



GRAND TRAVERSE COUNTY SAFETY POLICY

Adopted September 25, 1996

Amended June 30, 1999	Add new 3.0, 4.0, 5.0, 6.0
Amended April, 2000	Add new 7.0, Amended 9.0
Amended February, 2001	Amended 4.0
Amended October, 2001	Add new, Amended 9.0 and 10.0
Amended August, 2002	Amended 5.0
Amended December, 2002	Added Workplace Violence Policy Insert
Amended December, 2004	Amended Violence Policy Insert (Employee Resp. section)
Amended January, 2005	Amended 6.0 (Seat Belts/Vehicle Use) & new 9.0 (g)
Amended August, 2007	Amended 4.0 Smoking Policy
Amended July, 2011	Updates throughout Policy
Amended February 2013	Amended Violence Policy Insert (Form deletion, anti-retaliation added)

1.0 PURPOSE This policy establishes the safety requirements for Grand Traverse County personnel in order to prevent accidents or injuries. While the County will provide reasonable accommodation absent undue hardship for those employees with impairments, it is also committed to maintaining the safety and health of its employees.

2.0 MISSION Employee and customer welfare are paramount to Grand Traverse County. We strive to maintain a safe work place through education, training and awareness. Placing safety first will reduce accidents and continue to improve the environment in which we work.

3.0 HEALTH AND SAFETY While the County will provide reasonable accommodation absent undue hardship for those employees with impairments, it is also committed to maintaining the safety and health of its employees. It is therefore a requirement for employment by the County that an employee not pose a direct threat to the health or safety of other individuals in the workplace. By "direct threat" it is meant that the employee poses a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation. For a person with a currently contagious disease or infection this would mean that the person must pose a significant risk of transmitting the infection to others in the workplace that cannot be eliminated by reasonable accommodation. Determinations as to whether an individual poses such a threat will be done on a case-by-case basis and will not be based on generalizations, misperceptions, ignorance, irrational fears, etc. To the contrary, such a determination will, instead, be based on objective factual evidence and will include a review of such factors as:

- a. Duration of the risk;
- b. Nature and severity of the potential harm;
- c. Likelihood that the potential harm will occur;
- d. The imminence of the potential harm.

Where the employee is determined to pose a significant risk, the County will consider what reasonable accommodation could be afforded to the employee to allow him/her to continue working without causing the County undue hardship.

4.0 SMOKING POLICY - In the interest of providing a safe and healthy environment for employees and the public, and in accordance with the Michigan Clean Indoor Air Act and the Smoke Free Areas Ordinance, smoking cigarettes, cigars, or use of any tobacco products is prohibited inside all County facilities. Additionally, smoking or use of any tobacco product is prohibited within any County-owned vehicle. Outside smoking will only be permitted in areas that comply with the law for facilities located within the City limits or designated facilities.

5.0 DRUG FREE WORK PLACE - Grand Traverse County is committed to providing a safe working environment for employees and prohibiting influences in the work place that may have a detrimental affect on job performance and productivity. The presence of illegal substances and alcohol adversely affects these goals. Therefore, Grand Traverse County has established this policy which bans alcohol and other illegal substances in the work place.

The following activities are prohibited and employees who engage in them will be subject to discipline up to and including discharge:

1. Use, manufacture, distribution, dispensation or sale of illegal drugs or alcohol on County premises, in County supplied vehicles, during working hours or when representing the County. This includes Medical Marijuana, regardless of whether you have a prescription.
2. Being under the influence of an illegal drug or alcohol on County premises, in County-supplied vehicles or during working hours.
3. Refusing consent to testing or refusing to submit a blood, urine, breath or other sample when requested by management upon reasonable suspicion.
4. Refusing to submit to an inspection when requested by management upon reasonable suspicion of possession of illegal drugs or alcohol.
5. Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled.
6. Conviction under any criminal drug statute, or failure to inform the County within five calendar days after a conviction of a criminal drug statute for activities in the work place.

Any employee reporting for work under the influence of alcohol or illegal drugs will be relieved from duty immediately. (Under no circumstances should such an employee be sent home or to Munson Occupational Health and Medicine without providing assistance to be sure the employee arrives safely.)

The use of prescribed drugs or over-the-counter medications which may adversely affect performance or behavior must be reported by the employee to the immediate supervisor upon reporting for duty.

The County may employ drug and/or alcohol screening programs as follows:

1. During the pre-employment process.
2. Where there is reasonable suspicion to believe that an employee is in possession of, using, distributing or functioning under the influence of illegal drugs or alcohol on the job.

Under certain circumstances Grand Traverse County may consider continuing the employment of an employee who has violated a substance abuse rule on a one time only basis, or of an employee who has volunteered that he/she has a substance abuse problem, providing the employee has entered into an approved treatment or counseling program. The determination of continued employment will be based upon consideration of the rule violated, the specific circumstances involved, as well as the employee's overall work record. A second rule violation will result in automatic employment termination.

Employees who enter into a drug or alcohol treatment or counseling program, at the County's discretion, will be required to comply with more stringent testing or other requirements than found in this policy.

Employees required to have a Commercial Drivers License (CDL) shall be subject to random drug and alcohol testing as described in the Anti-Drug and Alcohol Abuse Policy.

6.0 VEHICLE USE - With the safety and well being of County employees in mind, all employees will abide by the County Vehicle Policy.

7.0 CONFINED SPACE - All confined spaces will be designated as such with appropriate signage. Only those employees who have had the required training may enter those areas.

8.0 REFERENCES

- a. MIOSHA Standards as Amended.
- b. Resolution 155-95 dated May 31, 1995. (Establishing Safety Team)

9.0 RESPONSIBILITIES

- a. The BOARD OF COMMISSIONERS has the overall responsibility for safety at Grand Traverse County.
- b. DEPARTMENT HEADS shall ensure the following:
 1. Safety orientation is provided to each new department employee.
 2. Implementation and enforcement of safe practices within the department.

3. Department employees participate in appropriate safety training.
 4. Compliance to the procedure.
- c. The HUMAN RESOURCES DIRECTOR or designee shall be responsible for:
1. Record keeping of the county safety and health program.
 2. Working with the Human Resource Department to ensure that all new hires obtain the required safety training during orientation and that employees receive ongoing training as necessary.
 3. Maintain the documentation of the training.
 4. Coordinate the County's compliance with provisions of the Michigan Occupational Safety and Health Act, including the interpretation of standards, rules and requirements.
 5. Notification when required training is due.
 6. With the department head or supervisor, and others as appropriate, investigate all occupational illnesses and injuries, and all near misses.
 7. Maintaining the MIOSHA 300 log as required by law.
 8. Coordinate and manage all the Supervisor's Incident reports resulting in work-related injuries.
- d. Safety Team is responsible for:
1. Reviewing the Safety Policy and making recommendation to the Human Resources Director.
 2. Reviewing accident reports.
- e. SUPERVISORS are responsible for:
1. Enforcing all safety rules/practices and shall ensure that proper protective equipment is used by personnel.
 2. Conducting adequate job briefings and inspections of tools, equipment and the work area to ensure employee safety.
 3. Observing work in progress to identify hazards or potentially hazardous operations and shall stop an unsafe procedure or correct a hazardous situation.
 4. Obtaining complete and detailed facts about all accidents which occur under his/her supervision as soon as possible after it occurs and shall prepare required reports.
 5. In conjunction with Human Resources, ensure that medical attention is provided to the injured person as soon as possible.
- f. INDIVIDUAL EMPLOYEES are the key factor to the safety policy. As such, each employee is responsible for:
1. Conducting his/her activities in a manner commensurate with published documents and good, safe working practices.
 2. Using only appropriate and approved protective equipment and devices and shall report any condition that is considered hazardous or might injure personnel or damage equipment.
 3. Promptly reporting any injury suffered to your immediate supervisor.
 4. Attending all safety, training and education meetings.
- g. DISCIPLINE FOR BEHAVIOR CONTRARY TO THIS SAFETY POLICY may result in discipline up to and including discharge, depending upon the circumstances.

10.0 **REQUIREMENTS**

- a. **Safety Team** The Safety Team should be composed of representatives from each building and shall be subject to approval of the Department Head or Supervisor. A representative from the Human Resources Department shall be on the Team. The Team shall meet quarterly and establish a written record of the meetings. A copy of the Minutes shall be posted on the intranet.
- b. **Safety Training** All County personnel shall attend safety training as required by their job assignment. Trainings will be offered at least annually. Some departments may attend more frequent trainings at the discretion of their supervisor. Employees unable to attend safety trainings due to vacations, illness or other absences should be briefed by their supervisor upon return to work.

Safety training should consist of training for the prevention of accidents and injuries and may include instruction in the safe use of new tools and equipment, the use of personal protective equipment, off-the-job safety and general safety procedures. Safety trainings shall also be used for the purpose of employees bringing to the attention of administration any safety concerns they have with facilities and equipment.

- c. **Orientation** All new County employees and employees transferring to a new department shall receive a safety orientation within the first six (6) months of employment. This orientation shall include a brief explanation of the steps that should be taken by the employee and the supervisor when an incident occurs, whether it is an injury or illness. Detailed information is provided in the new employee handbook.

All new employees will be required to receive safety training. Required training will vary by job classification.

Each department supervisor shall present any new employee or transferred employee with a department safety orientation. Each department shall identify safety issues and write procedures to deal with same.

New employee orientation shall be documented.

- d. **Pre-Job Briefings** The purpose of the pre-job briefing is to familiarize employees and contractors working on county property with the plans and objectives of projects including:

- * Identifying any safety problems.
- * Avoiding a certain type of accident.
- * How to use a particular machine safely.
- * Listing the safety equipment necessary for the job.
- * Use of specific pieces of safety equipment.
- * Location of first aid equipment.
- * Who to contact in case of emergency.

1. **Formal Pre-Job Briefings**

In order to satisfy MIOSHA requirements, a written pre-job briefing may be necessary. The length of the session should last from 10 to 20 minutes depending on the topics and number of employees. The number and degree of organization or formality of the sessions depends on the types of safety problems and what the supervisor thinks is the most effective way of educating the employees. Supervisors are urged to complete a safety training form that details the topics covered, comments from employees and the signature of those attending the training.

2. **Informal Pre-Job Briefings**

To plan an informal "pre-job briefing," simply pick a good time and place to talk where employees won't be distracted. The discussion is an informal chat between the crew leader and the work crew. Sessions usually last from 5 to 15 minutes, depending on the interest and discussion by the employees. Topics should be simple and refer to subjects that the crew is involved in every day or a new or special job that the crew has been assigned.

Pre-Job Briefings should be held near the job site and just prior to the start of the job. Questions from employees are encouraged. Discussions should include old and new safety hazards and safer approaches or techniques to deal with the problems of the day or week. Emphasis should be placed on a clear understanding of potential problems and the safety procedures discussed.

Pre-Job Briefings should be on a regular basis. Briefings should be completed at the beginning of a shift, but are suitable anytime a supervisor sees an unsafe procedure. Formal or Informal Pre-Job Briefings do not replace formal safety meetings.

- e. **Specialized Training** Specialized training shall be provided to all employees so that they may acquire the knowledge and skill necessary for safe job performance. Training sessions required by each department will be reviewed and updated regularly by the department supervisor.

Training shall establish employee proficiency in routine duties as well as new and revised procedures necessary to meet all existing and any future MIOSHA standards. Under no circumstance shall an employee operate or move any equipment unless proper training has been given by the supervisor or training specialist.

If certifications are required, the employer shall verify that the required training has been accomplished. Certification of such programs shall require the employee's signature, signatures of the trainers and the

date(s) the training took place. New training and updated training records and certifications shall be kept on file in each department, with a copy sent to Human Resources. Training records and certifications shall be available for inspection by supervisors and by all applicable licensing and inspecting agencies.

- f. **Incident Reporting** All occupational injuries and illnesses of Grand Traverse County employees shall be reported within 24 hours. A "Supervisor's Report of Incident" must be completed by the Supervisor or Department Head and sent to the Human Resources office. If the injury or illness requires treatment, Munson Occupational Health and Medicine must be used, unless it is of an emergent nature.

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VIOLENCE IN THE WORKPLACE

STATEMENT OF PURPOSE

The County recognizes the need to provide for the safety and security of all employees and visitors. In doing so, the County is complying with Section 5(a), Federal Occupational Safety and Health Act of 1970 (OSHA). Therefore, the County will not tolerate threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on the County's property. This includes physical attacks, verbal or physical threats, destruction of property, sexual harassment, intimidation, or abusive language. Also see the Policy "Harassment".

DEFINITIONS

Workplace Violence includes but is not limited to harassment, horseplay, threats, physical attack or property damage.

Threat is the expression of an intent to cause physical or mental harm. An expression constitutes a threat without regard as to whether the party communicating the threat has the present ability to carry it out and without regard as to whether the expression is contingent, conditional or future.

Physical Attack is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, biting, spitting, and throwing objects.

Property Damage is intentional damage to property which includes property owned by the County, employees, visitors or vendors.

PREVENTION

The County supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy and providing a reporting procedure to report incidents of violence without fear of reprisal.

PROHIBITED ACTIONS AND SANCTIONS

It is a violation of this policy to engage in any act of workplace violence, except for law enforcement personnel as authorized by law and within the confines of the Law Enforcement agency policies.

No employee or third party, excluding law enforcement personnel, is permitted to bring weapons or firearms into the workplace, or onto the County's property, or within County vehicles.

Any person who, in the opinion of the immediate supervisor, poses a threat to himself or others shall be removed from the premises and shall remain off the County's premises pending the outcome of an investigation. Such removal of any employee will be immediately reviewed by the County's Crisis Management Team, which can be convened by the Director of Human Resources or County Administrator.

The County will initiate an appropriate response which may include, but is not limited to, reassignment of job duties, suspension or termination of employment, suspension and/or termination of any business relationship, and/or criminal prosecution of the person or persons involved.

EMPLOYEE RESPONSIBILITY

Employees will be provided a copy of this policy, and will be reviewed with new employees during orientation.

Any employee having knowledge of a threat or incident of workplace violence involving any other employee (as victim or perpetrator) must report such an act to a supervisor immediately. If the supervisor is either the victim or perpetrator of the violent act, the employee must report the incident to another manager or to Human Resources immediately.

Disciplinary action may result if the employee having knowledge of a suspected violent act fails to report the episode. All employees who apply for or obtain a protective or restraining order which lists the County's property or County's facilities as being protected areas must provide this information to the Director of his/her Department. The Director must

report this information to the Director of Human Resources.

The County and its employees shall cooperate fully with police and other law enforcement officials in the investigation and prosecution of violent acts. The County understands the sensitivity and confidentiality of the information requested, and recognizes and will respect the privacy of the reporting employee(s) to the extent authorized by law.

All employees should openly communicate with each other to be aware of any unusual activity that may identify the potential for or actual occurrence of workplace violence.

Recommendations for improved safety often come from suggestions from employees. These suggestions are encouraged and may be channeled through supervisors or the Human Resources Department.

IMPLEMENTATION

Managing a Potentially Violent Situation:

Employees are expected to assist the general public and fellow employees in a courteous manner, but not subject themselves to abusive conduct if confronted by:

A distraught, harassing or abusively angry person: If a person becomes angry or abusive, the employee should courteously attempt to calm the person down. If that does not work, the employee shall ask a supervisor to intervene. The supervisor shall attempt to calm the person, inform them that they cannot serve the individual if they do not calm down, and be alert for potential danger to staff and others.

A person threatening bodily harm: If an employee feels that he/she or another person is threatened, and in danger of imminent bodily harm:

- The employee should attempt to leave the scene, if it can be done safely.
- 911 should be called as soon as it can be done safely.
- If the supervisor is not aware of the situation, the employee must notify him/her as soon as it can be done safely.

REPORTING INCIDENTS - INTERNAL AND EXTERNAL

Each incident of violent behavior, whether committed by another employee or an external individual, must be reported to a Department Director. The Department Director will assess and investigate the incident and determine the appropriate action to be taken. The Human Resources Director must be informed of all reported incidents of workplace violence.

Under no circumstances will an employee be penalized for reporting what the employee believes in good faith to be workplace violence under this policy. If any employee believes that he/she are being retaliated against for reporting workplace violence, he/she should report such conduct immediately to his/her direct supervisor, department head, the Human Resources Director, or County Administrator.

CRISIS MANAGEMENT TEAM

The Crisis Management Team may consist of the County Administrator, Human Resources Director, Sheriff, Health Officer, Prosecuting Attorney, and others as deemed necessary. The Crisis Management Team is responsible for the following:

- evaluating potential violence problems
- assessing an employee's fitness for duty (through medical and/or mental health professionals)
- selecting intervention techniques
- establishing a plan for the protection of co-workers and other potential targets
- coordinating with victims, families, other employees, media, and law enforcement personnel
- referring victims for appropriate assistance, including counseling.

Where the Crisis Management Team cannot be promptly convened as required, the County Administrator and/or Human Resources Director may act for the committee. Their actions will be reported to the full committee as soon as practical.