

# MARION COUNTY SAFETY MANUAL

## OVERVIEW

### **Purpose:**

The Marion County Safety Manual was developed under the authority of the Occupational Safety and Health Act of 1970 and the South Carolina Occupational Safety and Health Act. The purpose of this manual is to provide written procedures and guidelines for all County employees in an effort to reduce or eliminate the risk of an employee being injured or killed on the job.

Members of the Marion County Safety Team, as selected by the County Administrator, have the authority and responsibility to stop any observed, unsafe activities. When a safety team member stops an unsafe activity, the responsible Department Head will be notified and a Safety Violation Form will be completed. This form will then be filed in the employee's personnel file. The incident will also be subject to review by the Safety Team at their next meeting.

### **Applicability and Enforcement:**

Marion County's goal is to reduce accidents to the lowest level possible. The County Safety Manual establishes safety guidelines and reporting procedures for all employees at all levels. County management is expected to enforce the Safety Policy, however safety is everyone's concern and is an individual responsibility. Employees are expected to and will comply with established policies and guidelines. Failure to follow the Safety Policy may result in the death or serious injury of an employee or co-worker and can result in disciplinary action. Department Heads and Supervisors are responsible for determining the appropriate standards and policies that apply to their departments, and insuring that these standards and policies are enforced.

### **Safety Responsibilities:**

Safety is of utmost concern to all employees involved in the daily operations of County government. The responsibility for safety is mandated through OSHA Standards and further delegated by the County Safety Manual to all managers and supervisors. Policies and procedures are developed to reduce or eliminate the risk of an accident, but if these policies and procedures are not followed, they will not work. The ultimate responsibility for safety rests with each individual employee. Marion County employees are not expected to or allowed to work in unsafe conditions. Employees that are tasked to perform unsafe tasks or duties will notify their Supervisor immediately so that appropriate steps may be taken to eliminate the hazard.

The following safety responsibilities are delegated as follows:

**1. County Administrator:**

- Enforce the guidance established by the County Safety Manual.
- Participate either directly or indirectly in safety activities in an effort to set a positive example of safe work habits.
- Insure that department heads budget for the safety equipment required for their department.
- Insure that the County Safety Manual is reviewed annually and updated as necessary.
- Insure that there is adequate representation of employees serving on the Safety Team.

**2. Safety Team:**

- Develop, implement and maintain the County Safety Manual.
- Conduct an annual review of the County Safety Manual.
- Develop plans and policies that maintain the established goals of the safety program.
- Review all accidents involving County employees and/or equipment.
- Investigate all accidents.
- Encourage all employees to work safely.

**3. Department Heads**

- Develop and implement a departmental safety program that complies with the County Safety Manual.
- Provide for adequate job training and continuing safety instructions to all employees in their respective department.
- Hold each subordinate supervisor responsible for an explanation of all accidents incurred by departmental employees.
- Take immediate and appropriate action for all unsafe conditions that are observed or reported.
- Insure that adequate funds are available to replace or replenish safety equipment.
- Enforce all safety regulations and policies.
- Insure that all accidents are promptly investigated and all required reports are completed and submitted within 72 hours of the accident's occurrence.

#### 4. Supervisors

- Provide adequate job training and safety instruction to all employees.
- Enforce all safety procedures applicable to the work they supervise.
- Conduct daily inspections of the department to insure unsafe conditions or practices do not exist.
- Take immediate corrective action for all unsafe acts or events.
- Establish and maintain cleanliness standards in all workplaces.
- Set the example by maintaining safe work habits.

#### 5. Employees

- Promptly report all accidents and injuries to their supervisor.
- Cooperate and assist with all accident investigations.
- Promptly report all unsafe actions, practices or conditions to their supervisor.
- Keep work areas clean and orderly.
- Avoid engaging in any horseplay.
- Obey all safety rules and follow all work instructions.
- Wear required PPE when necessary.
- Wear seatbelts when operating any motorized vehicle or equipment.
- Attend all scheduled safety training sessions.
- When in doubt about the safe way to perform a task, ask your supervisor.

#### **Record keeping:**

Records involving accidents will be kept at least five (5) years or until statute of limitations for legal actions expire. Training records for employees will be maintained for at least three years or until the employee leaves the services of Marion County. Medical records will be maintained in accordance with applicable standards governing these records. Documents that are placed in employee personnel files will be maintained in accordance with applicable standards.