

Iowa County, Iowa
Policy Manual

Title: Introduction & Responsibilities	Reference #: SA001
Section: Safety	Date Effective/Revised: 3.15.24
Department (s): All	Approved By: Board of Supervisors

INTRODUCTION

It is the policy of Iowa County to provide its employees with a safe working environment, to establish safe practices and procedures for department operations, to train and motivate employees to perform their duties safely and to maintain a safety information system sufficient to support effective accident prevention.

The Iowa County Safety Committee is to be made up of a representative from the Board of Supervisors, and all other Department Heads.

The Safety Committee, functioning under the direction of the Board of Supervisors, is to insure this policy is thoroughly and effectively implemented. All incidents and injuries shall be reported to the Iowa County Safety Director.

Iowa County has a vital interest in safety, since it involves not only the safety and security of each of our employees, but our property as well. Our employees are our most important asset and their safety is our primary concern.

It is the policy of Iowa County that every employee is entitled to a safe and healthful workplace. The County will comply with Occupational Safety and Health Standards (OSHA) and regulations as adopted by the Iowa Occupational and Health Administration and the United States Department of Labor.

While every individual is responsible for preventing accidents, it is a prime concern and commitment of all department heads/supervisors. An unsafe operation is wasteful, inefficient and indicates a poor supervisory performance. It is therefore, the responsibility of department heads/supervisors to provide safe conditions for our employees. Iowa County also expects each employee to be concerned for their own safety and that of their co-workers. This requires employees to perform their duties in a safe, efficient manner and in compliance with all relevant safety policies and regulations.

Safety on the job is vital to everyone. So vital in fact, that it is law. It is Iowa County's intent to provide a safe and healthful work environment for our employees. The following safety rules and responsibilities have been established and will be enforced. With this common goal in mind, these safety policies were developed.

OSHA and MSHA

Iowa County and all their employees will comply with all OSHA regulations 1910 and 1926 and all applicable MSHA standards. All regulations and standards can be found at www.osha.gov and www.msha.gov. Any employee who fails to comply may be subject to disciplinary action.

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RESPONSIBILITIES

Department Head/Supervisor

1. Provide a safe working environment for all Iowa County Employees, as well as leadership and direction concerning safety activities.
2. Enforce and update safety rules as needed; implement safety procedures and set safety performance goals within your department.
3. In collaboration with the Safety Director provide/coordinate safety training for employees. Options for training methods may vary depending on the situation, some examples are orientation training, department in-service meetings, watching safety videos, or utilizing the IMWCA Online University safety trainings.
4. Never allow new or inexperienced employees to work without all applicable safety training.
5. Complete inspections of your facility, vehicles, tools and work procedures to identify and correct hazardous work conditions and/or practices.
6. Provide, train employees on, require use of, maintain and replace all Personal Protective Equipment.
7. Understand and abide by all applicable safety laws, standards, codes, ordinances and OSHA and MSHA acts.
8. Investigate, review and document all complaints, incidents and injuries to determine cause/fault and outline future preventative measures to be taken.
9. Complete Employer Investigation Reports for all incidents, injuries and exposures and turn them into Safety Director within 24 hours.

Employee

1. Follow all safety rules
2. Assist in ensuring a safe workplace for all and report all unsafe conditions or practices immediately to your department head/supervisor.
3. Ask for instruction if you are unsure of the safe and proper way to perform your job duty or task.

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4. Use all Personal Protective Equipment as the job requires. Clean, care for, maintain and inform supervisors of the need to repair or replace PPE.
5. Report all incidents/injuries to your department head/supervisor AND company nurse within 24 hours.
6. Attend all safety meetings and complete all safety trainings.

Minimum Annual Safety Training Requirements

All employees shall complete annual training on the following topics:

1. Slips, Trips, and Falls
2. Bloodborne Pathogens
5. Report all incidents/injuries to your department head/supervisor AND company nurse within 24 hours (see incident and incident reporting pages 20 – 21 of this policy).
6. Attend all safety meetings and complete all safety trainings.

Safety Committee

1. Create and review (annually) the Iowa County Safety Policies.
2. Work with department heads/supervisors to maintain county-wide safety policies and guidelines.
3. Assist department heads/supervisors in establishing personal protective guidelines.
4. Review all investigation reports and recommend corrective actions for all incidents and injuries.
5. Ensure safety training sessions for all employees are being completed.
6. Hold quarterly safety committee meetings to review and update policies.

Safety Director (or designee)

1. Is an active member of the Safety Committee and the primary point of contact regarding any safety incidents or injuries.

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2. Notifies all safety committee members immediately of all incidents or injuries.
3. Collects Employer Investigation Reports from Department Head/Supervisor within 24 hours of any safety incident or injury.
4. Presents all Employer Investigation Reports to Safety Committee at the next meeting
5. Stores copies of all Employer Investigation Reports.
6. Ensures all county departments are up to date with safety training.

Discipline Procedures

1. All violations of this safety policy will be handled according to the Progressive Discipline Policy.
2. Non-compliance by any department head/supervisor shall be addressed by the safety committee and the Board of Supervisors.