



WAYNE COUNTY POLICY STATEMENT

Title:	Occupational Health and Safety Policy		
Wayne County Policy #		Date Issued:	
Category:		Date Revised:	N/A
Approved By:	Tish King, Director of Personnel/Human Resources (P/HR)		Page 1 of 4

I. PURPOSE

This policy sets forth the requirements for the Wayne County Health and Safety Program. The procedures are designed to ensure that Wayne County employees are performing all duties in a safe and reasonable manner.

The Department of Personnel/Human Resources (P/HR) is responsible for development, revision, communication, and enforcement of this policy. P/HR will assist in the interpretation and monitoring of adherence to this policy.

To achieve a secure and efficient work environment providing for the safety, health, and welfare of employees and the public, reducing the potential for litigation against the County to the lowest level possible.

II. POLICY PROVISIONS

County employees and contract or contractor personnel are expected to perform all duties within established standards of care and in a safe and reasonable manner. It is expected that employees will report unsafe or potentially unsafe conditions and defective equipment to their supervisors, correct hazards within their capability and resources, and strive to improve working conditions. In addition to guarding their own safety and the property of the County, employees will do everything possible to safeguard co-workers, the public, and other people affected by their work. Employees shall report immediately to their supervisors any incident or accident occurring to themselves or others.

A. Authority and Responsibility

The Health and Safety Program will be guided by and will incorporate the provisions of the MIOSHA standards. The employee must take responsibility, for occupational safety and health in the workplace. Department heads shall furnish each employee, including volunteers and contract or contractor personnel, a place of employment which is free from recognized hazards. The primary management responsibility for achieving an accident-free record shall rest with Department heads. Each County department must establish and maintain a definite plan for effectively communicating the Health and Safety Program to employees.

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B. Procedures

The Safety Manager, through the Benefits Administration Director, will develop, implement and supervise a Safety Program for Wayne County providing policy, procedures, and direction for an effective total liability, safety, and loss prevention program. The Safety Manager will operate under the direction of the Benefits Administration Director and will develop and administer a proactive Safety Program, conduct periodic safety inspections and audits, and coordinate loss prevention activities. The Safety Manager will be an ex-officio member of all safety committees and will assist each department in establishing a written safety and loss prevention plan according to the department's needs.

All reports of inspection which indicate loss potential or safety deficiencies shall be forwarded via the Safety Manager to the appropriate department director and supervisor for remedial action. The department head will be requested to reply to the Safety Manager on the corrective action taken to address any deficiencies within thirty (30) work days after receiving notice of such deficiency.

Loss control begins with the appropriate selection, training, and testing of employees, particularly in the proper operation of vehicular, mechanical, or electrical equipment. As such, it is the responsibility of each department head to ensure that their employees are trained in safe work conditions and procedures; to encourage development and observance of safety rules and regulations; to determine those jobs which require the use of safety clothing and/or equipment; to require the use of safety clothing and equipment when appropriate; and, to expedite the elimination of hazards, both to employees and the general public. In addition, it shall be the responsibility of each supervisor to:

- Detect and correct unsafe working conditions and practices. Problems of employee safety beyond the immediate supervisor's control shall be reported immediately to the next person in the chain of command.
- Cease operation of defective and hazardous equipment immediately. Obtain necessary repairs, service, or replacement.
- Assure that all accidents are investigated promptly and reported to Benefits Administration.

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- Analyze all accidents to determine cause(s) and develop or review rules, procedures, and methods to prevent recurrence.
- Keep informed on safety subjects through readings, training courses, and discussions with other supervisors and safety representatives.
- Department heads and their supervisory staffs are responsible for supporting the Health and Safety Program in their departments. Departments with high risk exposure are encouraged to establish a Safety Coordinator staff position to assist the department head in carrying out the Health and Safety Program of that department. When established, the Departmental Safety Coordinator shall establish, maintain, and monitor the departmental Health and Safety Program, including the training of personnel.

Safety Procedures will be outlined in the Wayne County Health and Safety Manual and will meet requirements under MIOSHA guidelines. They include but are not limited to:

- Personal Protective Equipment (PPE)
- Right to Know
- Lockout / Tagout
- Tree Trimming
- Fall Protection
- Use of Portable Heater/Fans
- Confined Space
- Slip / Trip / Fall
- Fall Protection at Elevated Levels
- Bio Hazard
- Respiratory Protection
- Ladder Safety
- Material Handling

III. DISCLAIMER

If in direct conflict with other internal or departmental policy, this policy will be considered to be the overriding policy unless otherwise directed by the Director of Personnel/Human Resources or his/her designee.

In the event that any provision of these policies is in conflict with the terms and conditions of existing collective bargaining agreements (CBA), the terms and conditions of the

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agreements shall take precedence. On those topics where the CBA is silent, the provisions of these policies shall apply.

IV. ENFORCEMENT

It is the responsibility of all Department/Division Directors, Managers and Supervisors to enforce the above Guidelines/Rules in accordance with the goals and expectations outlined in the Wayne County Health and Safety Program Manual. It is the Supervisor/Manager's responsibility to ensure that enforcement procedures are being utilized and followed on a consistent and fair basis.

Failure to follow rules and regulations may result in disciplinary action and/or discharge. Rules and procedures pertaining to employee health and safety are the most important rules and procedures at the workplace and are enforced by supervisors to protect Wayne County's most important resource: employees.

V. RELATED DOCUMENTS

- Wayne County Health and Safety Manual
- MIOSHA Regulations
- Wayne County Employee Handbook
- Employee Department Manual
- Wayne County Charter
- Collective Bargaining Agreements

VI. REVISION HISTORY

ACTION	DATE	BY WHOM	REASON
Created	6/1/2013	Tish King, Director of P/HR	New Policy
Revised			