

## **MACON COUNTY LOSS CONTROL POLICY**

WHEREAS MACON COUNTY REALIZES THAT IT HAS THE RESPONSIBILITY TO PROVIDE A SAFE WORK ENVIRONMENT FOR ITS EMPLOYEES, THAT EACH EMPLOYEE PURSUE THE HIGHEST STANDARDS IN HIS/HER ASSIGNED ACTIVITIES; COUNTY EMPLOYEES MUST RECOGNIZE THAT THE WELL BEING OF PERSONS INVOLVED IN THE PROTECTION OF OUR PHYSICAL RESOURCES IS AS IMPORTANT AS THE ACTIVITY AND WORK BEING PERFORMED.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF MACON COUNTY AS FOLLOWS:

THE COUNTY HAS ESTABLISHED A SAFETY AND LOSS CONTROL PROGRAM TO BE IMPLEMENTED AND MONITORED ON A CONTINUOUS BASIS. AS THE FIRST SEGMENT OF THE COUNTY'S PROGRAM, A SAFETY COORDINATOR HAS BEEN APPOINTED AND ASSIGNED THE RESPONSIBILITY OF ORGANIZING THE OVERALL SAFETY AND LOSS CONTROL EFFORTS.

A SAFETY COMMITTEE HAS BEEN CREATED TO ESTABLISH LOSS CONTROL POLICY, INVESTIGATE MAJOR LOSSES AND LOSS TRENDS, AND ASSIGN OTHER SAFETY RESPONSIBILITIES AS NEEDED. THE SAFETY COORDINATOR CHAIRS THIS COMMITTEE.

EACH COUNTY DEPARTMENT HEAD WILL BE RESPONSIBLE FOR THE SAFETY AND WELL BEING OF THE WORKERS IN HIS/HER DEPARTMENT AS WELL AS THE REQUIRED MAINTENANCE OF THE FACILITIES AND EQUIPMENT IN HIS/HER AREA OF RESPONSIBILITY. EACH COUNTY EMPLOYEE WILL BE RESPONSIBLE FOR HIS/HER OWN PERSONAL SAFETY AND FOR THE SAFE COMPLETION OF ASSIGNED TASKS. THE COUNTY REQUIRES ITS EMPLOYEES TO RESPOND TO ALL PLANNED SAFETY EFFORTS AND TO PERFORM THEIR ASSIGNED JOB IN THE SAFEST MANNER POSSIBLE.

MACON COUNTY IS COMMITTED TO DOING ALL IN ITS POWER TO MAKE ITS SAFETY AND LOSS CONTROL PROGRAM A SUCCESS, AND EXPECTS ALL COUNTY EMPLOYEES TO ASSIST IN THIS EFFORT BY CONTRIBUTING EXPERTISE AND BY FOLLOWING ALL ESTABLISHED RULES AND PROCEDURES.

## **I. RESPONSIBILITIES**

### **A. BOARD OF COMMISSIONERS**

THE BOARD OF COMMISSIONERS SUPPORTS A COUNTYWIDE SAFETY PROGRAM THROUGH PERSONNEL POLICIES AND BUDGETARY CONSIDERATIONS.

### **B. SAFETY COMMITTEE**

THIS COMMITTEE WILL FUNCTION AS AN ADVISORY BODY TO DEVELOP AND RECOMMEND TO THE COUNTY MANAGER MATTERS OF POLICY AND PROCEDURE AFFECTING ADMINISTRATION OF THE MACON COUNTY SAFETY PROGRAM.

SPECIFICALLY, THE COMMITTEE IS RESPONSIBLE FOR:

1. PLANNING AND RECOMMENDING POLICIES AND PROCEDURES AFFECTING THE DEVELOPMENT AND ADMINISTRATION OF AN AGGRESSIVE ACCIDENT PREVENTION PROGRAM.
2. REVIEWING STATISTICAL DATA, RECORDS, AND REPORTS OF SAFETY MATTERS TO DETERMINE THE EFFECTIVENESS OF THE PROGRAM.
3. SERVING AS THE ACCIDENT REVIEW BOARD BY REVIEWING INVESTIGATION REPORTS, MEETING WITH EMPLOYEE AND HIS/HER IMMEDIATE SUPERVISOR TO GATHER ADDITIONAL INFORMATION AND RECOMMENDING APPROPRIATE DISCIPLINARY ACTION, IN ACCORDANCE WITH COUNTY POLICY, TO THE DEPARTMENT HEAD IN THE EVENT OF AVOIDABLE ACCIDENT WITH PERSONAL INJURY OR PROPERTY DAMAGE.
4. DETERMINE IF EMPLOYEE SAFETY MEETINGS ESTABLISHED BY DEPARTMENT HEADS ARE SUFFICIENT TO MEET THE NEEDS OF THE COUNTY SAFETY PROGRAM AND EMPLOYEES.

**C. SAFETY COORDINATOR**

THE SAFETY COORDINATOR IS RESPONSIBLE FOR THE IMPLEMENTATION AND OPERATION OF THE SAFETY PROGRAM WHICH WILL INCLUDE TRAINING, ACCIDENT AND INSURANCE FOLLOW-UP, AND VEHICLE AND BUILDING SAFETY. THE SAFETY COORDINATOR WILL REPRESENT THE COUNTY MANAGER IN ALL SAFETY MATTERS AND CAN STOP A WORK OPERATION TEMPORARILY WHEN SERIOUS INJURY OR PROPERTY DAMAGE IS POSSIBLE. THE SAFETY COORDINATOR MAY REQUEST A MEETING WITH ANY EMPLOYEE IN AN ON-THE-JOB INJURIOUS SITUATION IN AN EFFECT TO DETERMINE THE CAUSE OF THE SITUATION OR ACCIDENT.

**D. DEPARTMENT HEADS**

EACH DEPARTMENT HEAD IS DESIGNATED AS RESPONSIBLE TO THE COUNTY MANAGER FOR EMPLOYEE SAFETY. THE DEPARTMENT HEAD HAS SUPERVISORY RESPONSIBILITY FOR ALL SAFETY FUNCTIONS AND ACTIVITIES WITHIN HIS/HER AREA. EACH DEPARTMENT HEAD WILL:

1. HOLD EACH SUPERVISOR ACCOUNTABLE FOR INJURIES INCURRED BY HIS/HER EMPLOYEES TO THE EXTENT THAT THE INJURIES ARE PREVENTABLE THROUGH TRAINING AND OBSERVANCE OF SAFETY RULES AND PROCEDURES. PROVIDE LEADERSHIP BY SETTING A PROPER EXAMPLE FOR ALL EMPLOYEES, BE RESPONSIBLE FOR SUCCESSFULLY OPERATING THE DEPARTMENT SAFETY PROGRAM AND COMPLETING THE DEPARTMENT'S SAFETY OBJECTIVES.
2. DEVELOP POLICIES AND PROCEDURES AS NECESSARY, FORMED BY INDEPENDENT DEPARTMENTS. THESE WILL HAVE TO BE APPROVED BY SAFETY COMMITTEE.
3. ENSURE THAT ALL EMPLOYEES, NEW AND OLD, ARE TRAINED OR RETRAINED IN ACCEPTED METHODS.
4. PROVIDE PERSONAL PROTECTIVE EQUIPMENT AND INSTRUCTION WHEN NECESSARY, AND FOLLOW-UP ON PROPER USE OF EQUIPMENT.

5. REQUIRE DEPARTMENT BI-MONTHLY SAFETY MEETINGS TO REVIEW ACCIDENTS, ANALYZE THEIR CAUSES, AND PROMOTE FREE DISCUSSION OF HAZARDOUS WORK PROBLEMS AND POSSIBLE SOLUTIONS IF PERTINENT TO THE DEPARTMENT.
6. ENCOURAGE SAFETY SUGGESTIONS AND WRITTEN COMMENTS FROM EMPLOYEES, AND ADOPT THOSE THAT ARE FEASIBLE.
7. REQUIRE ACCIDENTS TO BE PROMPTLY REPORTED, THOROUGHLY INVESTIGATED BY SUPERVISORY PERSONNEL, AND PROPERLY RECORDED.
8. ENSURE THAT PROMPT, CORRECTIVE ACTION IS TAKEN WHENEVER UNSAFE CONDITIONS ARE RECOGNIZED, AND UNSAFE ACTS ARE OBSERVED.
9. ENSURE THAT ALL EMPLOYEES ARE REASONABLY FREE FROM ALL PHYSICAL AND MENTAL IMPAIRMENT IN THE PERFORMANCE OF THEIR WORK RESPONSIBILITIES.
10. ENSURE THAT PROPER OSHA RECORDS BE POSTED

**E. SUPERVISORS**

SUPERVISORS WILL ASSUME THE RESPONSIBILITY OF THOROUGHLY INSTRUCTING THEIR PERSONNEL IN SAFE PRACTICES TO OBSERVE IN THEIR WORK SITUATIONS. THEY WILL CONSISTENTLY ENFORCE SAFETY STANDARDS AND REQUIREMENTS TO THE UTMOST OF THEIR ABILITY AND AUTHORITY. SUPERVISORS WILL ACT POSITIVELY TO ELIMINATE ANY POTENTIAL HAZARDS WITHIN ANY ACTIVITIES UNDER THEIR JURISDICTION, AND THEY WILL SET AN EXAMPLE OF GOOD SAFETY PRACTICE IN ALL SPHERES OF THEIR ENDEAVORS. SAFETY RECORDS SHALL BE MEASURED ALONG WITH PHASES OF SUPERVISOR PERFORMANCE. THEREFORE, IT IS ABSOLUTELY ESSENTIAL THAT SUCH RECORDS BE COMPLETE AND ACCURATE AND THAT ALL ACCIDENTS BE FULLY REPORTED. PRINCIPAL DUTIES OF SUPERVISORS ARE AS FOLLOWS:

1. ENFORCE ALL SAFETY RULES AND PROCEDURES.
2. MAKE CERTAIN ALL INJURIES ARE REPORTED PROMPTLY

AND TREATED PROPERLY, AND ALL ACCIDENTS ARE REPORTED, EVEN IF INJURY IS NOT APPARENT.

3. CONDUCT THOROUGH INVESTIGATIONS ON ALL ACCIDENTS, AND TAKE NECESSARY STEPS TO PREVENT RECURRENCE THROUGH EMPLOYEE SAFETY EDUCATION, OPERATING PROCEDURES, OR MODIFICATION OF EQUIPMENT. COMPLETE A SUPERVISOR'S ACCIDENT OR INCIDENT INVESTIGATION REPORT.
4. PROVIDE EMPLOYEES WITH COMPLETE SAFETY INSTRUCTIONS REGARDING THEIR DUTIES PRIOR TO THE EMPLOYEES ACTUALLY STARTING TO WORK
5. CONDUCT REGULAR SAFETY CHECKS, INCLUDING CAREFUL EXAMINATION OF ALL NEW AND RELOCATED EQUIPMENT BEFORE IT IS PLACED IN OPERATION.
6. PROPERLY MAINTAIN EQUIPMENT, AND ISSUE INSTRUCTIONS FOR THE ELIMINATION OF FIRE AND SAFETY HAZARDS.
7. CONTINUOUSLY INSPECT FOR UNSAFE PRACTICES AND CONDITIONS, AND PROPERLY UNDERTAKE ANY NECESSARY CORRECTIVE ACTION.
8. DEVELOP AND ADMINISTER AN EFFECTIVE PROGRAM OF GOOD HOUSEKEEPING, AND MAINTAIN HIGH STANDARDS OF PERSONNEL AND OPERATIONAL CLEANLINESS THROUGHOUT ALL OPERATIONS.
9. PROVIDE SAFETY EQUIPMENT AND PROTECTIVE DEVICES FOR EACH JOB BASED ON KNOWLEDGE OF APPLICABLE STANDARDS OR ON RECOMMENDATIONS OF THE SAFETY COORDINATOR.
10. CONDUCT SAFETY BRIEFING AND ENCOURAGE THE USE OF EMPLOYEE SAFETY SUGGESTIONS.
11. GIVE FULL SUPPORT TO ALL SAFETY PROCEDURES, ACTIVITIES, AND PROGRAMS.
12. REQUIRE DOCTOR'S PERMISSION FOR AN EMPLOYEE TO RETURN TO WORK AFTER A WORKERS' COMPENSATION

INJURY, OR AN EXTENDED ABSENCE FROM WORK.

F. EMPLOYEE

EMPLOYEES WILL BE REQUIRED, AS A CONDITION OF EMPLOYMENT, TO EXERCISE CARE IN THE COURSE OF THEIR WORK TO PREVENT INJURIES TO THEMSELVES, AND TO THEIR FELLOW WORKERS.

1. USE THE SAFETY EQUIPMENT WHICH HAS BEEN PROVIDED FOR USE IN PERFORMING DAILY WORK ASSIGNMENTS.
2. WEAR THE PRESCRIBED UNIFORM AND SAFETY SHOES, AS REQUIRED.
3. DO NOT OPERATE EQUIPMENT FOR WHICH TRAINING OR ORIENTATION HAS NOT BEEN RECEIVED.
4. WARN CO-WORKERS OF UNSAFE CONDITIONS OR PRACTICES THEY ARE ENGAGED IN WHICH COULD LEAD TO OR CAUSE AN ACCIDENT.
5. REPORT DEFECTIVE EQUIPMENT IMMEDIATELY TO A SUPERVISOR.
6. REPORT DANGEROUS OR UNSAFE CONDITIONS THAT EXIST IN THE WORK PLACE.
7. REPORT ALL INJURIES AND ACCIDENTS REGARDLESS OF THE SEVERITY AS SOON AS PRACTICAL.
8. PROTECT THE PUBLIC FROM UNSAFE CONDITIONS RESULTING FROM WORK THAT COULD PRESENT A HAZARD TO THEM.
9. TAKE CARE NOT TO ABUSE TOOLS AND EQUIPMENT, SO THAT THESE ITEMS WILL BE IN USEABLE CONDITION FOR AS LONG AS POSSIBLE, AS WELL AS TO ENSURE THAT THEY ARE IN THE BEST POSSIBLE CONDITION WHILE BEING USED.
10. PARTICIPATE IN ALL REQUIRED SAFETY AND OCCUPATIONAL HEALTH TRAINING, AND BE CERTAIN

THAT THEY UNDERSTAND INSTRUCTIONS COMPLETELY BEFORE STARTING WORK.

11. SERVE ON SAFETY COMMITTEE OR INSPECTION TEAM WHEN APPOINTED OR ELECTED.

## II. OPERATIONS

### A. SAFETY COMMITTEE MEETINGS

THE SAFETY COORDINATOR WILL PROVIDE AN AGENDA AND MAINTAIN MINUTES OF THE MEETING. MEETINGS WILL BE HELD BI-MONTHLY AT A PREDESIGNATED TIME AND PLACE.

### B. MONTHLY SAFETY TRAINING/NEW EMPLOYEE ORIENTATION

ALL SUPERVISORS WILL CONDUCT A BI-MONTHLY SAFETY MEETING WITH THEIR EMPLOYEES. DATE, THOSE IN ATTENDANCE, AND THE TOPIC OF DISCUSSION WILL BE DOCUMENTED. ALL NEWLY ASSIGNED EMPLOYEES WILL RECEIVE A SAFETY ORIENTATION BEFORE GOING TO WORK IN THEIR DESIGNATED DUTY SECTION. ORIENTATION SHOULD BE CONDUCTED BY THE EMPLOYEE SUPERVISOR. IT WILL BE DOCUMENTED AND SIGNED BY BOTH THE SUPERVISOR AND EMPLOYEE, AND THE COPY PLACED IN THE EMPLOYEE'S PERSONNEL RECORDS.

### C. ACCIDENT INVESTIGATION

ACCIDENT INVESTIGATION WILL BE PERFORMED BY THE IMMEDIATE SUPERVISOR OF THE EMPLOYEE INVOLVED. IF TWO OR MORE EMPLOYEES WERE SEPARATELY INVOLVED IN THE ACCIDENT, THE SUPERVISOR OF EACH WILL PERFORM INDEPENDENT INVESTIGATIONS. ANY ACCIDENT INVOLVING DEATH, PERMANENT DISABILITY, TEMPORARY DISABILITY, HOSPITALIZATION MEDICAL TREATMENT, LOSS OF TIME FROM WORK BY COUNTY EMPLOYEE , DAMAGE TO OR DESTRUCTION OF ANY PROPERTY OR INJURY TO A VISITOR WILL BE INVESTIGATED. ANY ACCIDENT INVOLVING FIVE OR MORE PERSONS OR A FATALITY NEEDS TO BE REPORTED IMMEDIATELY TO THE SAFETY OFFICER AND/OR THE COUNTY MANAGER. THE PURPOSE OF ACCIDENT

INVESTIGATION IS TO PREVENT THE RECURRENCE OF ACCIDENTS BY IDENTIFYING CONTRIBUTING CAUSES, DETERMINING CORRECTIVE MEASURES NECESSARY TO ELIMINATE CAUSES, AND TO IDENTIFY AND REMEDY CAUSES, AND TO IDENTIFY AND REMEDY CAUSES. COPIES OF ACCIDENT INVESTIGATIONS SHALL BE FORWARDED TO THE SAFETY COORDINATOR.

D. SELF INSPECTIONS

THE PURPOSE OF SELF INSPECTIONS IS TO IDENTIFY HAZARDOUS WORK CONDITIONS AND MATERIALS OR METHODS THAT MAY RESULT IN AN ACCIDENT SO THAT THESE HAZARDS CAN BE CORRECTED. EACH ACTIVITY AND FACILITY WILL BE INSPECTED NOT LESS THAN ONCE EVERY SIX MONTHS. THE DEPARTMENT HEAD IS RESPONSIBLE FOR PREPARING AS INSPECTION SHEDULE FOR ALL ACTIVITIES FOR HIS/HER DEPARTMENT. THE DEPARTMENT HEAD WILL ALSO DESIGNATE INSPECTORS FOR THEIR DEPARTMENT AND INSPECTIONS CHECKLISTS SHOULD BE USED TO RECORD FINDINGS. UPON COMPLETION OF THE INSPECTION CHECKLISTS. RECOMMENDATIONS WILL BE FURNISHED TO THE DEPARTMENT HEAD AND SAFETY COORDINATOR. THE DEPARTMENT HEAD WILL TKE WHATEVER CORRECTIVE ACTION DEEMED APPROPRIATE, MAINTAIN A RECORD OF COMPLETION OF SUCH CORRECTIVE ACTION, AND FURNISH THE SAFETY COORDINATOR A RECORD OF COMPLETION.

E. SAFETY BULLETIN BOARD AND SAFETY SUGGESTION BOX

EACH DEPARTMENT IS SUGGESTED TO HAVE A SAFETY BULLENTIN BOARD AND SAFETY SUGGESTION BOX. THIS WOULD BE PLACED IN COMMON AREAS OF COUNTY FACILITIES. ALL SUGGESTIONS WILL BE DISCUSSED AT THE DEPARTMENTAL MEETINGS.



STATEMENT AND SIGNATURE OF EMPLOYEE

I HAVE READ AND UNDERSTAND MACON COUNTY'S SAFETY AND  
LOSS CONTROL POLICY AND PROGRAM. I ACCEPT MY  
RESPONSIBILITIES AS OUTLINED BY THE DOCUMENT.

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SIGNATURE

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DATE