



LEWIS AND CLARK COUNTY POLICY

Subject: Workplace Safety Program	Policy No: 1.2.13
Approved:	Effective Date: Aug. 1, 2015 Revised Date: 05/31/17

I. Policy Statement

Lewis and Clark County acknowledges that our most valuable resource is its employees. The safety of County employees is of utmost importance and the primary focus of all County activities. The County also recognizes its legal obligation in maintaining a safe and healthy workplace as described in the Montana Safety Culture Act (Title 39, Chapter 71 part 15 MCA) and other state and federal statutes including but not limited to those administered by the Montana Department of Labor and Commerce and the Occupational Safety and Health Administration.

The County is committed to providing a safe and healthy work environment for all County employees. The County recognizes that a safe workplace is a shared responsibility that must be fostered and cultivated as a part of regular work duties and responsibilities. County administrators are committed to providing a workplace free of avoidable health and safety hazards. County employees are encouraged to fulfill vital roles in providing a safe and healthful workplace.

Education is the key to a successful safety program. Therefore, the County has developed a program that has strong education and training components.

II. Applicability

All Lewis and Clark County employees.

III. Definitions

None.

IV. Directives

A. County Safety Mission Statement

1. The Lewis and Clark County's safety mission is to elevate workplace safety to a preeminent position in the minds of all County employees, thereby preserving precious human resources, as well as controlling financial losses.

B. Workplace Safety Program

1. Lewis and Clark County endeavors to provide safe working conditions for its employees. The County has adopted a Workplace Safety Program to implement the Safety Policy and reduce work place accidents. The County Safety Committee serves as a watchdog, coordinator, and liaison for the County's Safety Program. Employees will receive a copy of the Safety Program as part of the orientation process.

C. Employee Responsibility Statement

1. Each employee is responsible for maintaining safe and healthful working conditions in his/her work area. Employees are expected to promptly report unsafe working conditions or practices to the immediate supervisor and/or safety representative.
2. Each employee is responsible for following all safety directives, procedures, laws and ordinances that have a bearing on safety in the work place, and is expected to develop the knowledge and behaviors that foster a safe, accident-free work place

D. Supervisor Responsibility Statement

1. Supervisors will work at all times to prevent job-related injuries, accidents and minimize workplace hazards. The supervisor will:
 - a. Assume reasonable responsibility and accountability for safe and healthful working conditions for the employees under his/her jurisdiction.
 - b. Make recommendations for the correction of deficiencies present in facilities, work procedures, employee job knowledge, behaviors, or attitudes that adversely affect the safety of County's employees.
 - c. Enforce safety rules and recommend or take appropriate disciplinary action when employees do not conform to the rules.
 - d. Provide instruction and training to employees about specific work hazards.
 - e. Cooperate with inspectors in shutting down operations considered hazardous to employees.
 - f. Act upon safety suggestions, observe working conditions and methods that prevent possible safety hazards, and set a good example by working safely him/her self.
 - g. Perform preliminary accident investigations and take initial corrective actions.
 - h. Promptly report all accidents to the elected official/department director or supervisor regardless of the extent of injury or property damage.

E. Accident Reporting Procedure

1. All County related accidents, personal injury or vehicle accidents will be reported on appropriate departmental forms within twenty-four (24) hours to the elected

official/department director, the Human Resource Director and the County safety officer.

2. All vehicle accidents must be immediately reported to the appropriate law enforcement agency for investigation.

F. Training Policy

1. Employees who operate County equipment will possess a valid Montana Operator's Permit and enroll in approved safe driver courses.
2. Employees are encouraged to take advantage of training courses offered through the Human Resource Director or their departments. Training courses may include:
 - a. First aid courses.
 - b. Cardio-pulmonary resuscitation courses.
 - c. Driver safety courses.
 - d. Preventive health maintenance courses.
 - e. Other courses deemed to be beneficial to County employees by the elected official/department directors or Human Resource Director.

V. Closing

Provisions of this policy will be followed unless they conflict with negotiated labor contracts which will take precedence to the extent applicable.

Questions concerning this policy should be directed to the Human Resource Department.

VI. References

None

VII. Attachments

None