

NOTICE!

The following procedure is currently under revision.

If you need to refer to this procedure and have questions regarding applicability, please contact the Safety Office at 425.388.3549.

RESPONSIBILITIES

I. INTRODUCTION

Snohomish County believes that maintaining the health and safety of its employees is a very serious responsibility. We are committed to creating a safe work environment in which employee exposure to accidental injury is reduced or eliminated.

Studies have shown that most accidents can be prevented through the participation of each member of the organization, at every level, working towards and contributing to, the goal of zero accidents.

Since safety must be an integral part of everything we do, Snohomish County has established a comprehensive program for the recognition, evaluation, and control of occupational safety and health hazards throughout the county.

The program is designed to be in compliance with federal, state, and local safety and health regulations and accepted occupational safety and health and loss control practices.

Aggressive implementation and support for this program by those who are charged with supervisory responsibility will instill safety awareness in all employees and place emphasis on the elimination of potentially fatal, injurious, or costly accidents.

II. RESPONSIBILITIES

A. COUNTY EXECUTIVE

The County Executive's responsibilities are:

- * To ensure that Snohomish County develops and maintains an effective accident prevention program.
- * To ensure that Department Heads, Elected Officials, Managers, and Supervisors assist the program by maintaining safe working conditions and practices in areas under their jurisdiction.

B. DEPARTMENT HEADS/ELECTED OFFICIALS

The Department Heads' and Elected Officials' responsibilities are:

- * To maintain safe working conditions and practices for the safety of all employees under their supervision.
- * To develop and implement departmental safety rules and procedures.
- * To support the Safety Committees to ensure their function is efficient and productive.

C. SAFETY OFFICE

The County Safety Office is a Division of the Human Resources Department and has been directed by the County Executive to develop, maintain, promote, and monitor the Safety Program. The primary objective of the Safety Program is to create and promote a safe and healthful work environment.

The key element in the Safety Program is each employee. The County Safety Office is constantly in contact with employees via the safety committees, training sessions, walk-through visits, and more formal processes of safety inspections and audits.

The Safety Offices' responsibilities are:

- * To function as a focal point on all safety matters as required by the County Executive.
- * To conduct inspections to ensure a safe and healthful workplace.
- * To develop and implement countywide safety rules and procedures.
- * To promote and maintain a continuing safety education and training program that creates safety awareness at all levels.
- * To maintain liaison with federal, state, and local safety councils and to take an active part in these activities.

- * To review proposed changes, work orders, and engineering work requests for facilities, shops, functions, new procedures, etc. with employee safety and health impact.
- * To investigate accidents and injuries
- * Processing of Worker Compensation claims
- * To coordinate injured workers return-to-work

D. SUPERVISORS

The Supervisors' responsibilities are:

- * To personalize safety training, including safety instructions for each job.
- * To train all employees reporting to them on the proper procedures to do their jobs safely.
- * To ensure that job hazards and safety procedures are explained before each employee begins work and before each new job assignment in accordance with WAC 296-800-110.
- * To ensure that employees use personal protective equipment as required by safety rules and practices.
- * To ensure that employees comply with the Snohomish County Safety Policy and Procedures Manual.
- * To ensure compliance with Federal and State regulations where applicable to their job.
- * To brief Safety Committee members and other staff on items covered in the Safety Committee meeting.
- * To hold regular safety meetings to review safety conditions, general safety policies, job hazards and other specific situations of concern. These meetings are to be documented and a copy forwarded to Safety.

- * To solicit employee safety suggestions and to give these immediate consideration.
- * To inform the Safety Office immediately of any unresolved unsafe conditions.
- * To properly investigate all accidents and report them to the Safety Office utilizing current forms.

E. **EMPLOYEES**

Individual employee responsibilities are:

- * To coordinate and cooperate with all other employees in an attempt to eliminate accidents.
- * To observe all safe practices in all phases of their work.
- * To offer safety suggestions, which contribute to a safer work environment.
- * To apply the principles of accident prevention in their daily work and to use proper safety devices and protective equipment as required by the employer.
- * To properly care for all personal protective equipment.
- * To promptly report to their immediate supervisor, each industrial injury or occupational illness, regardless of the degree of severity.
- * To promptly report to their immediate supervisor, any defective or damaged tools, equipment or machinery. This also includes any property damage.
- * To refrain from wearing torn or loose clothing while working around machinery.
- * To report unsafe working conditions or hazards in the workplace.
- * To comply with established County safety policies and procedures.