

BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

19.	OCCUPATIONAL SAFETY AND HEALTH
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19-1. Occupational Safety and Health Act

It is the intent of Box Elder County to comply with all applicable rules and regulations pertaining to the Utah Occupational Safety and Health Act, Utah Code Unannotated Section 34A-6-101 et seq. Information relative to the Act can be obtained in the Human Resources Office. In addition to this policy, the Sheriff's Office Policies and Procedures Manual will provide additional guidance for Public Safety employees.

19-2. Hazard-Free Workplace

Box Elder County will make every effort to furnish a hazard-free workplace for its employees. Each employee shall comply with the standards, orders, rules, and regulations of the Utah Occupational Safety and Health Act.

19-3. Safety Officer/Supervisor Responsibility

Box Elder County desires to control loss due to workplace accidents and has appointed the Risk Manager as the Safety Officer. Each elected official or department head shall inspect or designate a competent person or persons to inspect work areas frequently for unsafe conditions and practices, defective equipment and materials, and where such conditions are found, take appropriate action to immediately correct such conditions. Supervisory personnel shall enforce safety regulations and issue necessary rules to protect the health and lives of county employees. Employees will not be permitted to work in unsafe conditions, except for the purpose of making such conditions safe.

19-4. Safety Rules and Regulations

1. Report all accidents and injuries to your Supervisor no matter how large or small they appear to be.
2. Immediately report safety hazards or concerns to your Supervisor or the county Risk Manager
3. Maintain order in your work area. Store necessary items in their proper place. Return all unnecessary items to their proper storage location.
4. Report immediately any condition or act you think might cause injury to employees or damage to equipment to your Supervisor or the county Risk Manager.
5. Don't take chances! If you don't know, ask.
6. Wear recommended safety protective devices as directed to protect against hazards. (Failure to do so could result in penalties against Workers' Compensation benefits).

7. To mitigate safety hazards associated with moving machinery, employees must confine their hair, refrain from wearing loose garments that can become entangled, and avoid wearing wrist watches, rings, or other jewelry on the job where such hazards exist.
8. Protect your back by using proper lifting techniques, asking for assistance when needed, and using lifting equipment or aids provided to minimize the risk of injuries.
9. Use of seat belts is required of all drivers and passengers in county vehicles and other vehicles being used for county business including equipment that is outfitted with seat belts.
10. An employee may not fail or neglect to follow and obey orders and to do every other thing reasonably necessary to protect the life, health, safety, and welfare of employees.

19-5. Employee Accidents and Injuries

1. Worker Injuries: See Box Elder County policy section 26- Workers Compensation.
2. Vehicle Accidents: See Box Elder County policy section 15- Fleet Management 15-15
3. Equipment Accidents: Employees are required to report all instances of equipment contact with other equipment or property or individuals promptly to their supervisor. This includes any unintended or accidental contact between equipment, machinery, tools, vehicles, or any other objects within the workplace or relevant setting. This includes situations where individuals deliberately or accidentally come into contact with non-operating parts of machinery, tools, vehicles, or other equipment.

19-6. Bypassing a safety device

In an ongoing effort to foster a culture of transparency and accountability regarding safe practices, Box Elder County strictly prohibits the bypassing or attempted bypassing of any safety device. The intentional circumvention of safety mechanisms undermines the integrity of our commitment to occupational safety and poses significant risks to employees. Any employee found to have bypassed or attempted to bypass a safety device will be subject to disciplinary action, including a minimum one-day suspension and potential termination.

Examples of bypassed safety devices include seatbelts, machine guards, and safety interlock systems. Intentionally bypassing or tampering with seatbelts increases the risk of injuries or fatalities during vehicle operations. Removing or disabling machine guards exposes workers to potential hazards associated with moving parts. Tampering with safety interlock systems compromises their effectiveness in preventing operation under unsafe conditions.

19-7. Failure to report Accidents

Failure to promptly report an equipment or vehicle accident to your supervisor or the county risk manager will result in disciplinary action, including a minimum one-day suspension and potential termination, for intentional non-reporting.

19-8. Safety Training and Education:

Box Elder County is committed to providing regular safety training and education to employees. Training programs will cover topics such as hazard identification, proper equipment use, emergency response procedures, and other general safety practices. Employees are expected to actively participate in and follow the guidelines provided during safety training sessions.

19-9. Emergency Response Procedures:

Employees will be familiarized with emergency response procedures specific to their work area or job role. This includes protocols for fire emergencies, medical incidents, natural disasters, and other potential hazards. Regular drills and training exercises will be conducted to ensure employees are well-prepared to respond appropriately in emergency situations.

19-10. Safety Committee:

Box Elder County recognizes the importance of employee involvement in maintaining a safe and healthy work environment. A Safety Committee consisting of representatives from various high risk departments will be established to actively participate in the identification and resolution of safety concerns. The committee will meet regularly to discuss safety issues, administer training, propose safety improvements, and provide recommendations to management. Employees are encouraged to engage with the Safety Committee representatives, share safety suggestions, and actively participate in safety initiatives to promote a collaborative approach to workplace safety.

19-11. Ergonomics

Box Elder County is dedicated to maintaining a hazard-free workplace, including addressing ergonomic hazards. We encourage employees to promptly report ergonomic concerns. Our Safety Committee regularly revisits ergonomics, providing training and opportunities for collaboration among employees to ensure a safer and more comfortable work environment for all. By distributing the training through our Safety Committee, we hope to help change the safety culture and take a more proactive approach to workplace safety.

19-12. Bloodborne Pathogens Program

Box Elder County is committed to ensuring the health and safety of its employees through the implementation of a comprehensive Bloodborne Pathogen Program in compliance with the Occupational Safety and Health Administration (OSHA) standards. This program encompasses the development of exposure control plans, employee training, universal precautions, engineering controls, personal protective equipment (PPE), hepatitis B vaccination, post-exposure evaluation, and recordkeeping. We prioritize the prevention of bloodborne pathogen transmission and will continuously review and update our program to maintain compliance with OSHA regulations, promoting a safe and healthy environment for all County personnel and the community we serve.