

SALT LAKE COUNTY
COUNTYWIDE POLICY
ON
WORKPLACE SAFETY AND SAFETY PROGRAM MANAGEMENT

Purpose -

To establish a safe workplace program and to define the roles and responsibilities for safety among County leadership, supervisors, and employees.

1.0 Policy

In order to provide a more effective and efficient county government, and to comply with applicable labor laws, it is declared to be the policy of Salt Lake County to promote and encourage the conservation of human, material, and financial resources of the County by means of a safety program. The Safety Program is to be conducted among employees of the County for the purpose of improving their understanding and application of sound safety practices in the conduct of county government. Safety for self and others is declared to be a part of every employee's job duty.

2.0 Countywide Safety Committee

- 2.1 **Establishment:** There is established a County Safety Committee consisting, as a minimum, of the Risk Manager, the County Safety Officers, and other representatives as follows:
- 2.1.1 One member from each department reporting to the Mayor;
 - 2.1.2 One member representing the County Sheriff;
 - 2.1.3 Representatives from the remaining County departments headed by independently elected officials;
- 2.2 **Responsibility for the Committee:** The responsibility for the administration of the County Safety Program and the administrative support required by the County Safety Committee will rest with the Risk Management Division.
- 2.3 **Meetings:** The County Safety Committee shall meet as necessary to perform its assigned responsibilities. Meetings shall be held at least one time per year.
- 2.4 **Countywide Safety Committee—Powers and Duties:** It shall be the responsibility of the Safety Committee to do the following:
- 2.4.1 Develop, implement, and monitor safety policies and procedures that apply to the County as a whole.
 - 2.4.2 Address safety concerns and issues raised by County employees, elected officials, and department heads.

- 2.4.3 Organize and coordinate countywide activities and programs that promote safety in the workplace and the well-being of employees and the public utilizing County facilities.
- 2.4.4 Review incidents resulting in death, serious injuries, and other events or trends and recommend safety measures and preventative actions to Risk Management.

3.0 Risk Management - Function and Responsibility

The Division of Risk Management shall have the primary responsibility to coordinate countywide safety activities and provide support, consultation, and program development resources to County agencies and their safety operations. The Division of Risk Management shall be responsible to do the following:

- 3.1 Provide training and train the trainer programs for safety topics.
- 3.2 Respond to inquiries and attend inspections from Utah OSHA and other safety related regulatory agencies.
- 3.3 Provide periodic loss reports and recommendations regarding needed safety and loss prevention measures.
- 3.4 Prepare and deliver annual risk management and safety reports to department directors and elected officials.

4.0 Safety Responsibility

4.1 **Department Directors and Elected Officials:** Elected officials with administrative responsibility for a County department and department directors shall have the following safety responsibilities:

- 4.1.1 Develop a written safety program and procedures specific to their unique operations.
- 4.1.2 Budget for and furnish posters, bulletins, equipment, and training aids required for regulatory compliance and the operation of their department safety program.
- 4.1.3 Elected officials or their designee shall require an accounting of their safety and accident prevention program by:
 - 4.1.3.1 Meeting with their department or division directors during the first quarter of the year to discuss their respective safety programs. Such meetings shall include a review of the following:
 - 4.1.3.1.1 Workers' compensation and third party liability losses that occurred during the previous year.
 - 4.1.3.1.2 Safety activities, surveys, and OSHA inspections from the previous year.
 - 4.1.3.1.3 Safety objectives for the coming year.

4.2 **Safety Responsibility—Division Directors:** Division directors shall assure compliance with County and department safety programs and shall:

- 4.2.1 Plan, provide, and supervise appropriate training in safety practices and procedures within their divisions.
 - 4.2.2 Provide training and resources required to comply with safety regulations and policies.
 - 4.2.3 Assure that employees receive required safety training.
 - 4.2.4 Immediately report OSHA inspections and industrial accidents requiring emergency medical care to the Division of Risk Management.
 - 4.2.5 Where not otherwise provided, establish emergency safety and evacuation procedures for facilities occupied by the Division.
 - 4.2.6 Where appropriate, establish division safety committees charged with monitoring and improving the safety activities and compliance within the division.
 - 4.2.7 Division directors shall make an annual accounting to their department directors that details the activities listed in section 4.1.3 of this policy.
- 4.3 **Safety Responsibility—Employees:** Employees and volunteers of the County shall make themselves aware of and comply with the safety rules, procedures, and practices that apply to their work environment. Employees and volunteers shall also:
- 4.3.1 Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
 - 4.3.2 Inspect and verify that tools and equipment are in good condition and remove defective equipment from service.
 - 4.3.3 Use applicable protective clothing and safety equipment and ensure that such equipment is kept in good condition.
 - 4.3.4 Verify that offices and work environments are kept tidy and free from hazardous conditions.
 - 4.3.5 Report defective equipment and unsafe working conditions to their supervisor.
 - 4.3.6 Report accidents and damage pursuant to County policy.

5.0 Contractor Safety Requirements

The Division of Risk Management, in conjunction with the Contracts and Procurement Division and the Office of the District Attorney, shall develop standard safety requirements to be included in all applicable contracts.

APPROVED and PASSED this 17 day of October, 2006.

SALT LAKE COUNTY COUNCIL

Cortlund Ashton, Chair

ATTEST:

Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

District Attorney's Office Date