



Grant County, Washington Policies & Procedures

POLICY NUMBER 1100

Health, Safety & Security

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Cindy Carter
Cindy Carter, Chair, Board of County Commissioners

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CONTACT: Human Resources

POLICY NUMBER 1100, Health, Safety & Security

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1101 – Introduction		
1101.1	It is the policy of Grant County to provide, to the best of its ability with available resources, a safe, healthy, and secure environment for its employees, volunteers, interns, customers, vendors, contractors, and the general public in Grant County government's places of business/employment. It is intended that this policy be implemented through training and education regarding safe work practices for all County employees, including Elected Officials and Department Heads (EOs and DHs), and the requirement that EOs, DHs and employees follow County directives, communications, plans and policies/procedures designed to assist in creating and maintaining a safe, healthy, and secure working/business environment.	
1101.2	For the purpose of this policy, employees include full time, part time, hourly, temporary/seasonal, intern and all other employees, unless otherwise restricted.	
1101.3	Every employee has a valuable role in contributing to work health, safety, and security at the County and is responsible to learn and practice safe methods for conducting his/her work. Employees should	

consult with their supervisors with any work safety, health, or security questions they may have.

- 1101.4 If an employee sees a potentially hazardous condition, he/she is required to notify his or her supervisor immediately. All incidents and accidents must be reported immediately and as set forth in this policy: please see Section 1102, Reporting Process, for specifics.

1102 – Reporting Process

- 1102.1 Empowerment of Employees in the Event of an Emergency. Without fear of reprisal, all County Officials and employees are empowered to send an “All Grant County” e-mail in certain emergency situations to notify others of any unfolding incident that is or may be placing people in danger – after having called “911”. Should this need arise, and if time allows in the emergency situation, the reporting individual should try to enter into the All Grant County e-mail the type and general location of the emergency.
- 1102.2 Employees or Their Supervisors are Required to Timely Complete Reports (after an incident, accident, or injury has occurred). Section 1102.4, below, contains the County’s specific Incident/Accident Reporting Procedure which must be adhered to. **All reporting – whether for insurance purposes and/or employee injury matters – must immediately be completed and submitted pursuant to this policy and form instructions.**
- 1102.3 There are Two Types of Mandated Reporting Within the County, With Individual Routing. All EOs/DHs and employees are to be familiar with and follow County Incident/Accident reporting procedures, as detailed in Section 1102.4 below. Incidents, accidents, and injuries will involve one or both of the following forms for reporting purposes:

(1) The “Grant County Risk Management General Liability Loss Notice Form”; and

(2) The “Grant County Employee Injury Form”.

For information and instruction as to which form to complete, please read Section 1102.4, below. Questions relating to any type of incident/accident reporting, whether it be security or safety related, should be directed to the Administrative Services Coordinator, who serves as the County Risk Manager.

- 1102.4 Incident/Accident and Employee Injury Reporting Procedures

1102.4.1 When an incident or accident occurs, dial “911” if the situation results in:

- (a) A significant injury or potential for significant injury to any County employees or members of the public.
Remember: Not all injuries can be readily seen.
 - (b) A traffic mishap that results in any vehicle and/or personal damage/injury to any County employees and/or vehicles or members of the public or their personal vehicles.
- 1102.4.2 Admit no fault and/or do not make promises to the other party/parties. Explain if confronted: "This will be submitted to the County insurance providers and they will be in contact with you." Do not discuss details of the accident/incident.
- 1102.4.3 Make an attempt to take down names, phone numbers, etc. from persons affected and/or witnesses, as appropriate, for reporting purposes.
- 1102.4.4 Make an attempt to contact your Supervisor. If unavailable, notify someone in your office or department.
- 1102.4.5 If involving a County vehicle/equipment, call Public Works at 509-754-6082.
- 1102.4.6 Should the situation be of significance, call and advise: (1) Scott Davis, the County's insurance agent, at 509-754-2021 (or 509-398-2777 if not answered "live"); and (2) the Risk Manager, at 509-754-2011 ext. 2937 (or 509-398-3425 if not answered "live").
- 1102.4.7 Immediately, for any actual (or potential claim for) injury, loss, or damage to people, property, etc., complete and fax the **Grant County Risk Management General Liability Loss Notice Form** as directed on the form. This includes any security-related incidents. The form is used to obtain witness, victim and property information and activates the County's liability insurance and risk management reporting requirements. Immediate reporting must occur so that insurance investigation needs are met. This form should be completed any time an incident or accident takes place that affects:
- (a) One or more members of the public or their property that involves County personnel, property, and/or policies; or
 - (b) Any incident involving County vehicles, equipment, facilities, and/or property that results in damage, harm or loss, or has any *potential to later* result in damage, harm or loss.

- 1102.4.8 Take scene photos if possible/appropriate.
- 1102.4.9 If unsuccessful earlier, an employee should attempt to contact his/her supervisor or designee.
- 1102.4.10 Questions relating to incident/accident reporting, whether it be security or safety related, should be directed to the Risk Manager.
- 1102.4.11 Employee Injury Reporting – Within 24 hours. If a County employee sustained an injury while on the job (*i.e.*, injured while working within the scope of his/her duties), the employee or his/her supervisor/designee must complete the **Grant County Employee Injury Form** and submit it to: (1) Human Resources *via* e-mail to hrsupport@grantcountywa.gov; and (2) the office/department supervisor. Immediate reporting must occur so that the County is able to comply with OSHA reporting, process L&I claims, and for Safety Committee review and processing.
- 1102.4.12 **It is important to note that some incidents may require the completion of one or possibly both forms identified above.**
- 1102.4.13 **All County offices/departments must have a “Grant County Incident/Accident Reporting Packet” available to its employees, which includes the above-referenced forms.** In addition, all vehicles used for County business, whether Motor Pool vehicles or personal vehicles, must contain one or more reporting packets.
- (a) It is the responsibility of each EO/DH, or his/her designee, to ensure that:
- (1) Their employees are aware of the Incident/Accident Reporting Packet’s existence and reporting requirements.
 - (2) The packets are located in each work location and any vehicle within the department/office that is assigned/used for County business. All packet materials may be downloaded from the County’s Intranet or by requesting them from the Risk Manager.
- 1102.5 Risk Management and Employee Injury Forms Location: All forms referenced in this policy may be downloaded from the Intranet and contain detailed information for use.

1103 – Security Policy & Procedures

1103.1 Security Concern Contacts

- 1103.1.1 Immediate, critical security concerns should be reported to MACC Dispatch by calling “911”.
- 1103.1.2 In cases of immediate, critical security concerns, also contact the Sheriff’s Office **after calling “911”** should time permit.
- 1103.1.3 The Risk Manager (Administrative Services Coordinator) and Director of Human Resources are contacts for County employees regarding security issues/concerns not identified in Sections 1103.1.1 and 1103.1.2 above. Both the Risk Manager and HR Director are to be immediately advised of any security or potential security concerns.
- 1103.1.4 Grant County created a Grant County Courthouse Security Committee through Resolution 96-65-CC whose membership was amended through Resolution 03-153-CC. The Committee was formed to develop policy recommendations to the BOCC based on defined security needs to enhance the safety of officials, courthouse personnel and visitors conducting business in the courthouse.
- 1103.1.5 BOCC/County resolutions, policies, etc. relating to the Security Committee will be revisited and modified or replaced, as necessary, to meet BOCC expectations as well as the stated objectives of the Security Committee.

1103.2 Employee Identification Badges

- 1103.2.1 A County Identification (ID) Badge is issued to County employees upon hire for the dual purpose of readily identifying County employees and other authorized personnel while providing measured protection against unauthorized personnel and intruders from entering designated secure and/or limited work access areas.
 - (a) Human Resources is responsible for the design, issuance, and replacement of employee ID badges, except for the Sheriff’s Office which is responsible for the design, issuance, and replacement of employee ID badges for its employees.
 - (b) Each employee is responsible for safeguarding his/her own ID Badge. Any lost or stolen ID Badge is to be reported immediately to the employee’s supervisor and a Grant County Identification Badge Request form is to be

completed and signed by both the employee and the Elected Official/Department Head.

- (c) An ID Badge will be re-issued in instances in which a badge has been damaged, lost, stolen, misplaced, or the appearance of the employee has changed to the degree that the photograph is no longer a recognizable resemblance of the employee. Any replaced ID Badge in the employee's possession shall be sent to Human Resources for destruction.
- (d) ID Badges are not to be loaned to any other person for any reason.

1103.2.2 All Elected Officials/Department Heads and employees are required to have on their person an ID Badge provided by the County while on any County work site, with the exception of law enforcement assignments and others that require anonymity, as determined by the Elected Official/Department Head.

1103.2.3 ID Badges are to be prominently displayed on the front of the person below the neck and above the hips, and are to be worn clipped to a piece of outer clothing or worn around the neck on a breakaway lanyard, with the following exception:

- (a) For safety purposes, employees performing certain jobs – such as maintaining or operating equipment in which a badge worn around the neck could be caught – should either secure the ID Badge to their clothing or place the badge in a pocket for easy access. Supervisors are to ensure that safe practices are adhered to by their employees while honoring the intent of this policy.

1103.2.4 ID Badges shall not be defaced or altered with stickers, decals, etc. ID Badges are to be worn in such a way that the photo is clearly visible to others.

1103.2.5 Upon retirement or separating employment from the County, an employee shall surrender the ID Badge to his or her supervisor on the last work day; the supervisor shall send the ID Badge to Human Resources.

1103.2.6 Any employee's ID Badge must be surrendered to a supervisor or manager upon request.

1103.2.7 An employee on extended leave of absence, administrative leave, or suspension shall turn over his or her ID Badge to

his/her supervisor. Upon returning to work, the supervisor will provide the employee with his or her ID Badge.

- 1103.2.8 Any employee transferring to a different County office/ department is to return his/her ID Badge to the supervisor who will then forward it to Human Resources. The employee's new office/department supervisor will complete a Grant County Identification Badge Request form and forward it to Human Resources after signatures have been obtained.
- 1103.2.9 Anyone finding an ID Badge should immediately give it to his or her supervisor. The supervisor shall subsequently contact the employee whose ID Badge was found or, in the alternative, contact that employee's supervisor or Human Resources.
- 1103.2.10 Any employee who violates this policy may be subject to disciplinary action, up to and including termination of employment.
- 1103.2.11 Employees are empowered to request being shown an ID Badge from an unaccompanied person in a work area generally restricted to the public that they do not know and/or recognize as an employee. Should employees be uncomfortable doing this, they may report their questions/ concerns to their supervisors.

1103.3 Security-Related Building and Facility Matters

- 1103.3.1 The Facilities and Maintenance Department is responsible for issuance and distribution of keys to County buildings to the EO/DH.
- 1103.3.2 The EO/DH will distribute keys to his/her employees.
- 1103.3.3 Only authorized employees will have keys that offer access to specified areas of their work location building. Accordingly, staff will only be provided keys that are relevant to their positions.
- 1103.3.4 When completing employment with Grant County, an individual must provide his/her supervisor with all County keys he or she has been issued.

1103.4 Workplace Violence

- 1103.4.1 Grant County does not tolerate acts of violence committed by or against County employees, contractors, visitors, vendors or property. Violent actions on County property or

facilities, or while on County business, will not be tolerated or ignored. Any unlawful, violent actions committed by employees or members of the public while on County property, or while using County facilities, will be prosecuted as appropriate. The County intends to use reasonable legal, managerial, administrative, and/or disciplinary procedures to secure the workplace from violence and to reasonably protect employees and members of the public.

- (a) Workplace Violence, for the purpose of this policy, is defined as any verbal, physical, or suspicious act that is communicated or perceived as a threat, harassment, abuse, intimidation, bullying, or any personal contact or action that produces fear, causes bodily harm, and/or damage to persons or property.
- (b) Because of the potential for misunderstanding, joking about any of the above misconduct is prohibited.

1103.4.2 It is each employee's responsibility to immediately and accurately report any violent incidents, whether or not physical injury has occurred, including potential acts of violence, to:

- (a) His/her supervisor and, if believed urgent and appropriate, to MACC Dispatch ("911"). Should the employee's supervisor be unavailable, report of the situation should be made to the Director of Human Resources; and
- (b) The County's Risk Manager.

1103.4.3 Should an employee's supervisor be the cause for an employee's workplace violence concerns, report of the situation should be made to the individual who oversees the supervisor. If that individual is unavailable or no individual oversees the supervisor, report of the situation should be made to the Director of Human Resources and the Risk Manager.

1103.4.4 Duty to report protective orders: Any employee who is the subject of or protected by a domestic violence protective order or civil protective order shall immediately report the existence of the order to his/her supervisor or the Director of Human Resources.

1103.4.5 Duty to report criminal charges, arrests and convictions: Any employee who is charged, arrested or convicted for a felony or gross misdemeanor offense in any country, municipality or

county shall immediately report such charge, arrest and/or conviction to his/her supervisor.

1103.4.6 All reports of potential or alleged workplace violence received by a supervisor must be immediately reported to Human Resources for evaluation and investigation. Human Resources will advise the Risk Manager and investigate concerns, reports, or incidences of potential or alleged workplace violence and contact the appropriate investigative agency, as necessary.

(a) The County will take action, wherever possible and as quickly as practical, to remove or prevent the potential for violence or harm.

(b) If evidence is found to exist to support the allegations of workplace violence or potential violence and the offender is an employee, the County may take corrective action up to and including immediate termination of employment. If the offender is not an employee, Grant County will pursue appropriate action.

1103.4.7 The County provides workplace violence training in its initial employee orientation and through periodic workshops (course offerings).

1103.4.8 Employees must follow all directives, policies and procedures that assist in maintaining a safe and secure work environment.

1103.4.9 Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment.

1103.5 Firearms and/or Dangerous Weapons

1103.5.1 For the purpose of this policy, Grant County defines Firearms pursuant to RCW 9.41.010.

1103.5.2 A Dangerous Weapon is any instrument capable of producing bodily harm, in a manner, under circumstances, and at a time and place that manifests intent to harm or intimidate another person or that warrants alarm for the safety of another person.

1103.5.3 With the exception of law enforcement officers, Grant County prohibits any individual, including employees, contractors, visitors, and/or vendors, from bringing Firearms and/or

Dangerous Weapons into the following County offices/
locations:

- (a) The Law & Justice Building, PROVIDED: individuals who enter the Law & Justice Building from the main entrance on the east side of said building, and directly, for the purpose of promptly depositing the weapon(s) in a lock box as detailed in Section 1103.5.6 below, will not be in violation of the prohibition;
- (b) The entire third floor of the Grant County Courthouse and Courtroom 1A on the second floor of the Grant County Courthouse;
- (c) Grant County Youth Services Center and Juvenile Court Building, PROVIDED: individuals who enter the Youth Services building from the main entrance, and directly, for the purpose of promptly depositing the weapon(s) in a lock box as detailed in Section 1103.5.6 below, will not be in violation of the prohibition;
- (d) All District Courtrooms (including Moses Lake District Court and satellite courtrooms); and
- (e) All Grant Integrated Services buildings and facilities.

1103.5.4 Grant County makes reasonable efforts to advise visitors of the Firearms and Dangerous Weapons prohibition in the offices/locations set forth in Section 1103.5.3(a)-(e) above; this is accomplished through court appearance notices that are mailed or otherwise provided and/or signage.

1103.5.5 Grant County employees and/or offices/departments are prohibited from storing or watching over Firearms and/or Dangerous Weapons for any individual or group of individuals.

1103.5.6 Members of the public legally carrying Firearms and/or Dangerous Weapons prohibited in the locations set forth in Section 1103.5.3(a)-(e) above will be directed to locked storage box(es) at locations pursuant to RCW 9.41.300(1)(b).

- (a) Law & Justice Center: Members of the public legally carrying Firearms and/or Dangerous Weapons at the Courthouse Complex may obtain a key to a lock box from Jail staff in the Law & Justice Building and temporarily store the item(s) in a lock box on the first floor.

(b) Annex or Courthouse: Individuals may obtain a key from the Switchboard operator on the 2nd floor reception area and temporarily store the item(s) in a locking storage box near the 2nd floor entrance to the Courthouse.

(c) Youth Services: Members of the public legally carrying Firearms and/or Dangerous Weapons to Youth Services may obtain a key to a lock box from staff in the Youth Services building and temporarily store the item(s) in a lock box located near the building's entrance.

1103.5.7 It is the preference of the County that owners of Firearms and/or Dangerous Weapons make previous arrangements to secure them off County property.

1103.6 Additional Courtroom Prohibitions: District, Juvenile, and Superior Court

1103.6.1 For the purpose of this policy, Grant County defines Additional Courtroom Prohibitions to include, but not be limited to: backpacks and oversized bags. These prohibitions are in effect for individuals and/or friends or family members of individuals appearing for Court, including those reporting for Jury Duty.

1103.6.2 Grant County employees and/or offices/departments are not permitted to store or watch over personal Courtroom Prohibitions for any individual or group of individuals.

1103.7 Unattended and/or Suspicious Items/Packages

1103.7.1 For the purpose of this policy, Grant County defines Unattended and/or Suspicious Items/Packages to include, but not be limited to, unattended or abandoned briefcases, backpacks, bags, electronic devices, packages, purses, etc.

1103.7.2 All above-referenced unattended items/packages are prohibited within Grant County government's places of business/employment.

(a) Should an employee discover or learn of an unattended item/package, the item is to be left where found, untouched.

(b) The employee should be prepared to describe the location and physical characteristics of the package/item and what makes its appearance a potential safety concern.

- (c) Regardless of the location of the unattended item/ package, the employee or his/her supervisor is to call “911” and report the finding to MACC Dispatch, without fear of reprisal.
- (d) While an employee or supervisor may feel that calling “911” over an unattended item (such as a briefcase) or package is an overreaction, the County’s expectation is that employees and supervisors “err on the side of caution”.

1104 – Safety Policy & Procedures

1104.1 Specifics

- 1104.1.1 As stated in the Introduction, Grant County’s policy is to provide, to the best of its ability with available resources, a safe environment for its employees and visitors. Policy implementation is to occur through training and education regarding safe work practices and the requirement that all employees follow County directives, communications, plans and policies/procedures designed to assist in creating and maintaining a safe working environment and through empowerment of the Grant County Central Safety Committee.
- 1104.1.2 Every employee has a valuable role in contributing to work safety and is responsible to learn and practice safe methods for conducting his/her work. Employees should consult with their supervisors with any work safety questions they may have.
- 1104.1.3 Employees facing any dangerous situations are to first and foremost do whatever is possible to protect themselves from harm.
- 1104.1.4 If an employee sees a potentially hazardous condition, he/ she is required to notify his or her supervisor immediately. All incidents and accidents must be reported immediately and as set forth in this policy: please see Section 1102.4 above for Incident/Accident Reporting specifics.
- 1104.1.5 It is the responsibility of the Grant County Central Safety Committee, with cooperation from EOs/DHs, to ensure that current health and safety information is relayed to employees.

1104.2 Grant County Central Safety Committee and Contacts

- 1104.2.1 Grant County has established a Central Safety Committee pursuant to Grant County's adopted and still active Safety/ Risk Management Policies & Procedures Manual of March, 1996. The Committee is required to have a representative from Drug & Alcohol, Mental Health, Public Works, the Coroner's Office, Juvenile Justice Center, a representative from either Maintenance, Fairgrounds, Planning Department or Building Department, a representative from either the Sheriff's Office or Corrections Facility, and a representative from one of the following: Superior Court Clerk's Office, District Court, Prosecutor's Office, Treasurer's Office, Assessor's Office, or Auditor's Office, comprised of employer-selected and employee-elected members. The Committee elects a chairperson pursuant to WAC 296-24-045. The Risk Manager shall serve as the advisor to this committee.
- 1104.2.2 Membership and terms of the Central Safety Committee members is outlined in the Rules of Procedure of the Central Safety Committee. These individuals will work with the Risk Manager to deal with safety issues, review safety practices, and discuss potential safety problems and accident prevention.
- 1104.2.3 The Central Safety Committee will meet at least once per quarter. It shall keep minutes of its proceedings and distribute them to all County offices and departments. Elected Officials and Department Directors shall be responsible for keeping copies of these minutes in locations set aside for safety information and notices. Safety Committee minutes shall be reviewed during departmental safety meetings.
- 1104.2.4 The Central Safety Committee shall serve to coordinate the safety strategy of the County, including:
- (a) Reviewing safety suggestions and recommendations from County employees, and discuss safety matters, review safety practices, and discuss potential safety problems and accident prevention. A written record shall be kept of these meetings and copies shall be filed with the Risk Manager.
 - (b) Reviewing safety and accident statistics for the County by the Risk Manager.
 - (c) Advising the Risk Manager in matters of safety.

(d) Making recommendations to the EOs in the area of safety.

(e) Performing other duties for safety as determined by the EOs.

1104.2.5 The Director of Human Resources and Risk Manager are resources for County employees regarding safety issues/ concerns. Both are to be advised of any safety or potential safety concerns.

1104.2.6 When facility related, Maintenance personnel should immediately be notified of a safety matter and, on a case by case basis, the acting Maintenance safety supervisor will notify the Risk Manager and, as appropriate, Human Resources. The steps being taken to eliminate the problem will also be communicated.

1104.3 Fire/Emergency Procedures

1104.3.1 In the event of a fire and/or emergency, all employees are expected to conduct themselves in a manner conducive to the safety and well-being of themselves and others. In the event of a fire and/or emergency, employees are to immediately call "911". For building evacuation (such as for fire), employees are empowered to activate the fire alarm. As soon as possible after the incident, the individual calling "911" must contact the Risk Manager to apprise him/her of the situation. A Grant County Risk Management General Liability/Loss Notice Form must also be completed and submitted immediately afterwards.

1104.3.2 Grant County work locations will have established and published fire and emergency procedures, including escape routes. Employees are expected to know, understand, respond to and utilize these procedures in the event of an emergency.

1104.4 Blood Borne Pathogens

Grant County will take reasonable precaution to protect employees from the hazards of blood and other potentially infectious materials. The level of known occupational exposure varies between departments and positions. Employees in positions with levels of occupational exposure requiring training will be provided such training in addition to more specific policies and procedures.

1104.5 Grant County Emergency Management Department

- 1104.5.1 Grant County Emergency Management (GCEM) operates pursuant to Chapter 38.52 RCW, Comprehensive Emergency Management, requiring that it prepare, maintain and implement policies and procedures relating to preparedness, response and recovery from emergencies and disasters in Grant County. Subsequently, GCEM has direct responsibility for the organization, administration and operation of the emergency management program for the County in addition to fourteen incorporated cities and towns, and operation of the Emergency Coordination Center (ECC).
- 1104.5.2 GCEM assists with the preparation, review, and enhancement of emergency preparedness programs, training exercises, and resource development for municipalities, school divisions, government departments and agencies, and the private sector. It also reviews and recommends amendments to emergency measures legislation and ensures that departmental, municipal and private sector emergency plans are consistent with existing legislation.
- 1104.5.3 The Department is also responsible for maintaining the Comprehensive Emergency Management Plan (CEMP). The CEMP is the linchpin in Emergency Management capacity to provide a coordinated and effective response to emergencies and disasters. It explains the local emergency response concept, emergency response structure, and the roles and responsibilities of departments and agencies responding to emergencies and disasters.
- 1104.5.4 Additional information about GCEM is available to employees and the public on the County's website.

1105 – Health Matters

- 1105.1 Specifics. Grant County seeks to protect, promote, and enhance the health and well-being of its employees. This is accomplished through the provision of health benefits, training, and other resources.
- 1105.2 Employee Health Resource Information. The Human Resources Department has a comprehensive Intranet site with links for employees to access information on benefits, health insurance, the County health program, wellness programs, life and disability information, and retirement programs.

1105.3 Insurance Committee

The Grant County Health Insurance Committee reviews and provides recommendations to the Board of County Commissioners on quality and cost effective health insurance and various alternatives for employees of Grant County. More information about the Committee is available on the Intranet.

1105.4 Contagious Temporary Illnesses

Any employee suffering from a contagious illness is responsible to ensure that during such known contagious stage(s) that he/she is not jeopardizing another employee or citizen's health and well-being. Employees should practice good judgment when determining whether or not they should attend work during known contagious stage(s) of illness. In cases of known contagious illness, supervisors may request a medical release prior to authorizing an employee to return to work.

1105.5 First Aid

1105.5.1 Grant County offices, departments and vehicles will have available a first aid kit for minor injuries. The kits shall be supplied as necessary.

1105.5.2 In the case of a more serious injury or emergency, employees are required to immediately notify MACC Dispatch by calling "911". If an employee is injured on the job, whether medical attention is required or not, the employee must report the situation to his/her supervisor as soon as possible after the incident and follow all reporting procedures detailed in Section 1102 above.

1105.5.3 Grant County offices, departments and vehicles will have available a first aid kit for minor injuries. The kits shall be supplied as necessary. In the case of a more serious injury or emergency, employees are required to immediately notify "911".