

Section 2

Responsibilities

The Orange County Board of County Commissioners exercises overall responsibility for endorsing and supporting the provisions of this Safety and Health Program. The Orange County Administrator will ensure the proper administration of the Safety Program by providing the support necessary for successful implementation of the Program.

Each County employee is fully responsible for implementing the provisions of the Safety Program as it pertains to operations under his/her control. The following responsibilities are “minimum.” They are not to be construed to limit individual endeavors in implementing a more comprehensive procedure and policy for reducing losses.

Risk Management

The Director of Risk Management is responsible for the administration of this Safety and Health Program. The Director and his/her designees have full authority to stop hazardous jobs when prescribed safety precautions are not being enforced. Risk Management shall make every effort to:

- (a) Implement and maintain this Safety and Health Program.
- (b) Conduct an aggressive loss prevention program.
- (c) Incorporate in the Program current practices and philosophies adopted by the safety profession concerning injury prevention, occupational diseases, vehicle accidents, liabilities, damage and loss to equipment and materials.
- (d) Consult, as appropriate, with management personnel and employees loss prevention matters, and provide assistance necessary to assure effective administration of this Program.
- (e) Inspect facilities for hazardous conditions and make frequent checks of field and shop areas to ensure employee compliance with Federal, State and County regulations.
- (f) Maintain an effective driver-training program for County drivers.
- (g) Maintain records on accidents for review with management.
- (h) Research and recommend specific safety equipment.
- (i) Investigate accidents resulting in injury or property damage and make recommendations to help prevent recurrences.

- (j) Actively participate in community efforts of safety professionals and citizen groups striving to promote accident prevention.
- (k) Provide technical assistance on safety/health issues and questions.

The Safety Administrator will be responsible for the day-to-day management of the Safety and Health Program. This responsibility includes the promotion and monitoring of the Safety and Health Program in accordance with this manual and to recommend measures to reduce or eliminate accident-producing hazards. In addition, the Safety Administrator will:

- (a) Provide technical guidance and direction to County personnel and all levels of Management in the implementation of the Safety and Health Program.
- (b) Monitor the work of the safety section and provide assistance in the more difficult aspects of the overall safety efforts.
- (c) Identify the requirements for safe operating procedures specifically tailored to meet the needs of the County operations and facilities; and to achieve compliance with State or Federal safety requirements. Develop safe operating procedures that are both tailored to the specific work center environment and consistent with the applicable safety standards in coordination with the affected Divisions or Departments.
- (d) Consult with Divisions and Departments on the safe design and proper use of equipment, the layout of shops to enhance safety, and the proper application of safety standards to ensure safe operations.
- (e) Inspect County properties for potential accident and health hazards and recommend corrective or preventive measures where indicated.
- (f) Aid in the investigation of accidents and injuries.
- (g) Provide to management statistical studies of accident data for use in promoting accident and property damage prevention programs.
- (h) Monitor Divisions and Departments to assure that any protective clothing or equipment they provide to their employees is the appropriate type, i.e. that it has been certified by a nationally recognized institution to meet applicable safety and design standards for the hazards that the employees would normally expect to encounter in their work environment.
- (i) Coordinate with the workers' compensation section, and others on safety issues as needed.
- (j) Represent Orange County at various safety meetings.
- (k) Monitor all safety inspections and surveys.
- (l) Stop hazardous actions when observed, if prescribed safety precautions are not being followed; and immediately notify the appropriate supervisor.

- (m) Maintain an effective driver-training program for drivers of County vehicles.
- (n) Regularly review and update the County Safety and Health Program, incorporating currently accepted safety practices and philosophies to ensure the most effective techniques are adopted for preventing injuries, occupational disease, vehicular collisions, liabilities, and damage to equipment and material.
- (o) Periodically evaluate compliance with the program within Divisions and Departments.
- (p) Periodically attend Division/Department staff safety meetings to promote maximum understanding of the program objectives.
- (q) Maintain complete records on County accidents; publicize information that will apprise management and personnel of trends that call for strong corrective measures.
- (r) Review and recommend provisions for compliance with Federal and State standards in plans and specifications for new construction and repairs.
- (s) Actively participate in community efforts by fellow safety professionals and private citizen groups striving to promote safety and health.
- (t) Monitor compliance with the Safety and Health Program and report cases of non-compliance to the Director concerned.

Directors

Directors are responsible for the safety of the employees, the public, and the protection of all Orange County property and equipment for the department that they direct. Each Director will ensure that:

Management becomes directly responsible for the safety of employees through the management of policies, procedures, budgets and the authority and adoption of practices. Therefore, they are the guiding force in the management of safety.

- (a) The policies and procedures in this manual are complied with by all personnel under his or her control.
- (b) Each department's safety policies and procedures provide for the utmost protection possible from the risks encountered by the employees of that department.
- (c) Safety and loss prevention efforts are actively supported and promoted throughout.
- (d) The Director periodically evaluates the effectiveness of the safety and loss prevention program, implementing corrective action and improvements whenever appropriate.
- (e) Managers are held accountable for adherence to their safety and loss prevention responsibilities.

- (f) Risk Management, and all other appropriate entities receive full cooperation in inquiries regarding the division or department.

Managers

Managers are responsible for ensuring the safety and well being of their employees and the public, and protecting Orange County property and equipment assigned to them. This responsibility includes, but is not limited to, employee safety training, providing required personal protective equipment, ensuring that proper safe work procedures and safety rules are formulated and adhered to, and ensuring that a safe work environment is provided.

Each manager will ensure that:

- (a) The policies and procedures set forth in the manual are complied with by all personnel under his/her control.
- (b) All employees are familiar with all applicable County and Department safety policies.
- (c) The leadership and direction required to maintain effective loss prevention policies is provided. Supporting safety efforts through personal example, interview with employees, safety meetings, display of safety promotional posters, signs and when applicable, exhibits on safety bulletin boards, etc.
- (d) A portion of staff meetings is dedicated to review of accidents and losses and discussion of methods to prevent recurrences.
- (e) All hazardous tasks are covered by specific written work rules in order to minimize injury and property damage potential.
- (f) All personnel are briefed and fully understand their work procedures and safety policies.
- (g) All employees are trained in the use and need for protective equipment required for specific tasks.
- (h) Adequate protective clothing and equipment are available for personnel requiring such items and the use of equipment is enforced.
- (i) Safety suggestions from employees are encouraged, and those that are feasible are adopted. Those ideas with possible general application are forwarded to Risk Management for review and analysis.
- (j) All accidents are thoroughly reported, investigated, and recorded in accordance with existing directives.
- (k) Immediate corrective action is taken whenever hazards are identified and unsafe acts observed.
- (l) Risk Management is called upon for assistance to promote more aggressive and effective loss control measures.

- (m) An Emergency Action Plan is prepared, in writing, and reviewed with affected employees for each location in the event of fire and other emergency. The Plan shall include the following elements: escape procedures and routes, critical operations, employee head count following an emergency evacuation, means of reporting emergencies, people to be contacted for information or clarification.

Supervisory Personnel

Supervisors have responsibility for the safe actions of their employees and the safe operation of machines and equipment within their operating area. The supervisor has full authority to enforce the provisions of this manual and to take actions necessary to reduce losses. Each supervisor shall be accountable for preventable injuries & liabilities incurred by their employees by performing the following:

Supervisors are on the front line and are instrumental in encouraging safety, identifying hazards, correcting and enforcing management's rules, policies and procedures

Tailgate Meetings

- (a) Include an employee's safety record in the criteria used to measure each employee's performance.
- (b) Ensure that all safety policies are fully implemented.
- (c) Take the initiative in recommending correction of safety deficiencies noted in facilities, work procedures and safety inspections.
- (d) Ensure that each employee is fully trained for the assigned job and that each employee is familiar with work hazards and all safety work rules.
- (e) Fully cooperate with County safety personnel in correcting conditions considered to be a danger to employees, members of the public, and/or County property.
- (f) Be familiar with all applicable Department and County safety policies and procedures.
- (g) Be firm and impartial in taking disciplinary action against those who fail to follow safety rules and be prompt in giving recognition to those who perform well.
- (h) Thoroughly investigate all accidents, incidents, and losses involving their employees.
- (i) Ensure employees working hazardous operations are instructed to report promptly to their supervisor all malfunctions of equipment, absence of safety devices, or improper procedures.
- (j) Ensure that periodic safety training classes are conducted for all employees.
- (k) Ensure all tools and equipment in use are inspected at frequent intervals and kept in a safe and serviceable condition.
- (l) Ensure that all protective devices and safety equipment provided are properly maintained.

Employees

Employees are required, as a condition of employment:

- (a) To follow all safety procedures, rules, and safe work practices.
- (b) To exercise due care in the course of their work.
- (c) To prevent injuries to themselves and to their fellow workers.

Each employee shall:

- (a) Obey all safety rules and follow all work instructions.

IF AN EMPLOYEE FEELS THAT AN UNSAFE CONDITION EXISTS IN THE WORKPLACE THE EMPLOYEE SHOULD STOP AND GET INSTRUCTIONS FROM THE SUPERVISOR BEFORE CONTINUING WORK.

- (b) Operate only machines/equipment that he/she has been trained to operate.
- (c) Use only the prescribed equipment for the job and handle it properly.
- (d) Wear all required personal protective equipment as assigned including, but not limited to, seat belts, gloves, safety shoes, goggles, hard-hats, respirators, and hearing protection whenever conditions make this equipment necessary.

FAILURE TO WEAR AND/OR USE REQUIRED PERSONAL PROTECTIVE EQUIPMENT MAY RESULT IN A REDUCTION OF WORKERS' COMPENSATION BENEFITS IN THE EVENT OF AN ACCIDENT.

- (e) Be familiar with and observe all safety policies and procedures prescribed by the County and take an active part in the Safety Program.
- (f) Promptly report to his/her supervisor all unsafe equipment, unsafe tools and/or hazardous conditions which may affect County employees, the work area, or the general public.
- (g) Keep work areas clean and orderly at all times.
- (h) Report all accidents, no matter how minor, immediately to the supervisor or their designee.
- (i) Avoid distracting fellow employee(s) and engaging in activities that may cause inattention and result in an accident or injury.
- (j) Refrain from the use of any substance that may affect job performance. Follow the County's policy on drug-free workplace guidelines. Report the use of any prescription or over-the-counter medication that may affect job safety.

**FAILURE OF ANY EMPLOYEE TO FOLLOW THE
AFOREMENTIONED MAY RESULT IN DISCIPLINARY
ACTION UP TO AND INCLUDING TERMINATION,
INACCORDANCE WITH ORANGE COUNTY PERSONNEL
POLICY.**

- (k) Implement all safety instructions provided by the immediate supervisor. Should an employee not receive safety instructions from the immediate supervisor, he/she shall request the supervisor issue the appropriate safety instructions.
- (l) Use the prescribed tools and equipment for the job and use the tools in a manner consistent with the safety procedures prescribed by the County and of all other applicable regulations.

Contractors and Subcontractors

IMPORTANT

Because it is solely the contractors responsibility to make safety & health inspections and take whatever action may be necessary to prevent losses, enforce safety procedures, detect and eliminate hazardous conditions, and comply with any Federal, State, or local law, rule or regulation concerning safety and health, Orange County must advise the contractor that by conducting surveys, reviewing plans and SDS's, issuing recommendations or reports, Orange County does not undertake to render services or assume a duty to any contractor or for their benefit or to any third person or for that person's benefit. Surveys, recommendations and reports are made solely for the purpose of aiding Orange County in determining safety and health activities or conditions. There may be hazardous conditions or operations, which have not been either detected or pointed out. The contractor must not rely on surveys, recommendations or reports to discover any hazardous conditions at their site, or in their operations, nor rely on Orange County to remedy any such hazardous conditions as it is the contractor's responsibility to remedy any such hazardous condition.

Contractors and subcontractors will submit a safety plan to Risk Management prior to commencement of any jobs on County property. The contractors and subcontractor's safety plan will comply at a minimum with all County safety rules and regulations along with the State, Federal Regulations, and Standards governing their practices. The contractors and subcontractors will ensure that all personnel training requirements are met and updated as required in regards to fire safety, hazard communication, hazardous material and hazardous waste handling, storage and transportation, forklift, crane and heavy equipment operation and construction safety.

An inventory of hazardous materials and substance that will be brought onto Orange County property will be submitted to Risk Management prior to commencement of work and when ordering for the first time on the job site. The inventory will consist of the location, approximate quantity and storage used. The Safety Data Sheets should be attached. No material shall be brought onto County property that is knowingly a danger to employees, environment or property without the training and educational requirements being made, documented, and safeguards made for the protection of employees, environment and property. Disposal and transportation of any waste will be in compliance with all local, state, and federal regulations.