

MARION COUNTY SAFETY MANUAL  
ANNEX – A SAFETY AND HEALTH PROGRAM

Marion County Safety Team

- A. Purpose: The purpose of the Marion County Safety Team is to provide a channel for suggestions and ideas that will help reduce or eliminate hazards in the workplace.
  
- B. Organization: The Marion County Safety Team will be made up of ten (10) members. These members will be selected by the County Administrator, from departments with high risk job duties and/or those individuals who have safety management experience. Safety Team Members will be assigned from the following county agencies; Administration, Personnel, Emergency Management, 911 Communications, Maintenance, Sheriff's Office, Detention Center, Prison Farm, Planning, and EMS.
  
- C. Goals: The Marion County Safety Team will four primary goals:
  - 1. Involve employees in the safety management process.
  - 2. Lower the rate and severity of accidents and injuries.
  - 3. Maintain a safe workplace environment.
  - 4. Ensure all employees follow safety guidelines and programs.

Employee Training

- A. New Employee Training Program: A New Employee Safety Training Class is part of the overall training that all new hires must attend. The New Employee Training Program will consist of the following:
  - 1. Training on the County Safety Manual
  - 2. Accident Reporting Procedures
  - 3. Safety Committee Accident Review Process
  - 4. Worker's Compensation Overview
  - 5. Infectious Control Overview
  - 6. Hazard Communications Program Overview
  - 7. Hearing Conservation
  - 8. Department Specific Training

All new employees will receive this training within the first 30 days of being hired. Training classes will be held in a central locations and announced by memorandum to all departments. All employee training will be documented in the employee's personnel file.

B. Annual Refresher Training: All county departments will conduct annual refresher safety training. Topics to be covered during annual refresher training will include:

1. Review of the County's Safety Manual.
2. Training on all equipment requiring annual training.
3. Hazard Communications Review.
4. Personal Protective Equipment
5. Safe Electrical Work Practices, if applicable.
6. Confined Space Entry, if applicable.
7. Lockout/Tag-out Procedures.
8. Hearing Conservation.
9. Infectious Control.

### Safety Inspections

There are four (4) types of inspections that will be addressed in this section; Safety Team Inspections, Department Safety Inspections, OSHA Inspections, and Inspections by other agencies. Safety inspections are a vital part of detecting, correcting, and preventing hazards that could cause an accident.

- A. Safety Team Inspections: These inspections will be conducted annually by members of the Marion County Safety Team. Members will use the OSHA Self-Inspection Checklist along with fire prevention standards.
- B. Department Safety Inspections: All departments will conduct monthly safety inspections of their department. A spot check of Department Safety Inspections will be conducted during the Safety Team's annual inspection of each department. A copy of the monthly safety inspection sheet can be found in Forms Section of this manual.
- C. OSHA Inspections: OSHA may come in at any time to conduct an inspection of County facilities. There are two types of OSHA inspections; a courtesy inspection and a compliance inspection.
  1. Courtesy Inspections: These inspections are requested and coordinated by the county. No fines or penalties are associated with these inspections, however any deficiencies that are noted are expected to be corrected immediately.
  2. Compliance Inspections: These inspections occur as the result of a complaint or a regularly scheduled inspection. These inspections carry fines and penalties for deficiencies noted during the inspection.

When someone presents themselves to a county employee as an OSHA Inspector, the employee should notify their immediate supervisor or department head. The supervisor or department head should then notify the County Risk Manager that an OSHA Inspector is present in the County. The Risk Manager will then notify the County Administrator. The Risk Manager will then contact the OSHA Compliance Office in Columbia, 803-734-9631 to confirm the identity of the OSHA Officer. Once the identity of the Officer is confirmed, the Risk Manager will accompany the Officer on his inspection. The Compliance Officer may observe any conditions, machines, devices, apparatus, equipment, and materials that the County owns. The Officer may also question any employee of the County. Department heads will cooperate completely with the Compliance Officer, answering any and all questions. Any questions that the department head cannot answer will be forwarded to the County Administrator. Questions pertaining to the County Safety Manual will be forwarded to the County Administrator or the County Risk Manager.

- D. Inspections by Other Agencies: From time to time other agencies such as insurance carriers and other governmental agencies may request to inspect County facilities. Prior to these inspections taking place, an appointment must be made. During these inspections, the inspector will be accompanied by the department head and County Risk Manager. The County Risk Manager will notify the County Administrator that the agency representative is on the premises.

### Safety Complaint Process

Marion County employees are expected to report all safety hazards when these hazards are located or identified. Employees should immediately report any unsafe act or condition to their supervisor or department head. Supervisors and department heads are expected to take actions necessary to correct the hazard and/or resolve the complaint.

In some cases a hazard may be reported to a supervisor or department head, but no corrective action is taken. In these situations, the following procedures will be followed:

1. The employee may contact any of the following to report a hazard:
  - Jerry Williams, County Risk Manager – 843-430-7599
  - Katherine Bell, Personnel Director – 843-430-8506
2. All employees who report a hazard will be asked to put the report in writing. If the employee refuses due to their desire to remain anonymous, the above contact will document the hazard report.

3. When contacted by an employee, the County Risk Manager and members of the Safety Team will investigate the complaint and determine what corrective action is necessary to eliminate the hazard. The County Risk Manager will be responsible for notifying the County Administrator, if necessary, of the complaint and all actions taken to resolve the complaint.
4. If the hazard remains following these procedures, the employee should then report the hazard directly to the County Administrator.

### Conclusion

The contents of this safety plan are intended to provide guidance and information pertaining to on the job safety for Marion County employees. Information pertaining to specific activities can be found in subsequent annexes of this plan. If at any time there are any questions or concerns about any part of this plan, please do not hesitate to contact the County Risk Manager or County Personnel Director.