SHELBY COUNTY, OHIO

COMPREHENSIVE SAFETY PLAN

- January 2014 -

SHELBY COUNTY POLICY STATEMENT

It is the policy of the Shelby County Commissioners, to provide and maintain a safe and healthy workplace and to create conditions and operating practices that will safeguard employees and visitors from hazards.

It is evident that the way to reduce losses from accidents is to reduce the number and severity of accidents. Making all employees aware of safe work habits through the adoption, implementation, and enforcement of a comprehensive safety program will ultimately reduce accidents and decrease expenditures for claims payments. In the long run, statistics indicate that an awareness of safety created by a formal program can only have a positive result.

Therefore, we support the development of a Comprehensive Safety Plan.

Implementation and integration of the program in keeping with this Comprehensive Safety Plan, is dependent upon management within each department of Shelby County. Identification and correction of potentially hazardous operations or conditions must prompt immediate management attention and positive action. All levels of training will be used to assure that the workforce is capable of performing its tasks and all safety practices and for learning sufficient safety skills to avoid injury. All employees are expected to question conditions that appear unsafe and report any substandard condition to their supervisors.

Provisions of this plan apply to all personnel and employees of Shelby County. Compliance with the safety program is mandatory for all personnel as they form the basic safety foundation for the program.

Board of Shelby County Commissioners

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I. Introduction

This Comprehensive Safety Plan is meant to be a guide for the Shelby County Commissioners, Elected Officials, and the various Department Heads within the structure of Shelby County and its employees. The Shelby County Commissioners shall create a Safety Committee, which will be responsible for the development and implementation of a County-wide Safety program for Shelby County Employees.

This plan is developed in sections and can be implemented in stages, as per identified hazards and departments with the greater risk. This plan will be published subsidiary to, and complimentary with, federal, state, and local safety publications.

II. Purpose

The purpose of this plan is to promote safety and loss prevention practices, which will provide a safe and healthy work environment for employees and a safe place for visitors and clients. Provisions of this plan apply to all personnel and employees of Shelby County.

Any deviation from safety requirements outlined in this or other pertinent safety publications will be accomplished only by execution of waiver requirements as approved by appropriate County personnel as outlined in this publication.

This plan is published subsidiary to, and complimentary with, federal, state, and local safety publications. Compliance with the safety program is mandatory for all personnel as they form the basic safety foundation for the program.

This plan supersedes any safety policies or statements previously written or assumed and will take the place of any other plan or document previously developed.

III. Plan Development and Maintenance

This plan will be developed, approved, and implemented in sections. The overall plan will be the beginning of the Basic Safety Plan and the program specific appendixes as listed in Section XV will be developed individually and become part of the Comprehensive Safety Plan.

It is the responsibility of the Safety Committee to review, develop, maintain, and distribute the Comprehensive Safety Plan based on information received through the implementation of the plan. Information will be forwarded to the Safety Committee Chairman for the Department Heads as a result of actual occurrences, training, and the change is hazards as they occur.

This plan will be reviewed or revised, as the need requires.

A. Plan Distribution

This plan, at a minimum, will be distributed to each Elected and Appointed Official and Department Head of Shelby County. Appendixes will be lettered and each page numbered beginning with the appendix letter. Sections of the plan will be distributed as part of training or enforcement of the plan.

Changes to the plan may be made by page with the current date of the change, rather than changing or redistributing the entire plan. These changes will be documented in the same manner as the plan distribution. It will be the responsibility of the plan holders to insert the pages.

B. Shelby County Purchasing Policy

Effective immediately, the Shelby County Commissioners will only approve the purchase of items which meet the minimum industrial standards for which that item's use was intended. Departments which need assistance in these specifications may contact the Safety Committee. This does not pertain to supplies or items which do not affect the Comprehensive Safety of the workplace.

C. Contractors Policy

1. The Shelby County Commissioners will only hire or support the hiring of contractors, approve the hiring of contractors, or contact for work which meets or exceeds the minimum requirements as outlined in sections 29 CRF 1910, 29 CFR 1926, Ohio Administrative Code Sections 4121 and others which set work and product standards.

2. All contractors will provide written documentation of insurance coverages and provide upon request training documentations or other information pertaining to the health and safety program by the Safety Committee.

3. The Shelby County Commissioners will only hire or support the hiring of individuals or contractors who have sufficient insurance on employees, sufficient liability coverage, and sufficient coverage to protect Shelby County in the event of work or product failure. This information shall be presented in writing before the work or work site is started.

    a. The department supervisors are responsible for ensuring a site safety plan be developed for all work sites on County property or under the control or supervision of Shelby County. Work site using only personnel employed by Shelby County may be exempt.

    b. Each work site or location will be properly secured to prevent or limit access by personnel other than maintenance and construction personnel.

    c. It is the responsibility of the provider/contractor to be aware of such rules and regulations. It is also the responsibility of the contractor to provide a safe workplace for their employees and their work areas.

IV. Authority

The Comprehensive Safety Plan is established by the Shelby County Commissioners. It is established and designed to satisfy requirements outlined in Federal, State, and Local Safety Regulations. Individual sections as identified in XV will also be approved by the Elected Official or Department Head responsible for the Department/Agency.

Approved by the Board of County Commissioners
Shelby County, Ohio

Date 12/31/2013

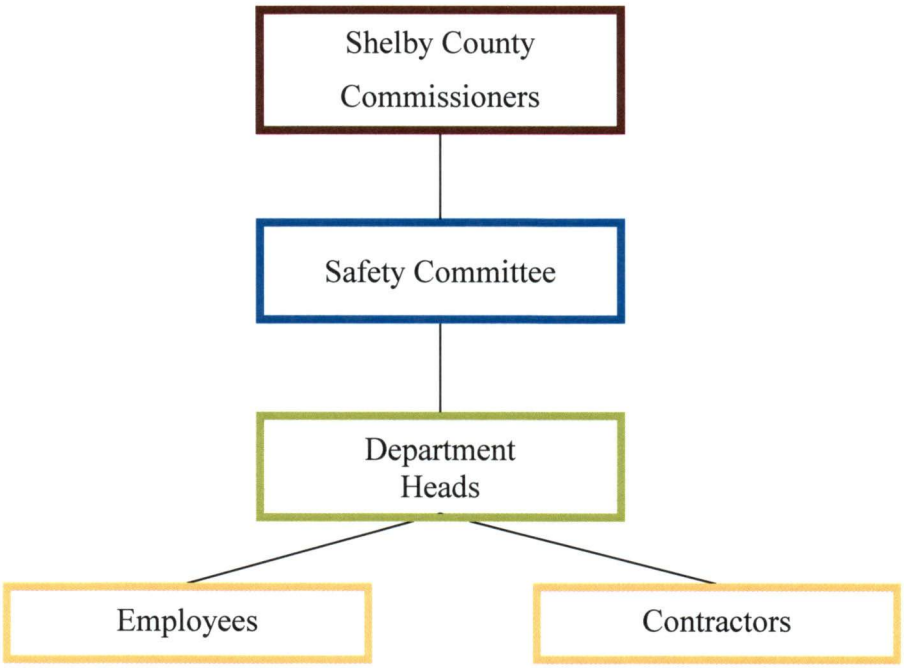
Julie Ehemann, Chairman

Robert Guillozet

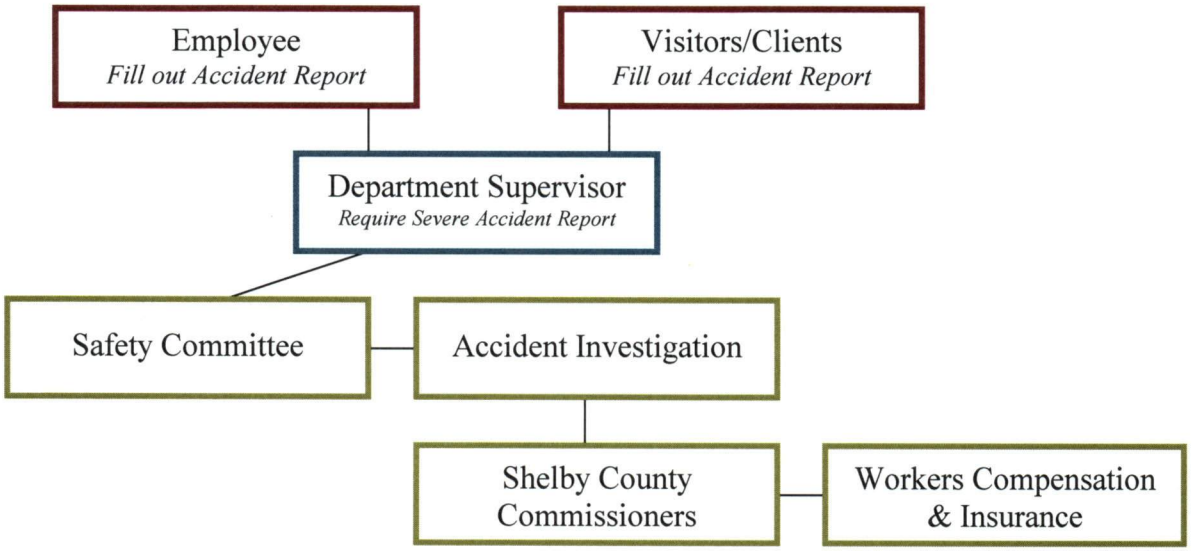
Anthony Bornhorst

A. Safety Organizational Chart

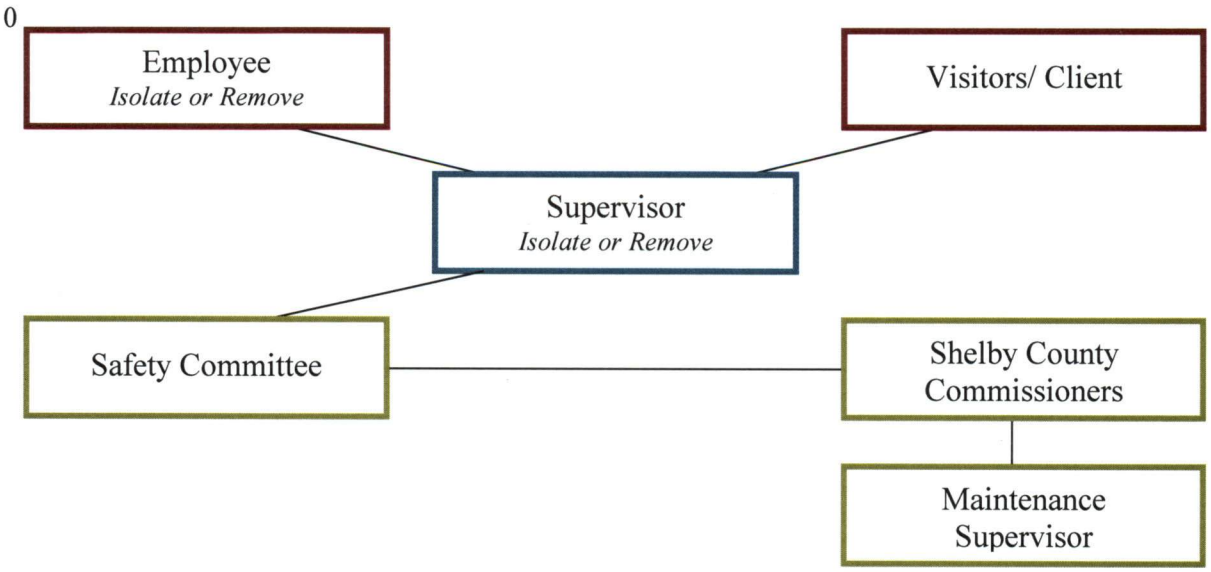
Policy



Reporting Accidents



Reporting Unsafe Situations



V. Responsibilities for the County Comprehensive Safety Plan

A. Administrative Responsibilities

Staff direction and administration of this plan will be accomplished by Shelby County Commissioners, with authority delegated to County Safety Committee. Each employee will be fully responsible for implementing the provision of this plan as it pertains to operations under his/her jurisdiction. The responsibilities listed are MINIMUM guidelines, and they shall in no way be constructed to limit individual initiative to implement more comprehensive procedures to curb monetary and human resource losses.

B. County Safety Committee Responsibilities

The county Safety Committee will conduct an aggressive Safety Program. The Safety Committee is fully responsible to the Shelby County Commissioners or designee for the direction and administration of the County Comprehensive Safety Plan, and will take all actions deemed essential to produce a positive reduction in accidents and their causes. Specifically, the Committee will:

1. Provide technical guidance and direction to administrative personnel at all levels of administration in the implementation of the Comprehensive Safety Plan.

2. Monitor the implementation of the Comprehensive Safety Plan and provide assistance in the more difficult aspects of the overall Comprehensive Safety effort.

3. Arrange for qualified or trained persons to inspect facilities for existing or potential accident and health hazards and recommend corrective or preventive measures where regulatory deficiencies exist.

4. Recommend that adequate personnel, protective equipment and safety equipment be used by personnel requiring such items by regulatory decree.

5. Coordinate safety related activities with the Shelby County Commissioners Insurance Carriers, Insurance Administrators and other safety organizations including environmental health agencies.

6. Represent County at safety meetings.

7. Monitor all safety inspections and surveys.

8. Provide assistance to departments for the organization and continued function of in-house safety committees.

9. Incorporate into the program the current practices and philosophies adopted by the safety profession as most effective in preventing injuries, occupational deaths, vehicular collisions, liabilities, and damage to equipment and material.

10. Evaluate compliance of the safety plan periodically and report to Shelby County Commissioners or their designee.

11. Attend department staff safety meetings to promote maximum understanding of the program objectives.

12. Participate actively in the efforts of safety professionals and groups striving to promote accident prevention.

13. Responsible for the overall implementation of a safety training program.

14. Maintain records pertaining to accidents, inspections, loss of time, and any other records which pertain to a safety program.

C. Department Head Responsibilities

Each Department Head has the full authority to, and responsibility for, maintaining safe and healthful working conditions within his jurisdiction whether it be out in the field, in the shop, or in the office. Although personnel exposure to hazards varies widely at different Department site locations it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of material. Therefore, each Department Head will and all elected officials are encouraged to:

1. Be fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his/her employees.

2. Provide the leadership and positive direction essential in maintaining firm safety policies as a prime consideration in all operations.

3. Call upon the Safety Committee for any assistance needed in promoting aggressive and effective safety policy.

4. Ensure that the Material Safety Data Sheets (MSDS) and related files are maintained and updated.

5. Ensure compliance with all safety policies and procedures by all personnel under his/her direction.

6. Demonstrate a personal concern in departmental losses on each worker who has lost time from an injury.

7. Schedule employees for formal safety training; administer required on-the-job training, and comply with job qualification requirements when applicable.

8. Take the initiative in suggesting correction of deficiencies noted in facilities, work procedures, employee job knowledge or attitude that adversely affect safety efforts.

D. Supervisory Personnel Responsibilities

A supervisor has responsibility for the safe actions of his/her employees and the safe performance of machines and equipment within his/her operating area. He/she has full authority to enforce the provisions of this plan to keep losses at an absolute minimum. Each Supervisor and Department Head will:

1. Take responsibility for safe and healthy working areas for his/her employees while they are under his/her jurisdiction.

2. Be accountable for preventable injuries, collisions and liabilities cause by his/her employees.

3. Ensure that all safety policies and regulations are fully implemented for maximum efficiency of each job.

4. Take the initiative in suggesting correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect safety efforts.

5. Be firm in enforcement of work policies and procedures by being impartial in taking disciplinary action against those who fail to conform, and by being prompt to give recognition to those who perform well.

6. Ensure that each employee has been trained for the job and he/she is familiar with published work rules.

7. Fully cooperate with the State and County and other safety persons in shutting down operations considered to be of eminent danger to employees or in removing personnel from hazardous jobs when they are not wearing or using prescribed protective equipment.

8. Ensure that periodic safety training classes are conducted for all employees.

9. Inspect all tools and equipment at frequent intervals and keep in safe and serviceable condition.

10. Ensure that untrained employees are not permitted to operate mechanical or electrical equipment involved in hazardous operations.

11. Instruct all employees on the reporting of all accidents and the necessity of receiving first aid treatment.

12. Maintain a continuous program of on-the-job training and supervise all potentially hazardous activities.

13. Maintain all protective devices and safety equipment properly.

14. Ensure that all employees are physically qualified to perform their work.

15. Use the "buddy" system for tasks which involve hazardous work.

16. Mark all areas prescribed as dangerous with the type of hazard involved.

17. Ensure that only suitably equipped and trained personnel are permitted to enter hazardous work areas.

E. Employee Responsibilities

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. Each employee will:

1. Report all accidents immediately to his/her supervisor.

2. Be certain instructions are completely understood before starting work and all Comprehensive Safety requirements are complied with prior to work activity.

3. Be individually responsible to keep themselves, fellow employees, and equipment free from mishaps.

4. Keep work areas clean and orderly at all times.

5. Avoid engaging in horseplay and avoid distracting others.

6. Review the safety educational material posted on bulletin boards or distributed in work areas.

7. Know how and where needed medical help may be obtained.

8. Refrain from damaging or destroying any warning or safety device, or interfering in any way with another employee's use of them.

9. Report all injuries to his/her supervisor.

10. Be responsible to see that visitors follow the safety rules prescribed by administrators, safety personnel, and other qualified staff.

11. Must acknowledge understanding of training and be responsible to ask questions to ensure understanding.

F. Contractor Responsibilities

Contractors working for the Shelby County Commissioners or through the Commissioners are required to be knowledgeable of this plan and complete the Acknowledgment/Agreement for Contractors Form prior to the commencement of work. Plan is available at Commissioners' office, Shelby County Building Department at the Health Department, and on the Shelby County website at co.shelby.oh.us.

VI. Employee Comprehensive Safety Training Program

A. General

Training personnel about their job responsibilities and job operations is the most important element in promoting safe work habits and creating a safe work environment. Supervisory personnel or trained instructors will be responsible for orienting new personnel with their jobs so they will be prepared to exercise their responsibilities safely and efficiently. Such training will include instruction on the proper methods and techniques to be used and will identify the hazards, operations and techniques associated with the job and the working environment. The overall goal of the employee Comprehensive Safety training program is to train employees on safe operating procedures and practices, to reduce personal injury and human suffering, and to decrease the number of accidents within the organization.

The safety committee will be responsible for the overall implementation of the program. It will be the responsibility of each Department administrator and/or supervisor to ensure each employee is appropriately scheduled for and receives necessary training. Once trained, it is the employee's responsibility to be sure that instructions are complete and understood before beginning any related work activities. Persons responsible for safety training shall be thoroughly qualified to provide that training.

B. On-The-Job Training

On-the-job training will be accomplished by the supervisor responsible for the individual. This training may include instruction and/or review of the:

1. Safety program

2. Prescribed safety clothing and equipment required for the job.

3. Emergency treatment of injuries.

4. Procedures of how to report a fire or serious injury or accident.

5. Specific hazards associated with the job.

6. General hazards encountered in the work area and how to avoid them

If an employee demonstrates, through accidents or continued unsafe acts, that they do not understand the safety requirements of their job, they will be re-trained by formal training programs, repeat on-the-job instructions or be personally counseled by their supervisor.

C. Specialized Training

Specialized training will be required periodically for special areas of operation and to meet specific requirements of unique tasks and applicable laws and regulations. Specialized training for OSHA Standards, MSHA, JCAHO, HazCom, Blood Borne Pathogens, etc. will be given to employee groups as required by those laws.

D. Promotional Activities

The Safety Committee will provide supplemental safety training and promote safety activities.

E. Hazard Identification System

A hazard identification system, i.e. signage and tags, shall be used to identify all potential hazards. The hazard identification system to be used shall be based upon departments needs.

VII. Safety Inspections

A. General

There are a number of safety inspections that must be conducted on a regular basis and based upon department's needs. These inspections assist in identification and removal of potentially harmful situations to the Comprehensive Safety of citizens, employees, and visitors.

B. Types of Inspections

1. Periodic Site Inspections

It is recommended that these inspections be coordinated annually by the Safety Committee. Annual inspections may be conducted by the Fire Department and supported by the Safety Committee. The purpose of this inspection is to identify hazardous conditions of facilities, machinery and equipment, as well as to review the implementation of the overall program.

2. Ohio Division of Health and Safety Inspections

To ensure compliance with state safety standards, safety compliance officers of the State Industrial Comprehensive Safety division may independently inspect

periodically. Inspections will be made to determine conformance with state safety standards as they pertain to condition of buildings and other facilities, equipment, operational practices and record keeping procedures. All personnel will fully cooperate with the persons conducting the inspection in order to make each visit as beneficial as possible. The Safety Committee will be notified immediately whenever a compliance officer arrives at a work location.

3. Other Inspections

Other inspections may be required for the purpose of identifying environmental health hazards, inspecting for structural hazards, or conducting inspections that may be required for insurance purposes. Department heads will be responsible for determining additional inspections based on their needs.

C. Inspection Procedures

1. All personnel will fully cooperate in the inspection to ensure that all areas are covered and all hazards are itemized.

2. Inspections should be conducted by authorized personnel.

3. A copy of the inspection report will be sent to the appropriate department.

4. Copies of all inspections should be kept on file in the respective departments and available upon request.

5. Facilities and equipment noted to be unsafe for use will be tagged and removed from use until the condition can be corrected.

6. Hazards that are determined to be of imminent danger will be corrected before work is resumed.

7. Corrections requiring special expenditures not budgeted by the department will be presented to the appropriate persons for resolution.

8. All safety violations, citations, or recommendations will be corrected as quickly as possible by the responsible administrators or supervisors.

D. Safety Enforcement

Provisions for disciplinary action against employees for safety violations will be established through the County Policy Manual and/or individual departmental policies.

All employees will report safety violations committed or observed in their areas to their immediate supervisor. If the violation is of an extremely serious nature, report the violation to the Department Supervisor.

VIII. General Reporting and Investigation

A. General

Accident reporting and investigation is necessary to determine factors which cause accidents, initiate preventative measures to reduce accident causes, assist in the processing of claims and provide statistical data for accident analysis. Although this activity may consume some time, it is relatively little as compared to the total time wasted from the disruption that invariably follows. Devoting necessary time and effort to prevent the recurrence of each accident is an investment that pays compound benefits to employees and management as the number of accidents decrease. A program will be in place which will investigate and record all accidents and near accidents involving personnel, including medical only injuries, and accidents in which material, equipment or machines are damaged. The investigation shall determine all obtainable facts of each accident and cite cause factors and recommend corrective action.

B. Accident Reporting

There are several accident categories. They are:

Employee Accidents
Visitor Accidents
Accidents Involving County Property
Vehicle Accidents
Accidents Involving Private Property Damage
Near Misses, (situations where something almost occurred)

All serious injuries involving visitors or employees shall be reported to the department head that shall then fill out an accident report, and this report forwarded to the Safety Committee. An accidents report shall be completed for each situation using the forms and special instructions applicable. A copy of each employee and visitor injury report shall be held at each site for use by the Safety Committee during periodic accident report review and evaluation.

C. Safety Committee/Department Investigation

1. In more serious accidents, injuries, or property damages, the safety department and the insurance service agency may elect to perform an investigation as a unilateral action. In any event, they will assist the department in their effort.

2. All employees will report safety violations committed or observed in their areas to their immediate supervisor.

3. If the violation is of an extremely serious nature, report the violation to the Safety Committee immediately for corrective action.

IX. Injury and Illness Control

A. General

The effectiveness of the comprehensive safety program is directly related to the quality of supervision existing, a thorough understanding of the hazardous jobs to be accomplished and daily operations that consistently follow practices specified in published work rules.

B. Job Safety Analysis for Hazardous Work

To eliminate accidents in high hazard areas, it is mandatory that each supervisor thoroughly inform their workers of the hazards that exist and ensure that methods of doing each job safely when such hazards cannot be eliminated are understood.

C. Job Safety Training

No supervisor will assume that newly-hired, newly assigned, or reassigned employees thoroughly know all the safe job procedures. Each employee must be trained. It is recommended that each new employee be provided a complete job orientation on the duties of the position and hazards related to the position.

D. Personal Protective Equipment

The distribution and use of protective equipment for all jobs which have an inherent injury potential shall be specified by the supervisors involved. It is up to the department head to determine proper safety equipment. Specialized protective equipment specified as mandatory on hazardous jobs may be provided, and employees shall be fully accountable for its use and condition.

1. Types of Equipment

   a. Hard Hats – To protect the head against falling objects, head bumping situations or electrical conductors.

   b. Goggles, Face Shields or Safety Glasses – To guard against airborne debris, dust, flying particles, chips, chemicals, heat or injurious rays.

   c. Ear plugs or Ear Muffs – To guard against prolonged exposure to noise exceeding sound tolerance levels defined by law.

   d. Respirators, Gas Masks, Airline respirators, Hose Masks and Self Contained Breathing Apparatus – To protect employees against toxic or abnormal atmospheric conditions.

   e. Safety Shoes – To protect feet against possible mashing from articles that can be dropped from vehicle wheels, machines and nail punctures.

   f. Life Jackets – To protect when working over water.

   g. Reflective Vest or Bright Articles – To increase workman visibility while working in or around traffic lanes.

   h. Protective Clothing - Such as gloves, sleeves, aprons, leggings, and full suits to protect against wounds, abrasions, bumps, slag, heat or melted metals.

E. Mandatory Use of Protective Equipment

It is the responsibility of the County to protect County employees in hazardous areas. Department heads may determine the use personal protective gear for hazardous work. The use of this personal protective gear may be deemed mandatory.

F. First Aid Training

It is the desire of the Safety Committee that all employees responsible for hazardous operations be trained in first aid. Many industrial injuries can be effectively treated in the field, thereby reducing the necessity to visit a doctor for each minor injury.

G. Disciplinary Action

When violations of policies which are directly associated with saving lives, preventing crippling injuries or eliminating expensive lawsuits occur, corrective action will be taken. Disciplinary action will be taken when any person causes injury to employee or others or destroys or damages equipment either by willfully violating work rules, by disregarding traffic regulations or by demonstration of an attitude of indifference or defiance.

Department Heads will have some latitude in determining the extent of disciplinary action to be taken within their departments; however, a continuation of this policy will totally depend upon the adequacy of the actions taken. Any disciplinary action will be in accordance with county policy and/or departmental policy and procedures.

X. Motor Vehicle Accident Control

A. General

The operation of vehicles is indispensable in conducting business, and how each vehicle is handled directly affects the production of each respective department. Vehicular collisions are potentially the most costly losses incurred when the total cost of property damage, bodily injury, fatalities and liability suits are considered. Unless perfect driving is the rule, the cost of these collisions can mount to proportions that will adversely affect every department in the effort to accomplish its mission and maintain good public relations. All regulations pertaining to driver will be followed as per state regulations and/or county policy.

C. General Policies

Selection of employees who will be required to drive full or part-time shall be done with care. The lives of people and the professionalism of employees are under public evaluation every time a vehicle is operated and it is of paramount importance that only employees who have a healthy attitude toward their driving responsibilities be assigned to driving tasks.

Drivers of vehicles shall be considered qualified if they possess a valid Ohio license of the proper class and are familiar with the type of vehicles assigned.

XI. Safety Committee and Suggestions

A. Committees

A departmental Safety Committee may be established and used by department heads to assist in promoting safety awareness among employees. Some of their functions may be to:

1. Discuss and formulate safety policies and practices and recommend their adoption. Discover unsafe conditions and practices and determine their remedies.

1. Make safety activities an integral part of operations.

3. Provide an opportunity for free discussion of accident problems and preventive measures.

4. Improve the cooperative spirit between supervisors and employees.

5. Make suggestions to the improvements.

B. Safety Promotional Program

A safety promotional program will be conducted by the Safety Committee to assist departments and administrators in the promotion of safety activities and safety awareness among their employees.

C. Safety Suggestions

Safety suggestions by individual employees will be processed through the safety committee for consideration and adoption.

XII. Record Keeping and Annual Reporting

A. Record Keeping

A record keeping program shall be implemented which will record all injuries, including the type of accident, nature, body location and basic cause (lack of training, poor implementation of job procedure, not using safety equipment, etc.) These records must be kept up to date.

B. Semiannual Report

A Semiannual Report will be prepared and submitted at the time of the filing of their semiannual payroll with the Bureau of Worker's compensation pursuant to Chapter 4123.

XIII. Appendices

Appendix 1 Agreement for Contractors

HEALTH & SAFETY PLAN
ACKNOWLEDGMENT/AGREEMENT
FOR CONTRACTORS
(As per the Shelby County Health and Safety Plan)

I have read and understand the Comprehensive Safety requirements of the Shelby County Commissioners and agree to abide by them during the course of our work on this project job site. I understand that abiding by these rules and polices are a condition of designee, can halt work on the project and/or remove us from the site for infraction of it. I further understand that, with the complex issues involved in coordinating work of a multi-employer site, that I am responsible for, not only my work area, but any other area which I or my subcontractors control and have other contractors exposed to hazardous conditions.

I also understand that all work, equipment, and items provided will meet the minimum standards as outlined in Sections, 29 CFR 1910, 29 CFR 1926, Ohio Administrative Code Sections 4121, and others which set work and product standards.

PROJECT _____

COMPANY _____

REPRESENTATIVE _____

SIGNATURE _____

TITLE _____