

Safety Manual For *Louisa County*

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Louisa County
Management Statement of Safety Policy

The success of Louisa County depends upon our efficient use of resources to produce a high quality product for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful workplace for all employees by establishing and maintaining an effective safety and health program. We consider safety to be a core value of our organization's operations and we will make every reasonable effort to promote accident prevention for the protection and health preservation of our employees.

The occupational safety program of Louisa County is organized to give each department responsibility for the accident prevention program. All employees at all levels of our workforce are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. We are all expected to cooperate in implementing safety practices and to adopt the concept that the safe way to perform a task is the most efficient, and the only acceptable way to perform it.

(Chairmen of Board of Supervisor's Signature)

(Date)

Approved on and effective June 2014

Safety Responsibilities

These are only guidelines. On the pages following the guidelines you will find more detailed safety rules.

All rules and policies concerning specific and departmental operations will be explained to employees by their immediate supervisory personnel.

Employees are expected to observe all safety rules and regulations in the performance of their various duties. You will be notified in writing of any changes to the Louisa County Safety Policy.

Department Head Safety Responsibilities:

Management is responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for department heads to personally observe all employee activities, they must rely on and assure that all supervisors are trained and aware of their safety responsibilities. Other safety responsibilities of department heads include:

1. Provide leadership and direction concerning safety activities.
2. Participate actively in the continuous evaluation of the safety program.
3. Set goals concerning safety performance with in your department.
4. Review losses for potential trends on a regular basis.
5. Enforce all safety rules.
6. Participate in facility and work site audits.
7. Participate and support all accident investigation activities.

Department Head and Supervisor Safety Responsibilities:

Safety is as much a part of the supervisor's responsibility as is getting the job done efficiently. Among the important safety responsibilities of each and every supervisor are:

1. Familiarize yourself with and enforce the safety rules and regulations that have been established by applicable local, state and federal organizations. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all activities on Louisa County worksites and facilities.
2. Correct all reported hazards. Operating under known hazardous conditions will not be tolerated.
3. Do not permit new or inexperienced employees under your supervision to work with power tools, machinery or complex equipment without proper instruction and training.
4. Give adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.
5. Ensure tools, equipment and machinery being used in the workplace is in proper working condition. Do not allow the use of unsafe tools or equipment under any circumstances.
6. Ensure that proper personal protective equipment is available and used by employees when necessary or required.
7. Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.
8. Consistently enforce the requirements of the organization's safety program and any associated rules or policies.
9. Ensure that all employees have access to a copy of the organization's safety program.
10. Encourage safety suggestions from employees under your supervision.

11. Obtain prompt first aid for injured employees.
12. Participate in accident or incident follow-ups involving your employees.
14. Report ALL accidents/incidents to the Company Nurse along with the employee by calling 1-888-770-0928.
15. Turn in an Incident Review Report and any other information to the Safety Director.

Employee Safety Responsibilities:

All employees carry a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees are expected to:

1. Know your job, follow instructions, and think before you act.
2. Use protective equipment (eye protection, hard hats, gloves, etc.), as the job requires.
3. Work according to good safety practices as posted, instructed, and/or discussed.
4. Refrain from any unsafe act that might endanger yourself or your fellow workers.
5. Use all safety devices provided for your protection.
6. Report any unsafe situation or act to your supervisor immediately.
7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules, etc. associated with Louisa County Safety Program.
9. Never operate equipment that you are unfamiliar with or not trained to use. Also, equipment that is defective or in need of repair shall not be used and must be reported to your supervisor.
8. Report ALL accidents/incidents to your supervisor as soon as they occur. Failure to report any injury or incident may be cause for disciplinary action.
9. Will be given the opportunity for First Aid/CPR training yearly provided by Louisa County.
10. Report ALL accidents/incidents to the Company Nurse by calling 1-888-770-0928.

Safety Committees Responsibilities:

A safety committee should be established by the governing body and be composed of five to seven employees representing each department or division. Members of the committee should be chosen from those employees recognized for their good work, are safety conscious and have familiarity with the overall work area and equipment. Employees from various work areas should be represented, both supervisory and non-supervisory. The Safety Director will be responsible for scheduling meetings, notifying committee members, and following up on items discussed. In order to stay on top of things, the committees are encouraged to meet bi-monthly. The committees will have the following responsibilities:

1. Investigate all non-employee incidents for safety issues and recommendations.

3. Coordinate the development of safety rules and safe work methods along with overseeing the review and revision of the Louisa County Safety Policy every year.
4. Coordinate safety training between departments when possible. This may include films, speakers and exhibits.

Safety Director Responsibilities:

1. Serve as the chairperson for the Louisa County Safety Committee.
2. Meet as needed with Louisa County Board of Supervisors to discuss current risk management issues.
3. Oversee the review and revision of the Louisa County Safety Policy every year.
4. Oversee the development and review of department safety policies by individual department heads. These departmental policies will be reviewed and updated every two years.
5. Oversee the development and review of new employee orientation procedures and checklists for each department. These departmental procedures and checklists will be reviewed and updated every two years.
6. Schedule all training sessions requested to keep employees up to date on safety issues.
7. Keep record of all safety trainings sponsored by the Louisa County Safety Committee for Louisa County employees and prepare an annual report of trainings held each calendar year.

Board of Supervisors Responsibilities:

1. Appoint one Supervisor to serve on the Safety Committee. Appointments will be made in December for a term beginning in January.
2. Review and adopt an updated Louisa County Safety Policy as presented by the Louisa County Safety Committee, every year.
3. Enforce this policy and recommend, through the appropriate chain of command, discipline for any supervisor department head or employee that is willfully disregarding or violating the Louisa County Safety Policy.
4. Provide the funding and opportunities for training to accomplish and support the Louisa County Safety Policy.
5. Provide funding for departments to purchase and maintain personal protective equipment to applicable standards.
6. Instruct all employees that safety practices and procedures are to be followed and safe conditions maintained throughout the job.

Basic Safety Rules

General Safety Rules

1. Each employee will be required to comprehend and abide by the contents of this safety program.

2. All accidents, no matter how minor, shall be reported immediately to the company nurse.
3. All hazardous conditions, actions and/or practices shall be reported to the supervisor.
4. Work areas, including the inside and outside of vehicles and buildings, shall be kept clean and orderly at all times.
5. Employees are only to operate equipment/tools that they are trained and authorized to operate.
6. Smoking is prohibited by county employees on county property- except in designated areas.
7. Employees must use all safety devices and personal protective equipment provided for their protection.
8. Employees shall wear clothing and shoes suitable for the particular work they are doing.
9. Employees must use assisted lifting devices or obtain assistance from a coworker when lifting heavy objects.
10. Guards are never to be removed except when authorized to make repairs or adjustments. Replace guard immediately upon completion of work.
11. The use of drugs and alcohol during working hours is prohibited. Any employee reporting for work under the influence of alcohol or controlled substances is subject to disciplinary action.
12. Any employee taking prescription drugs or over-the-counter drugs that could impair assigned work shall report this fact to the supervisor as required by the Alcohol and Controlled Substances Policy.
13. Employees shall not engage in practical jokes or horseplay that could result in injury to themselves, others or cause property damage.

Office Safety Rules

1. Floors shall be kept clean and clear at all times
2. Rugs and mats shall be kept in good repair and so as not to cause a tripping hazard.
3. Carts, stools, wastebaskets, and other objects shall be kept out of aisle ways, exits, and kept from obstructing fire fighting equipment.
4. Materials placed on shelves must be stored in a manner which will prevent their falling. Place heavy objects on lower shelves.
5. Floors shall be kept free of tripping hazards such as telephone cords, extension cords, and cartons.
6. Do not use a chair for a ladder.
7. File drawers shall be closed when not in use.
8. When retrieving or replacing files, pull out only one file drawer at a time as to prevent tipping over the file cabinet and slide drawers in and out gently.
9. Adequate hand protection shall be used by all employees who are allergic to carbon paper, ink, solvents, and ink eradicators.

10. Hands and fingers shall be kept clear of moving parts of office machines. Never open an office machine door while machine is on and running.
11. Razor blades are to be used only with suitable holders and must be stored in protective containers.

Safe Lifting Rules

1. Do not try to lift objects that are bulky or too heavy to lift comfortable with out help.
2. Use the following technique to lift:
 - a. Get a firm footing.
 - b. Bend at the knees to grasp the object.
 - c. Keep the back straight and as nearly upright as possible.
 - d. Lift gradually by straightening the legs, keeping the back straight and upright.
 - e. Reverse the procedures when putting a load down.
 - f. Never carry loads which prevent you from seeing where you are going.

Sidewalk Safety Rules

1. Snow cover shall be removed from all sidewalks before start of the business day.
2. Ice melting chemicals or sand shall be applied as conditions warrant.

Department Rules and Regulations

The Louisa County Safety Policy is not all inclusive or exclusive. Each department shall have a policy in place to address their individual safety requirements and needs. Departmental policies that are more restrictive will overrule the more general Louisa County safety policies. It is the responsibility of the department head to ensure all departmental employees are familiar with all safety and health rules and regulations pertaining to their department. All departmental policies must be turned in to the Safety Committee for review before implementation.

Hazards/Work Site and Equipment

Since the success of any safety program depends on identifying hazards and taking immediate corrective action, quarterly department self inspections are required. The purpose of this part of the program is to eliminate unsafe structures, installation, shop facilities, working conditions, equipment, and etc.

Procedure for Locating Hazards:

Periodic inspections shall be conducted to recognize and correct unsafe acts and environmental hazards on and about county facilities.

1. Immediate supervisory personnel must maintain a continuous visual inspection of locations, equipment, tools, personal protective devices, and working conditions under their supervision.
2. Safety Committee members shall assist in performing these tasks as needed.

3. Each department is required to have a quarterly worksite and equipment safety inspection. Each department shall develop its own checklist to assist in the inspections.

Reporting Unsafe Acts/Unsafe Conditions:

All employees are encouraged and required to immediately report any unsafe acts or unsafe conditions.

1. Stop work immediately and secure the location or lockout unsafe equipment.
2. Inform immediate supervisor of problem.

Complete Unsafe Conditions Report (see Attachment 2).

Procedure for Eliminating or Correcting Hazards:

1. The responsible immediate supervisory personnel shall make corrections whenever it is within their authority to do so.
2. If corrections are beyond the authority of the responsible supervisors, they shall prepare a request for correction and submit it to the Safety Committee and Board of Supervisors.
3. If correction cannot at once be made and danger to human life and property is imminent, the equipment shall be taken out of service and 'tagged' to prohibit its use, or the operation shall be stopped until such time as the hazard is eliminated.

Medical Emergency Procedures

The following actions should be taken in the event of a medical emergency:

1. Call **911, if emergency.**
2. Make sure site is safe before providing assistance.
Do not attempt rescue alone!
3. Provide assistance to injured person.
4. Notify immediate supervisor/department head immediately
5. Call the Company Nurse at 1-888-770-0928 to report incident
6. Notify Safety Director, Staci Griffin at 319-750-1128

Each building is to have emergency contacts and telephone numbers posted in a conspicuous manner.

First Aid Policy

Any injury shall be addressed personnel in accordance with their individual abilities and training and the severity of the injury.

Medical treatment is mandatory for any of the following:

- Severe chest pains
- Traumatic injuries (head injury or severe cut)
- Loss of consciousness or severe dizziness

At least one first aid kit shall be maintained in each occupied building. In addition, a first aid kit shall be located in each county owned vehicle, operated by authorized by medical personnel. It is recommended that kits be inspected on a regular basis, replacing used, missing, soiled, damaged or outdated items. Make sure all employees are advised of the location of the first aid kits.

An eye wash station suitable for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate use if employees are exposed to harmful materials.

Fire Safety Procedures

All departments are to have an emergency fire escape route map displayed in every room of their office.

Flammable Handling and Storage:

1. Practice good housekeeping.
2. Quantities of flammable liquids shall be handled only in approved locations and stored in approved cabinets and safety containers.
3. Keep all flammable liquids or any other hazardous materials away from open flames and other sources of ignition.
4. Smoking is prohibited in and on all Louisa County property except in designated areas.

Fire Extinguisher---Application and Use:

1. Fire fighting equipment shall not be used for any purpose other than fighting fires.
2. Fire extinguishers are classified according to the type of fire they are to be used on:
 - a. Class A-wood, rubbish, combustibles
 - b. Class B-oil and other flammable liquids
 - c. Class C-electrical
 - d. Class D-combustible metal
3. When using a fire extinguisher follow these steps:
 - a. Pull the pin.
 - b. Aim the nozzle at the base of the fire.
 - c. Squeeze the lever above the handle.
 - d. Sweep back and forth at the base of the fire until it is out.
 - e. CALL 911
4. Any extinguisher that has been discharged shall be serviced at once.
5. Fire extinguishers need to be readily accessible and cannot be blocked by storage or other equipment.
6. Fire extinguishers must be inspected and tagged annually.
7. Fire extinguishers must be visually checked monthly for proper pressure by department head or designee.

Electricity Safety Procedures

1. Treat every electric wire as a live one.
2. If you come across any dangling wires, do not touch them. Report them to immediate supervisory personnel.
3. Water and electricity can be a fatal combination. Do not use portable electrical equipment if your hands are wet or if you are standing on wet ground.
4. Sparks or smoke from a motor or other electrical equipment can mean a shock or fire hazard. Turn off the power immediately and report the condition promptly.
5. Electrical cords are so common that they are often overlooked as a source of electrical shock. Look for worn insulation and exposed strands. Discard any worn extension cords, do not try to repair them.
6. Be sure extension cords and cords for portable equipment have a three prong (grounding) plug and receptacle. Never under any circumstances, cut the third prong off of any plug. Report any equipment or cords with the third prong missing to your supervisor.
7. Avoid rough treatment and kinking of electrical cords. Do not drag them across sharp edges or run them across an aisle where they can become damaged or trip someone.
8. To disconnect a cord, pull on the plug, NEVER pull on the cord.
9. Remember less than 110 volts can kill you, so treat all electrical equipment with caution.

Tornado Safety Procedure

All departments are to have an emergency tornado map, marking a designated safety area and an all clear meeting place, displayed in every room of their office.

Tornado sirens sounding are to always be taken seriously even if the weather does not look disturbing, with the exception of the routine tornado test sirens that are sounded the 2nd Tuesday of the month at around 10 am. A tornado could pop up at any time. It is Louisa County's policy that all employees are to follow the following procedure when a tornado siren sounds:

1. Remain in the building that your office is located in. If you are outside get to the nearest building possible.
2. Go directly to your designated safety area.
3. Find a location against a solid wall and away from doorways, windows, and exterior walls.
4. Be prepared to spend some time in the designated safety area. All employees are to remain there until instructed otherwise by administration.
5. Meet at designated meeting place once the all clear has been given.

Bomb Threat Policy

It is the policy of Louisa County to take appropriate action to evacuate the affected premises and ensure our employees safety. Every threat is to be taken seriously.

Phone call threats should follow this procedure:

1. Have more than one person listen to the phone call. If possible put the phone call on muted speakerphone.
2. Keep the caller on the line as long as possible. Ask them to repeat the message and write down every word that the caller says. Complete the Bomb Threat form (see Attachment 6).
3. Ask the caller where and when the bomb will detonate.
4. Inform the caller that the building is occupied and that detonation could harm innocent people.
5. Pay close attention to background noise such as motors running, music, or any other sound that could help locate the caller.
6. Listen closely to the callers' voice. Is the caller male or female, excited or calm, etc.
7. After the caller hangs up, or before if possible, call the Louisa County Sheriff's Office at 523-4371 or Dial 911, and notify them of the situation.
8. Immediately evacuate the location of the bomb threat.
9. Nobody is to return to the location that the threat was made upon until the area is cleared by emergency authorities and the Sheriff's Office.

Written threats should follow this procedure:

1. Call the Louisa County Sheriff's Office immediately at 523-4371 and report.
2. Save all materials, including the envelope or whatever means you received it.
3. Take appropriate measures to try to retain any evidence such as fingerprints, handwriting, paper, postal marks, etc.

If you receive any suspicious mail or packages **do not** open them. Call the Louisa County Sheriff's Office immediately.

Personal Protective Equipment

Louisa County agrees to provide adequate personal protective equipment for all employees that are required to wear it. Each department will require different equipment. Each department is to have a written policy stating what personal protective equipment is required while performing the job duties of that department. It is the department heads responsibility to make sure required personal protective equipment is in adequate shape and that all employees are complying with this policy.

Seatbelt/Restraint Policy

Louisa County requires the driver and front seat occupants of a vehicle to wear a safety belt any time the vehicle is in forward motion on a street or highway in the State of Iowa according to Iowa Code Section 321.445.

It is the policy of Louisa County that all employees and occupants of county vehicles, equipment, personal and rental cars used on official business use safety belts and shoulder restraints.

Employees operating equipment with rollover protection “ROPs” shall wear safety belts when operating the equipment. However, backhoe operators are not required to wear seatbelts when operating the bucket during excavation.

Employees are also prohibited from riding in or on parts of a vehicle that is not designed for human occupancy. This includes but is not limited to pickup and truck boxes, fenders, steps, and bumpers, except in exigent circumstances.

Failure to comply with these rules is a violation of state law punishable by citation and fine and is also a violation of Louisa County safety policies, which is cause for disciplinary action as follows:

- 1st offense: Verbal Warning
- 2nd Offense: Written warning
- 3rd Offense: 5 days unpaid leave
- 4th offense: Termination of employment

Lockdown Policy

Building or Area Lockdown

A lockdown may be implemented in the face of a hazardous or life threatening situation. It is intended to limit access and hazards by controlling and managing staff and clients in order to increase safety and reduce possible victimization. When a lockdown is declared, all community members are to stay put in their current position, unless they are immediately adjacent to the dangerous situation (shooter, bomb threat, etc.) When a lockdown is declared everyone should close and lock all doors, shut windows and close blinds, and stay low to the floor behind a desk if possible. The building will have restricted access until the “All Clear” is given by the Sheriff’s Office, Code Red, or Emergency Management personnel only. The “All Clear” can not be given by other county officials, employees, emergency personnel, or etc. All activities and events are immediately paused and will not resume until official notice is given. A lockdown may be called for a variety of reasons including: weapons, intruders, police activity in or around the county buildings, contamination or hazardous materials, or terrorist events. Communication of the lockdown will be made by Code Red to affected areas.

Staff Response during a lockdown

During a lockdown staff members shall:

- Detain individuals in the offices
- Check the halls and clear all hallways of individuals
- Keep individuals calm
- Keep an attendance log of all individuals in the room and update throughout the evacuation, local police may need this information for their investigation
- Keep individuals secure by locking windows and doors, closing blinds, and staying close to the floor
- Do not allow anyone in or out until an “All Clear” signal has been given by the Sheriff’s Office,

- Code Red, or Emergency Management personnel only
- Monitor mobile phone, email, and voice mail for updates
- Always be observant. The personal safety of others may depend on what you remember about the situation

Employee Abuse Policy

It is the policy of Louisa County to put our employees' safety first. This policy pertains to any county employee that is being abused in any way by any individual.

Abuse can come in many different forms.

- Verbal (yelling, cursing, etc.)
- Physical (hitting, pushing, etc.)
- Sexual
- Mental

Louisa County will not tolerate abuse of any kind towards or by its' employees. Different departments will be put in different situations where abuse could occur. If abuse is happening follow the following procedure that pertains to your situation:

Off of county property (Home Visits, Other Agencies, Other Meeting Locations)

- Exit premises immediately
- Get to a safe location
- Contact your supervisor and explain the situation
- Contact Company Nurse, if needed
- Call Sheriff's Office and report the incident immediately

On county property:

- If you have a panic button, push it immediately
- If you do not have a panic button; call the Sheriff's Office or get a hold of someone to help you in the best possible way (phone, yell, etc.)
- Ask the person to leave the property if you feel you are in any danger
- Contact your supervisor and explain the situation
- Contact Company Nurse,

It is **MANDATORY** that the Human Resources Officer is notified of any type of abuse.

Injury and Incident Reporting and Investigation

Many incidents and injuries occurring in the workplace or that involve equipment and property are preventable. In order to prevent future incidents and injuries, it is necessary to immediately review the circumstances surrounding each incident. Once the primary cause for the incident has been established, action shall be taken to prevent recurrence. An Incident Review Report (see Attachment 1) is to be used to facilitate the investigation of the cause of the incident. The assigned investigator shall complete this form and a copy will be forwarded to the safety director. This form should be filled out for the following incidences but is not limited to only these incidences:

1. Any work-related accident resulting in an employee needing medical attention.

2. Any work-related accident that could potentially result in an employee needing medical attention.
3. Any work-related accident resulting in damage to property or equipment.
4. Any accident involving a member of the public

After the investigation in to the cause of the accident/incident has been completed and the Incident Review Report has been turned in to the, safety director they shall complete the Employer Investigation Report (see IMWCA form attached). The department head is to send the Employer Investigation Report to IMWCA, as soon as possible.

Anytime an employee is involved in an † motor vehicle collision with a county vehicle whether there is damage or not, Law Enforcement should be called immediately. If Law Enforcement is called on an incident, the police report shall accompany the Employee Investigation Form. This Employee Investigation Form does not replace calling the Company Nurse, 888-770-0928, which must be completed every time an employee incurs a work-related injury. With any motor vehicle collision that requires medical attention it is Louisa County policy that the driver of the vehicle be accompanied by a supervisor for a drug and alcohol screen to take place within one hour.

If the investigation determines an employee has contributed to the cause of an incident by failure to obey laws, department or safety rules and regulations, or is found to be under the influence of drugs or alcohol disciplinary action will result.

The department head shall provide a written response to any recommendations by the safety director that outlines corrective actions taken by the department.

Copies of all incident reports and corrective actions shall be kept on file with a copy of the OSHA 300 log for the year that the incident occurred in. These reports will be maintained by the Safety Director.

Designated Physician Policy

Effective **December 1, 2009**, the following policy will be in effect regarding workers' compensation illnesses or injuries.

Louisa County has designated, Edgardo Yutangco, MD MPH, of Trinity Physician's Clinic located at 1615 Young Avenue Suite A, Muscatine, 563-262-4120, as its workers' compensation authorized treating physician/clinic as provided by law under Chapter 85.39 of the *Code of Iowa*. Employees with a work-related illness or injury will be required to have their initial evaluation with this physician/clinic. If appropriate, and with prior approval from IMWCA, the physician/clinic may make referrals to other specialists.

If an employee decides to go to another provider without the referral from the authorized treating physician/clinic, the employee will be responsible for all expenses related to those visits. No workers' compensation benefits may be claimed unless seen by the authorized treating physician/clinic.

Training and Orientation

The department head or their designee will provide ongoing safety training in the following areas as the need arises:

- New equipment purchases.
- New/changes in operations.
- Identified areas of increased accidents.
- Newly identified areas of exposure.
- Annual refresher training required for each program.

Documentation of Safety Training:

Documentation from any training courses attended by employees, supervisors or department heads will be kept by the department head for recordkeeping purposes. Documentation associated with safety meetings and county-wide training will be maintained by the Safety Director. Department heads will review with their employees the Louisa County Safety Policy following the policy's review and adoption by the Safety Committee and Board of Supervisors.

New Employee Safety Orientation:

Department heads or their designee will provide an orientation to all new employees to address the hazards of their position as well as a department specific safety policy if applicable. Louisa County Safety Director will provide the new employee with an updated copy of the Louisa County Safety Policy. This will include a review of all safety rules, policies/procedures, equipment, etc., that are applicable to the new employee's area of assignment. The new employees will be given an opportunity to ask any relevant questions that may pertain to their assigned duties. It is the Safety director's responsibility to have the new employee fill out the Safety Policy Acceptance form (see Attachment 4)

Outside Contractors

Any outside contractor hired by Louisa County shall provide the Louisa County Auditor's Office with proof of liability insurance prior to work being started.

Disciplinary Policy

Each employee is required to comprehend and abide by the contents of the Louisa County Safety Program.

Safety reprimands:

Should employees be observed not following documented safety rules/procedures, the attached Employee Reprimand Form (see Attachment 5) will be used. Supervisors should make every effort to ensure employees are following safe work practices.

Louisa County has developed a progressive disciplinary policy that applies to the safety and health program of this organization. The disciplinary policy is a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment. The disciplinary policy applies to all employees of Louisa County.

The immediate supervisory personnel or the department head may discipline employees for violation of any safety rules and/or policies. The Safety Director may recommend disciplinary action to the immediate supervisory personnel or department head for violation of safety rules. Such discipline will be for just cause and, where appropriate, follow the progressive disciplinary procedure outlined below.

Verbal warnings:

Supervisors may issue verbal warnings to employees that commit minor infractions or violations of the safety rules or safe work practices. A written notation of this verbal warning is to be placed in the employee's personnel file for documentation purposes. Continued violations or verbal warnings will lead to more stringent action.

Written warnings:

Supervisors may issue written warnings for the following:

- Repeated minor violations of safety rules or procedures.
- Single serious violations of a rule or procedure that could have potentially resulted in injury to themselves or another employee or could have caused property damage.
- Activities that could potentially result in injury or property damage.

The Employee Reprimand form is to be filled out by the employee's immediate supervisory personnel or department head and a copy is to be placed in the employee's personnel file.

Disciplinary leave:

Supervisors may recommend and management may institute disciplinary leave for the above reasons and the following:

- A single serious violation of a rule or procedure that results in an injury to themselves, another employee or causes property damage.
- Repeated violations or non-conformance to safety rules/procedures.

The Employee Reprimand form is to be filled out by the employee's immediate supervisory personnel or department head and a copy is to be placed in the employee's personnel file.

With this disciplinary action the employee will automatically be placed on suspension for 5 days without pay.

Termination:

Supervisors and management may recommend termination of any employee for repeated serious violations of the above circumstances listed in the previous three progressive disciplinary actions.

The Employee Reprimand form is to be filled out by the employee's immediate supervisory personnel or department head and a copy is to be placed in the employee's personnel file. It needs to clearly state the action that resulted in termination and all of the circumstances surrounding the situation that occurred.

Documentation:

The Safety Director will maintain records of disciplinary action. Violations of the Louisa County safety rules, regulations or procedures will be documented by filling out the Employee Reprimand Form on the employee. The report will state the type of violation and corrective action(s) taken. The employee must read and sign the report acknowledging that they understand the seriousness of the violation and disciplinary action. A copy of this form is to be placed in the employee's personnel file. The Safety Director should receive a copy of all Employee Reprimand Forms.

Grievance Procedure

When an employee or group of employees' feel they have not been treated fairly in accordance with the safety policy of Louisa county, they shall initially discuss the problem with the immediate supervisor. If the problem is not settled to the employee's satisfaction, the following procedures shall be used.

Step 1: The employee may, within three (3) working days of the date of the grievance, present the grievance in writing to the department head. The department head shall reply in writing within five (5) working days of receipt of the grievance, informing the employee of the decision.

Step 2: In the event the decision of the department head is not satisfactory to the employee, the employee may within five (5) working days, present the grievance in writing to the Safety Director who will organize a grievance review board. This board shall consist of two department heads selected by the committee who are not parties to the dispute and a third member selected by the employee who shall be a current employee of Louisa County. The review board shall, within five (5) working days of receipt of the grievance, arrange to meet with the employee, department head and witnesses called by either party. The review board shall hold an informal hearing and shall issue a written decision within five (5) working days of the close of the hearing.

Step 3: In the event the decision of the review board does not satisfy the employee and the grievance is an appeal from disciplinary action, the employee may, within five (5) working days, present the grievance in writing to the Safety Director. The safety committee shall review the grievance and, when warranted, meet in a special session within ten (10) working days with the parties to the dispute and witnesses called by either party. A written reply to the employee shall be issued within ten (10) working days after the hearing.

NOTE: Sheriff's deputies will follow civil service employees' state code for grievance procedures.

Attachment 1

Incident Review Report

Prior to completing this form, the supervisor should review applicable safety procedures, policies and a job hazard analysis to compare the circumstances of the incident to the prescribed guidelines.

Employee name: _____ Date of incident: _____

Location of incident: _____ Time of incident: _____

What task was the employee performing at the time of the incident?

Is there a procedure for this task? **Circle one:** Yes No N/A
If yes, answer the following:

Was employee following procedure? Yes No

If the answer is no, why not?

Were proper tools or equipment being used? Yes No N/A

If the answer is no, why not?

Were tools or equipment in good condition? Yes No N/A

If the answer is no, why not?

Was the correct personal protective equipment (PPE) used? Yes No N/A

If the answer is no, why not?

If the answer is yes, what type of PPE was used?

Was there housekeeping or an environmental problem (i.e. Burnt out light bulbs in stairwell or hoses left on floor)?

Yes No N/A

If the answer is yes, what?

Were immediate corrective steps taken to address causes of the incident? Yes No N/A

If the answer is yes, what?

If the answer is no, why not?

Any recommendations for long-term corrections?

Signature of Immediate Supervisor: _____

Signature of Employee: _____

Attachment 2

Unsafe Conditions Report

Explain what unsafe act or condition you were witness to?

Who did you inform about the situation and when?

Was the situation handled or corrected and explain?

Signature of person reported

Date

Attachment 3

Employee Safety Training Form

Employee Name (Print) _____

Date Training Completed _____

Current Position _____

Supervisor _____

Check one that applies to the course you completed:

Seminar College Course Workshop Conference Other: _____

Course Title _____

School or
Organization _____

Dates of attendance _____ Total Hours Training _____

Cost: \$ _____

What specific knowledge or skill did the training provide: _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Attachment 4

Safety Policy Acceptance Form

I acknowledge my receipt of the Louisa County Safety Policy. I have read and am familiar with the requirements of said Safety Policy. I understand and agree to abide by all provisions of said Safety Policy.

I further understand that if I do not follow the policies and procedures with in said Safety Policy, I may receive disciplinary action up to and including discharge.

Employee Signature: _____

Employee Name: _____

Department: _____

Date: _____

Witness: _____

Attachment 5

Employee Reprimand Form

This is to advise you that you are being issued an official reprimand based upon the information below.

TO BE FILLED OUT BY DEPARTMENT HEAD

EMPLOYEE'S NAME:	JOB TITLE:
DEPARTMENT/SHOP:	DATE ISSUES:
DATE AND TIME OF OCCURRENCE:	LOCATION OF OCCURRENCE:

Facts of Incident: (explain in detail)

Witnesses of Incident: _____

Type of Reprimand: Verbal Warning Written Warning Disciplinary Leave Termination

It is regrettable that this step is necessary, but your inappropriate behavior cannot and will not be condoned or tolerated. Repeated instances of this type of behavior may result in more severe discipline.

As an employee, you have the right to file a grievance through the Louisa County grievance procedure or, if applicable to your department, to file a grievance through the collective bargaining agreement grievance procedure, with such grievance to be filed within the time limits expressed in the procedure.

Signature of Supervisor

Date

TO BE FILLED OUT BY EMPLOYEE

Employee's Statement Regarding Facts of Incident: (explain in detail)

Signature of Employee Acknowledging Receipt

Date

Copy to: Department Head
HR Personnel File
Stephanie Brown, Safety Director

Attachment 6

Bomb Threat Form

Time of Call: _____

Exact Words the Caller Said:

Questions to Ask Caller:

Caller's Response

When is the bomb going to go off?	
-----------------------------------	--

Where is the bomb?	
What does the bomb look like?	
What kind of bomb is it?	
What will cause the bomb to explode?	
Did you place the bomb yourself?	
Why?	
Where are you calling from?	
What is your address?	
What is your name?	

How did the caller's voice sound? (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

Did the caller sound familiar? YES or NO If yes, whom did it sound like? _____

What background noises did you hear? _____

Is there any other information you can remember that might be helpful?

Recipient Information:

Name of person who received the call: _____

Telephone number call was received on: _____

Contact Information:

Company Nurse: 1-888-770-0928

Low Insurance: 319-728-3313

Sheriff's Office Non-Emergency: 319-523-4371

Paul Greufe- Human Resources for Louisa County: 563-271-7561

Staci Griffin- Safety Director: 319-750-1128

There were significant changes to the safety manual in 2014, for a prior version of the safety manual, contact Staci Griffin- Safety Director.

