

SAFETY MANUAL

General Safety Manual for Jackson County

Prepared by the Jackson County Safety Committee
Approved by the Jackson County Board of Supervisors

Version 01.2024

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Jackson County Statement of Safety Policy

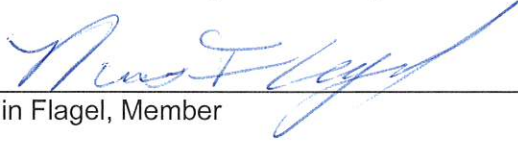
The success of Jackson County depends upon our efficient use of resources to produce high-quality-services for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthy workplace for all employees by establishing and maintaining an effective safety and health program. We consider safety to be a core value of our organization's operations.

The occupational safety program of Jackson County is organized to give each department/office responsibility for the incident 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.

Passed and approved this 16th day of January, 2024



Mike Steines Chair, Board of Supervisors



Nin Flagel, Member



Don Schwenker, Member

Attest:



Becki Chapin, Director of Human Resources

Safety Responsibilities

Elected Officials and Department Head Safety Responsibilities

The term "Management" shall include all Department Heads and Elected officials. Management is responsible for providing a place of employment that is free from recognized hazards that could result in injuries or incidents. Since it is impossible for managers to personally observe all employee activities, management must rely on and assure that all supervisors are trained and aware of their safety responsibilities. Other safety responsibilities for managers include:

1. Provide leadership and direction concerning safety activities.
2. Participate actively in the continuous evaluation of this safety manual.
3. Set goals concerning safety training and safety performance within 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 and or inspections.
7. Participate and support all incident investigation activities.
8. Review incident reports and recommend corrective actions.

Supervisors' Safety Responsibilities

The term "Supervisor" shall include any employee who has positional authority and is not the Department Head /Elected Official. For those Departments and Offices without "Supervisors" these responsibilities would revert to Management 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 county, 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 JACKSON COUNTY'S 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 this safety manual and your department's/office's associated rules or policies.
9. Ensure that all employees have access to a copy of the county safety manual.
10. Encourage safety suggestions from employees under your supervision.
11. Obtain prompt first aid for injured employees.
12. Participate in incident or incident investigations involving your employees.
13. Conduct audits of all work areas and facilities on a regular basis and document, in an effort to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.

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 Jackson County's Safety Manual and any Department/Office established policies.
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.
10. Report all incidents/incidents to your supervisor as soon as they occur. Failure to report any injury or incident may be cause for disciplinary action.

Safety Committee

A safety committee should be established by the governing body and be composed of five to seven employees representing major departments. Membership of the committee shall include the following representatives or their designee:

1. County Sheriff
2. County Engineer
3. Environmental Health Administrator
4. Conservation Director
5. Board of Supervisor Member
6. Facility Maintenance Manager
7. Human Resources Director

A chairperson needs to be selected who will be responsible for scheduling meetings, notifying committee members, and following up on items discussed. Safety committee will meet every other month or more frequently as needed. The committees will have the following responsibilities:

1. Review incident/injury investigation reports and liability claims from all departments to see if corrective measures need to be implemented.
2. Ensure inspections are conducted in each department's work areas, tools, and equipment to identify safety hazards and recommend ways to correct hazards.
3. Coordinate the development of applicable safety policies for each department/office.
4. Coordinate safety training between departments when possible. This may include films, speakers, and exhibits.
5. Report the activities of the committee by sending a copy of their meeting minutes to all departments for posting where all department employees have an opportunity to review them.

Medical Emergency Procedures

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

1. Call **911**.
2. Make sure site is safe before providing assistance. **Do not attempt rescue alone!**
3. Provide assistance to injured person.
4. Notify Supervisor or Department Head/Office.

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

Incident Reporting and Company Nurse

As a member of the Iowa Municipalities Workers' Compensation Association, Jackson County's employees are required to report all potential work-related injuries using Company Nurse. Reporting claims through Company Nurse provides employee's access to 24-hour, 7 days a week claims reporting and medical recommendations (triage) from a registered nurse.

To report a claim through Company Nurse, call 1-888-770-0928 and use group code: IA407.

Employees that fail to report injuries to Company Nurse within 24 hours may be subject to discipline.

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/Injury Investigation Form has been developed to facilitate the investigation. The assigned investigator shall complete this form and a copy will be forwarded to the department head and safety committee as applicable for the following incidences:

1. Any work-related incident resulting in an employee needing medical attention.
2. Any work-related incident resulting in damage to property or equipment.
3. Any incident involving County property and the public.

Any time an employee is involved in an incident with a county vehicle which involves private property, whether there is damage or not, the law enforcement should be called immediately. If the Sheriff's Department is called on an incident, the police report shall accompany the *Investigation Form*.

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, disciplinary action may result.

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

Copies of all incident reports and corrective actions shall be kept on file in the Human Resource Office with a copy of the OSHA 300 log for the year that the incident occurred in.

Employer Investigation Reports are available in the Human Resources Office.

Training and Orientation

Management or their designee will provide ongoing safety training appropriate for their department including but not limited to following areas:

- New equipment purchases.
- New/changes in operations.
- Identified areas of increased incidents and injury.
- Required OSHA programs.
- 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 managers will be kept for recordkeeping purposes. Documentation associated with safety meetings and training will be kept in Human Resources Department. Employees who do not attend mandatory safety meetings or training activities will be identified and scheduled to attend make-up training. Documentation will be noted for employees that attend make-up training.

New Employee Safety Orientation

Management or their designee will provide an orientation to all new employees to address the hazards of their position. 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. Documentation of the safety orientation training for each new employee will be maintained in Human Resources Department.

Hiring Practices

Safety starts with the proper hiring practices to ensure that the person being hired for a position is physically and technically capable of safely performing the task(s).

It is the policy of Jackson County that every new employee undergoes a pre-employment physical. The employee will be directed to Jackson County's designated medical provider. The physician performing the physical shall present an opinion as to the employee's ability to perform the task. The costs of the physical shall be paid by the county.

Outside Contractors

Before a contractor commences work in a Jackson County workplace, the project coordinator and/or supervisor who controls the work area will be responsible for informing all outside contractors of the elements of all safety programs of the county that affect the project.

Contractors who fail to follow safety program requirements will be asked to leave the premises.

Medical Services

Designated Physician Policy Statement

Effective April 26, 2005, the following policy will be in effect regarding workers' compensation illnesses or injuries.

The Jackson County Board of Supervisors have designated Tri-State Occupational Therapy, located at 4155 Pennsylvania Avenue, Dubuque, Iowa 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. Only in an emergency situation, or for a minor triage situation as determined by Company Nurse, an injured employee may visit an alternate emergency facility and/or clinic for your initial evaluation. Unless otherwise authorized by IMWCA, all follow up evaluations will be made at Tri-State Occupational Therapy. If appropriate, and with prior approval from IMWCA, Tri-State Occupational Therapy may make referrals to other specialists.

If an employee decides to go to another provider without the referral from the authorized treating physician, 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.

First Aid

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 vehicle. 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. Oral medications such as aspirin, antacids, or salt tablets are not to be provided in these 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.

Return to Work Program

Return-To-Work Policy

Temporary Modified Assignment

It is the policy of Jackson County to provide temporary modified work, if available at the earliest possible date following a work-related injury or illness, for employees who are unable to return to their regular job classifications. However, this policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA).

Inquiries about the ADA or FMLA should be directed to the Human Resources Department.

Eligibility:

The policy applies to all eligible workers receiving workers compensation benefits resulting from a work-related injury or illness and who have a temporary restriction(s). This policy will be followed whenever appropriate.

Jackson County may offer temporary modified work to employees with an off the job injury/illness who are unable to return to his/her regular job classification due to a temporary disability.

Definitions:

Modified Duty:

Temporary work assignments within the worker's physical abilities, knowledge, and skill (also known as light duty and transitional duty). Modified Duty assignments must be accompanied with a Work Status Report or medical provider's certification.

Objectives:

- Provide procedures for administering temporary modified return-to-work assignments;
- When possible, temporary modified assignments will be made available to injured workers to minimize or eliminate lost time from work. Jackson County cannot guarantee, temporary modified assignments and is under no obligation to offer, create or burden any specific position for purposed of offering placement to such a position.
- Promote speedy recovery and rehabilitate employee back to work as effectively and as quickly as possible while keeping the employee's work patterns and income consistent.
- Complete the essential tasks of the employee's job function.
- Maintain communication among all parties to ensure quality medical care and to manage claim costs.

Procedures:

Human Resources / Employees Direct Supervisor:

- Provides the employee with a job description that reflects the essential functions and physical demands of the position and a Work Status Report for the designated medical provider to complete
- Review the completed Work Status Report or medical certification in conjunction with the job description to determine if a temporary modified work is available in any department within Jackson County. Consults with the Designated Medical Provider if necessary
- Fills out the RTW Agreement and meets with the employee to review
- Monitors on-going medical and work adjustment, meets with employee as needed to review status

Employee

- Take required paperwork to designated medical provider appointments (job description, Work Status Report)
- Review and sign RTW Agreement
- Follow work restrictions as prescribed by designated medical provider
- Adhere to the temporary restrictions and accommodations, do not perform any activities that exceed work restrictions
- Report immediately to supervisor any work duties or activities that exceed work restrictions
- Report immediately to supervisor if any work restriction(s)/accommodation(s) cause discomfort or make medical condition worse
- Inform supervisor in advance of medical appointments, schedule any medical appointments during non-work time, if possible
- Update supervisor with current Work Status Report or updated certification from designated medical provider after every appointment

In the event an employee refuses a temporary modified assignment, which is within the restrictions identified by the designated medical provider, workers compensation benefits could be affected. In such cases, Jackson County will notify the insurance carrier of the employee's refusal of the temporary modified assignment.

If, at the end of the temporary modified duty assignment, the employee is able to perform his/her regular job duties without posing significant risk of harm to his/her health, or the safety or health of others, the employee may return to his/her regular position. If, at the end of the temporary modified duty assignment, the employee is not able to perform his/her regular job duties, without posing significant risk of harm to his/her health or the health or safety of others, the Jackson County will review the employee's medical condition and determine whether the individual is a qualified individual with a disability and whether the employee's work restriction can be reasonably accommodated to allow the employee to return to work. If no reasonable accommodation is available to return the employee to his/her previous position, the Jackson County will then consider transferring the employee to a vacant position for which the employee is qualified. If no such position is available, the employee may be terminated.

Disciplinary Policy

Each employee is required to abide by Jackson County's Safety Manual and any other applicable Safety Policies within their Department.

Safety reprimands

Should employees be observed not following documented safety rules/procedures, the appropriate disciplinary action shall be taken and documented. Supervisors should make every effort to ensure employees are following safe work practices.

Jackson 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 healthy working environment. The disciplinary policy applies to all employees of Jackson County.

Verbal warnings

Supervisors may issue verbal warnings to employees that commit minor infractions or violations of the safety rules or safe work practices. 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.

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.

Termination

Supervisors and management may recommend termination of any employee for repeated serious violations of the above circumstances.

Documentation

The Human Resources Director will maintain records of disciplinary action. Violations of Jackson County rules, regulations or procedures will be documented. Documentation will state the type of violation and corrective action(s) taken. The employee must read and sign the document acknowledging that they understand the seriousness of the violation. If an employee refused to sign, it will be documented that they refused to sign the document.

Safety Audits and Inspections

Department Self-Inspection Checklists

Since the success of any safety program depends on identifying hazards and taking immediate corrective action, department self-inspections are required on a regular basis. Each department shall develop its own checklist to assist in the inspections. The completed department self-inspection checklists should be submitted to the safety committee for review by the safety committee (once per year).

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.

Basic Safety Rules

General Safety Rules

1. Each employee will abide by this Safety Manual.
2. All incidents, no matter how minor, shall be reported immediately to the supervisor.
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 in county vehicles and on public grounds.
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 their supervisor.
13. Employees shall not engage in practical jokes or horseplay.

Specific Safety Programs and Procedures

Employees will be trained on specific programs and procedures in their departments based on their exposure, which may include the following:

- A. Personal Protective Equipment
- B. Hearing Conservation
- C. Lockout/Tagout
- D. Hazardous Communications
- E. Blood-Borne Exposure Control Plan

General Safety Manual for Jackson County Receipt and Acknowledgement

This is to acknowledge that I have received a copy of the Jackson County General Safety Manual Version 01.2024. I understand this manual is an aid to being a safe team member of Jackson County and understand it is my responsibility to read and become familiar with the contents of this manual, and that I am required to abide by it.

I understand that if I have any questions regarding the Manual or its application, I can direct those questions to my immediate supervisor or to the Safety Committee.

Name

Department

Signature

Date