

# Section 1

## Introduction

### Purpose

The purpose of Orange County's Safety and Health Program is to protect the safety and health of County employees, to assist in preventing accidents and injuries, to increase efficiency of operations, and to save money for the taxpayers of Orange County. A successful safety program must provide not only for the safety of County employees but also protect the public by preventing unsafe acts or conditions.

This manual is designed to provide a general reference guide for Directors, Managers, Supervisors, and employees regarding their duties and responsibilities in the safe performance of their daily tasks. Specific job-related safety procedures can be found in each department's safety policies and procedures manual.

An effective safety program must have the commitment and support from the "top" in each Division, Department or Section. If a director or supervisor appears to be unconcerned about the safety program, the employees they supervise will adopt that attitude.

### Scope

In addition to the agencies under the Orange County Board of County Commissioners, this manual shall apply to the Orange County Property Appraiser, the Tax Collector, the Supervisor of Elections, the Comptroller and the Clerk of Courts.

### Application and Responsibility

Each employee shall carefully study the safety rules applying to assigned duties. Safety rules shall be followed and ignorance will not be accepted as an excuse for their violation.

If an employee is assigned a job that is a new operation/procedure or can be considered hazardous and for which that employee is not properly trained or protected, the employee shall inform the supervisor before commencing work. The supervisor will properly train the employee and document the employee's understanding of the proper protective measures to take and the proper procedures to accomplish the job or task safely.

Because of the wide diversity of County operations, as well as the variations in departmental organizational structures, it is fully realized that certain terminology and specific procedures are not contained in this manual. Division Managers, therefore, are required to formulate and implement safety and health policies and procedures specific to

TO BE SUCCESSFUL, THE SAFETY PROGRAM MUST HAVE THE CONTINUOUS AND ACTIVE SUPPORT OF ALL EMPLOYEES, FROM THE TOP ON DOWN.

their operations and objectives. The rules set forth in this manual are the minimum standard requirements that apply to everyone within Orange County Government and contractors working on County facilities. Risk Management is available to assist in the development and implementation of Safety and Health Policies and Procedures.

When a hazard or violation has been identified, whether through self-inspection, Risk Management, a consultant, or state and local officials, it is the department's responsibility to take the necessary action to correct any hazard or violation in a timely manner.

Orange County by definition is not covered under the OSHA Act of 1970 and is exempt from enforcement and compliance action by OSHA. (The term "employer," defined under the OSHA Act, does not include the United States or any State or political subdivision of a State.)

Therefore Risk Management should be immediately notified and kept informed of any employee safety complaints, discrepancies or of any corrective actions implemented or accomplished of hazards that are Immediately Dangerous to Life and Health (IDLH).

## **Authority**

In an effort to provide a safe and healthy workplace free from recognized hazards such as standards that are under the OSHA, NFPA, CDC, ASHRAE, ASME, ASTM, and ANSI are adopted as appropriate to aid in our goal of an injury free environment.

**Safety Compliance**  
Standards are the basic building blocks for a program.

One of the driving forces in compliance or adoption of any standard will be whether a standard or rule is determined to be a best management practice and in the best interest of the employees safety and health.

## **Elements of a Safety Program**

Our Safety Program includes, but is not limited to, the following functions and responsibilities:

- (a) Adopting standards as best management practices.
- (b) To keep consistencies by adopting and enforcing safety rules, policies and procedures.
- (c) Ensuring equipment, work areas, and working methods are safe.
- (d) Identifying hazards and eliminating them.
- (e) Ensuring that employees are properly trained to operate equipment and to perform other job duties safely.
- (f) Providing proper protective equipment, training employees in its use, and making its use mandatory.

- (g) Education and training employees to recognize the specific hazards of their jobs.
- (h) Encouraging employees to perform their duties in a safe and efficient manner. Ensuring that safety becomes part of their job performance.
- (i) Correcting unsafe work habits by adequate and effective supervision.
- (j) Holding the individual employee responsible to act in a safe and prudent manner thereby avoiding injury to him/herself, others, and damage to property.
- (k) Investigating accidents to determine causes and implementing corrective action to prevent accident recurrences.
- (l) Preparing and maintaining proper and complete accident records.