

Hendry County BOCC Safety Policy

The safety and well-being of Hendry County employees is one of the highest priorities and concerns of the Board of Commissioners and management staff. Therefore, it shall be the policy of the Hendry County Board of County Commissioners that each employee shall be provided with a workplace that is free from recognized hazards that may cause death or serious physical harm to County employees.

Government entities in the State of Florida are not legally mandated to comply with the Occupational Health and Safety Act of 1970, as amended. Nevertheless, it shall be the policy of the Hendry County Board of County Commissioners to use OSHA Standards as a guideline, where appropriate, in developing County safety procedures and work practices.

1. Employee Safety Committee

This policy authorizes the County Administrator to establish and nominate employees to serve on the Employee Safety Committee. The committee will be chaired by the Safety Coordinator or other employee designated by the County Administrator. The primary function of the Employee Safety Committee will be to assist in identifying workplace hazards and to recommend corrective measures to eliminate these hazards.

2. Specific Responsibilities

2.1. The Employee Safety Committee is responsible for:

- 2.1.1. Recommending organizational safety plans and procedures.
- 2.1.2. Providing safety information to employees.
- 2.1.3. Providing technical guidance to management.
- 2.1.4. Assisting the Safety Coordinator by conducting safety inspections of County facilities.
- 2.1.5. Monitoring compliance with safety procedures.
- 2.1.6. Investigating accidents, injuries and near misses, and reporting unsafe conditions to management.
- 2.1.7. Developing and distributing various reports and safety materials.

2.2. The County Administrator is responsible for:

- 2.2.1. Nominating the Employee Safety committee chair and committee members.
- 2.2.2. Establishing safety management as an organizational priority.
- 2.2.3. Providing support to the Safety Committee and Safety Coordinator.
- 2.2.4. Approving organizational safety plans and procedures.
- 2.2.5. Providing the resources necessary for an effective safety program.

2.3. Division Directors and Department Heads are responsible for:

- 2.3.1. Endeavoring to ensure the safety of all employees within their division and department.
- 2.3.2. Ensuring that supervisors and managers implement safety plans and procedures as approved by the County Administrator.
- 2.3.3. Recommending a division or department member of the Employee Safety Committee.

2.4. Supervisors and Managers are responsible for:

- 2.4.1. Observing workplace conditions and work methods on a day to day basis, to ensure that work is being performed safely.
- 2.4.2. Ensuring compliance with all established safety policies and procedures.
- 2.4.3. Providing employees with the training and tools that will enable them to perform their duties in a safe manner.
- 2.4.4. Correcting any observed safety problems. Problems which cannot be easily corrected, or for which external resources are needed, shall promptly be reported through their chain of command to the Safety Coordinator.
- 2.4.5. Promptly reporting all work-related injuries and illness and conducting an initial evaluation into the causation factors.
- 2.4.6. Promptly reporting accidents and near misses.

2.5. Employees are responsible for:

- 2.5.1. Conducting themselves appropriately and for performing all work tasks in a safe manner.
- 2.5.2. Observing all applicable safety policies and procedures established for their work areas.
- 2.5.3. Properly using all safety equipment that has been provided to them.
- 2.5.4. Reporting to their supervisors all hazardous conditions or work practices that are observed.
- 2.5.5. Reporting to their supervisors all work-related injuries and illnesses.

3. Authority to develop and implement safety procedures, guidelines, and safe work practices:

Because County employees work in a wide variety of work environments, use various types of equipment, and work around different hazards, this policy authorizes the County Administrator to establish a wide a variety of procedures, guidelines, and work practices for various situations. The Safety Committee will prepare and recommend to the County Administrator the adoption of procedures for specific situations such as, but not limited to:

3.1. Bio-hazardous material handling

- 3.2. Personal Protective equipment
- 3.3. Occupational noise exposure
- 3.4. Working with hazardous materials
- 3.5. Ergonomics
- 3.6. Vehicle safety
- 3.7. Work in confined spaces
- 3.8. Electrical safety and Lockout/Tagout
- 3.9. Hazard communications
- 3.10. Waste disposal
- 3.11. Construction site safety
- 3.12. Forklift safety and training