others as appropriate, investigate all occupational illnesses and injuries, and all near misses.
  - d. The Clerk's Office is responsible for:
    - 1. Maintaining the MIOSHA 300 Log and corresponding documents as required by law.
  - e. The Safety Committee is responsible for:
    - 1. Recommending revisions to the Safety Policy.
    - 2. Reviewing accident reports.
    - 3. Recommending changes to the County Board of Commissioners to improve safety.

- f. Supervisors are responsible for:
  1. Enforcing all safety rules/practices and shall ensure that proper protective equipment is used by personnel.
  2. Where there is a clearly identifiable risk, conducting job briefings and inspections of tools, equipment and the work area to ensure employee safety.
  3. Observing work in progress to identify hazards or potentially hazardous operations and shall stop an unsafe procedure or correct a hazardous situation.
  4. Obtaining complete and detailed facts about all accidents which occur under his/her supervision as soon as possible after it occurs and shall prepare required reports. Required reporting forms can be obtained at the County Administrator's office and returned upon completion for processing. Please refer to Section 7f.
  5. Ensuring that medical attention is provided to the injured person as soon as possible.
  
- g. Individual employees are the key factor to the safety policy. As such, each employee is responsible for:
  1. Conducting his/her activities in a manner commensurate with published documents and good, safe working practices.
  2. Using appropriate and approved protective equipment and devices and shall report any condition that is considered hazardous or might injure personnel or damage equipment.
  3. Promptly reporting any injury suffered to your immediate supervisor.
  4. Attending all safety, training and education meetings, as required.

VI. REQUIREMENTS:

- a. Safety Committee – The Safety Committee shall be a standing advisory committee of the Board of Commissioners. The County Administrator shall serve as chair of the Safety Committee. In the absence of the County Administrator, any member may serve as chair pro-tem.

The Safety Committee shall be comprised of the following members:

County Administrator  
 County Sheriff/Undersheriff  
 County Maintenance Director  
 County Building Official  
 County Emergency Management Director

Other members may be asked by the chair to serve on a temporary advisory basis as deemed necessary.

The Safety Committee shall meet quarterly and establish a written record of the meetings. A copy of the minutes will be posted on the county's website.

The Safety Committee shall also have authority to make suggestions and recommendations that will help to prevent personal injury, reduce property losses, and develop a safety conscious work force, and assure compliance with the requirements of County membership in the Michigan Municipal Risk Management Authority (MMRMA.) This may include obtaining information relative to any specific incident/accident and making recommendations to Department Heads/Budgetary Units for the correction/prevention of particular problems or conditions. Such authority does not extend to a review disciplinary action taken against employees for accidents, nor does it evaluate the individual's negligence or responsibility for the accident. Risk Control concerns, suggestions, or issues of any type may be brought to the Committee by submitting them in writing to the County Administrator for review at the next scheduled Safety Committee meeting.

- b. Safety Meetings/Training – County personnel may be required to attend safety training as required by their job assignment. Where there is an identifiable safety issue, trainings will be offered and coordinated through the County Administrator and Department Heads. Some departments may require more frequent trainings at the discretion of their supervisor. Employees unable to attend safety trainings due to vacations, illness or other absences should be briefed by their supervisor upon return to work.

Safety training may consist of training for the prevention of accidents and injuries and may include instruction in the safe use of new tools and equipment, the use of personal protective equipment, off-the-job safety and general safety procedures. Safety trainings may be undertaken if employees bring to the attention of administration any safety concerns, they have with facilities and equipment. A Training Log will be maintained by Department Heads, with a copy supplied to the County Administrator for retention in the employee's personnel file.

- c. Orientation – All new County employees and employees transferring to a new department shall receive a safety orientation within the first six (6) months of employment. This orientation shall include a brief explanation of the steps that should be taken by the employee and the supervisor when an incident occurs, whether it is an injury or illness.

All new employees will normally receive training on:

- \* Lifting
- \* Slip and Fall Accident Prevention
- \* Fire Extinguishers/Alarms/Exits
- \* Severe Weather
- \* Bloodborne Pathogens
- \* Right to Know

Each department supervisor should present any new employee or transferred employee with a department safety orientation. Each department should undertake to identify and address foreseeable safety issues and write procedures to deal with same.

New employee orientation shall be documented.

d. Pre-Job Briefings - The purpose of the pre-job briefing is to familiarize employees and contractors working on County property with the plans and objectives of projects including:

- \* Identifying any safety problems.
- \* Avoiding a certain type of accident.
- \* How to use a particular machine safely.
- \* Listing the safety equipment necessary for the job.
- \* Use of specific pieces of safety equipment.
- \* Location of first aid equipment.
- \* Who to contact in case of emergency.

1. Formal Pre-Job Briefings – Under certain circumstances in order to satisfy MIOSHA requirements, a written pre-job briefing may be necessary. The length of the session should last from 10 to 20 minutes depending on the topics and number of employees. The number and degree of organization or formality of the sessions depends on the types of safety problems and what the supervisor thinks is the most effective way of educating the employees. Supervisors are urged to complete a safety training form that details the topics covered, comments from employees and the signature of those attending the training.

2. Informal Pre-Job Briefings - To plan an informal “pre-job briefing,” simply pick a good time and place to talk where employees won’t be distracted. The discussion is an informal chat between the crew leader and the work crew. Sessions usually last from 5 to 15 minutes, depending on the interest and discussion by the employees. Topics should be simple and refer to subjects that the crew is involved in every day or a new or special job that the crew has been assigned.

Pre-Job Briefings should be held near the job site and just prior to the start of the job. Questions from employees are encouraged. Discussions should include old and new safety hazards and safer approaches or techniques to deal with the problems of the day or week. Emphasis should be placed on a clear understanding of potential problems and the safety procedures discussed.

Pre-Job Briefings should be on a regular basis. Briefings should be completed

at the beginning of a shift, but are suitable anytime a supervisor sees an unsafe procedure. Formal or Informal Pre-Job Briefings do not replace formal safety meetings.

- e. Specialized Training – Specialized training of employees performing jobs with identifiable and foreseeable risks shall be provided so that they may acquire the knowledge and skill necessary for safe job performance. Training sessions required by each department will be reviewed and updated regularly by the department supervisor.

Training shall establish employee proficiency in routine duties as well as new and revised procedures necessary to meet all existing and any future MIOSHA standards. Under no circumstance shall an employee operate or move any equipment unless proper training has been given by the supervisor or training specialist.

If certifications are required, the employer shall verify that the required training has been accomplished. Certification of such programs shall require the employee's signature; signatures of the trainers and the date(s) the training took place. New training and updated training records and certifications shall be kept on file in each department, with a copy sent to County Administration. Training records and certifications shall be available for inspection by supervisors and by all applicable licensing and inspecting agencies.

- f. Incident Reporting – All occupational injuries and illnesses of Leelanau County employees shall be reported IMMEDIATELY. A "Supervisor's Report of Incident" must be completed by the Supervisor or Department Head and sent to the County Administrator. If the injury or illness requires treatment, Urgent Care must be used, unless it is of an emergent nature.

Any lost time incidents will require the Department Head or designee to attend the next Safety Committee meeting to explain the situation and discuss remedies to prevent future repeat incidents.