

General Safety and Health Policy

Rev. 1/29/14

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Purpose: To inform all new and existing employees of general safety rules and guidelines not covered by specific policies and procedures outlined in the Wayne County Safety Manual.

Scope: All Wayne County employees.

I. Responsibility

A. Employee

1. Employees shall, as a condition of employment, accept personal responsibility for their own actions.
2. Follow all rules, practices, and procedures.
3. Report possible safety problems to management.
4. As part of the employee's commitment, unsafe practices and/or deliberate violations of safety and health rules will result in appropriate disciplinary action as defined by the Wayne County Policy Manual and Wayne County Safety Manual.

B. Managers and Supervisors

1. Managers and supervisors shall, as a condition of employment, understand their responsibilities and to follow all rules, practices, and procedures.
2. Require compliance by all employees.
3. Resolve employee concerns.
4. Analyze changing conditions to determine safest method or course of action for employee and public safety.
5. Report all safety problems to the Appointed Authority.

II. General Rules and Guidelines

- A. The following actions are contrary to our best interest, our employees and the public we serve. The county reserves the right to add or delete requirements under this policy.
1. Reporting to work under the influence of drugs or alcohol or consuming or using drugs or alcohol while on duty.
 2. Possession or storage of drugs or alcohol on county property or in its vehicles.
 3. Failure to report personal injuries and accidents to the supervisor or appointed authority.
 4. Dishonesty, falsification, or fraudulence of reports, injuries, or Bureau of Workers' Compensation documents.
 5. Fighting, assaulting, threatening, or otherwise endangering fellow employees or members of the public.
 6. Engaging in horseplay
 7. Insubordination, refusal, or failure to follow safety policies.
 8. Failure to observe traffic laws or report traffic accidents while on duty.
 9. Failure to report unsafe conditions.
 10. Deliberately creating or allowing an environmental emergency or event such as a spill or release of material which may be injurious to the employees or public.

III. Specific Requirements

A. Personal Protective Equipment (PPE)

1. PPE is provided for the employee's protection and must be used depending on the particular job or activity.
2. It is the employee's responsibility to maintain the PPE in good condition

3. Immediately report PPE that needs repaired or replaced.

B. Lockout / Tagout

1. Employees must strictly adhere to the lockout / tagout procedure while performing maintenance or repair work on energized equipment.

C. Accident Reporting

1. Employees are to report all accidents immediately to the supervisor regardless of severity.
2. Supervisors / Department Heads will complete an injury report and all other necessary documents outlined in the Accident / Illness Reporting Procedure of this manual which will be forwarded to the Safety / Loss Control Manager within 24 hours.
3. Corrective action will be completed by the Supervisor / Department Head and reviewed by the Safety / Loss Control manager.
4. An Accident investigation may be necessary which will be conducted by the Safety / Loss Control Manager.

D. Machine Guards

1. Machine and chain guards of all types are provided for the employee's safety and protection. Guards must be in place during operation or immediately replaced following adjustments and repairs.

E. Electrical (General)

1. Do not overload circuits.
2. Space heaters shall be kept clear of paper and will be turned off when not in use.
3. Space heater will be plugged directly into the wall outlet.
4. Electrical panels shall not be blocked. A 4' perimeter around electric panels will be maintained.

5. Relocatable power strips shall not be plugged into addition power strips (daisy chain).
6. Flexible extension cords shall not be used as a substitute for fixed wiring.

F. Evacuation (Emergency Safety Plan)

1. The Emergency Safety Plan is intended to guide personnel in evacuation in case of emergencies. It is the employee's responsibility to familiarize themselves with the plan.

G. "Right-To-Know (Hazard Communication)

1. As a Wayne County employee, it is important to understand your "right- to-know of any chemicals you will be working with or exposed to. Material Safety Data Sheets (MSDS) are located in each department where hazardous materials are used.

H. Fire Extinguishers (Emergency Safety Plan)

1. Fire extinguishers are mounted throughout each Wayne County building
2. In the event of a fire, determine if the situation can be controlled.
3. Evacuate if necessary.

I. Material Storage

1. Flammable and combustible materials shall not be stored within 10' of any exit, under stairways and steps, or near furnaces, stoves, or heaters.
2. Flammable liquids shall be stored and dispensed only into approved containers. Caps, lids, or other covers shall be in place when storing flammable and combustible material.
3. Oily rags shall be kept in covered metal containers.
4. Hazardous materials shall not be placed in dumpsters or trash containers.

5. Stored material shall not be allowed to accumulate to within 3' of any sprinkler head.

IV. Other Housekeeping Issues

- A. When water or other fluids accumulate on floors, walkways, or aiseways, it shall be immediately cleaned up.
- B. If the area is unattended, warning signs shall be displayed.