

# Grant County Personnel Policy

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LAST REVISED: 10/12/16	CONTACT: Human Resources

## 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.

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## 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 Manger 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.

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- (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 Grant County Quarterly Office Safety Inspection Checklist

1104.3.1 The Board of County Commissioners, through the Grant County Central Safety Committee, has created an Office Safety Inspection program for County offices/departments which involves the use of a standardized checklist for quarterly reporting. The form is available on the Intranet under the ".PDF Fill-In Forms" section, and is linked below:

### *Quarterly Office Safety Inspection Form*

1104.3.2 The purpose of the quarterly inspection form is to heighten general office safety awareness and document that essentials are being taken care of.

1104.3.3 The forms are for Grant County offices only, not every work location within the County.

1104.3.4 Each office/department needs to keep up with (and/or evaluate whether it should have) additional, internal safety inspection checklists or forms in addition to the *Quarterly Office Safety Inspection Form*.

1104.3.5 All Grant County offices/departments must keep a record of their safety inspection and/or checklist forms. These records must be retained per RCW and/or OSHA requirements and be readily accessible for internal and/or external inspection.



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1104.3.6 Completed quarterly office report forms are to be e-mailed to the County's Administrative Services Coordinator for distribution and review at the Grant County Central Safety Committee meetings. The Committee will determine whether there are unresolved issues/trends based on the reports. If it is determined there are unresolved issues/trends occurring, the Administrative Services Coordinator and Safety Committee Chair will meet with the office or department in which concerns exist in an effort to reach resolution. Should that process result in questionable resolution, those individuals will meet with the Board of County Commissioners to determine any course of action it would like to have taken.

1104.3.7 It is the expectation of the Board of County Commissioners that the *Quarterly Office Safety Inspection Form* be used and that each County office/department hold regular safety meetings.

1104.3.8 The report periods and due dates of submittal of the *Quarterly Office Safety Inspection Form* to the Administrative Services Coordinator appear on the form itself, and run as follows:

1 <sup>st</sup> Quarter: January – March	Report is due by April 10 <sup>th</sup>
2 <sup>nd</sup> Quarter: April – June	Report is due by July 10 <sup>th</sup>
3 <sup>rd</sup> Quarter: July – September	Report is due by October 10 <sup>th</sup>
4 <sup>th</sup> Quarter: October – December	Report is due by January 10 <sup>th</sup>

## 1104.4 Fire/Emergency Procedures

1104.4.1 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.

1104.4.2 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.

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1104.4.3 To reduce the risk of fire and/or injury in the workplace, Grant County strives to adhere to standard safety practices and recommendations from its insurer. For these reasons, the following are prohibited from use in County work locations:

- Any type of portable heating device (including low wattage units) or electric blankets;
- Candle warmers or other heated, scented plug-ins; and
- Candles.

1104.4.4 Exceptions to the prohibition of portable heating devices

The only exception to the ban of portable heating devices in County facilities is if one is needed to address an employee's medical need, as determined through the following process:

- (a) A formal, written employee accommodation request must be submitted to the Director of Human Resources should an employee's medical situation merit consideration of a portable space heater/heating device. A portable heating device is considered to be a rare option due to increased risk and impact on the electrical system. The County will first look at less extreme methods in which to address an issue presented.
- (b) Any employee accommodation request as set forth in paragraph (a) above will be reviewed by the Director of Human Resources and coordinated, as appropriate, with the County's Risk Manager who will consult with the appropriate facilities personnel/electrician.
- (c) Any exception to the prohibition of portable heating devices will be granted to a specific employee, assigned to a specific position, and assigned to a specific location. Any change in assignment or location will require a review of an existing exception.
- (d) Grant County reserves the right to rescind any exception granted due to the impact to the perceived safety of its facilities.

1104.4.5 Elected Officials and Department Heads, and their subordinate managerial and supervisory personnel, are responsible for ensuring the policy is enforced within their work area.

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1104.4.6 Unauthorized items listed in section 1104.4.3 above may be confiscated by facility/maintenance staff (*i.e.*, the person(s) responsible for the cleaning and/or maintenance in each County facility). Notice of the removal will be provided to the Elected Official/Department Head responsible for the area. The item will be held by facility/maintenance staff for a thirty (30) day period in which the owner may claim it for the purpose of removing it from County property. If the items are not removed by the owners within the thirty (30) day time period, they may be donated to a non-profit agency (such as Goodwill) or disposed of by facility/maintenance staff.

## 1104.5 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.

## 1104.6 Grant County Emergency Management Department

1104.6.1 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).

1104.6.2 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.

1104.6.3 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

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response concept, emergency response structure, and the roles and responsibilities of departments and agencies responding to emergencies and disasters.

1104.6.4 Additional information about GCEM is available to employees and the public on the County's website.