

SAFETY 501*Effective Date: 02/01/2016*

To assist in providing a safe and healthful work environment for employees, customers, and visitors, everyone at Cass County must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries.

The County Administrator has responsibility for implementing, administering, monitoring, and evaluating safety. Cass County provides information to employees about workplace safety and health issues through new hire orientation, regular internal communication channels such as bulletin board postings, newsletters, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards. Employees are expected to become familiar with the County's safety, fire prevention and disaster programs and the particular role they must play.

Employee Conduct and Responsibilities

Employees are expected to perform the functions of their positions in a safe manner. We believe that we are only truly efficient when high productivity is achieved with safe work habits. No job is so important, nor any service so urgent, that time cannot be taken to perform the work safely. The use of proper safety devices and tools and equipment, as well as the donning of appropriate clothing and footwear is essential.

Horseplay at work is inappropriate. No matter how playful or well intentioned, horseplay is by its nature unpredictable, and may inadvertently result in accident, injury, or unsafe conditions. As a result, employees engaging in horseplay may be subject to discipline, up to and including termination of employment.

Each employee is expected to take ownership of his or her surroundings, to obey safety rules, and to exercise caution in all work activities. This includes being familiar with and observing all rules and policies for health, safety, and preventing injuries while at work. Employees must immediately report any unsafe condition or near miss to the Department Head. Repairs are secured by placing a maintenance request via e-mail or phone with the Human Resources Department.

In the case of accidents that result in injury to a visitor, employees shall find proper assistance and follow established incident reporting procedures for their Department. In the case of accidents that result in injury to an employee, regardless of how insignificant the injury may appear, employees should immediately notify the Department Head or the appropriate supervisor. If necessary, the employee shall seek appropriate care and inform their supervisor of their actions. A written report of the incident must be made and submitted to the Department Head within 24 hours, who will provide this report to the Human Resources Department. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Employees who violate safety standards, who cause hazardous or dangerous situations, who work beyond their restrictions, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination.