

EMERY COUNTY RISK MANAGEMENT PROCEDURES

OCCUPATIONAL SAFETY AND HEALTH

1.0 It is the intent of Emery County to comply with all applicable rules and regulations pertaining to the Occupational Safety and Health Act as established under federal and Utah State law.

2.0 The County shall provide all of its employees with a working environment free from recognized hazards that are causing or are likely to cause death or physical harm to employees. Emery County requires that each employee comply with the occupational safety and health standards, orders, rules, and regulations promulgated under the Occupational Safety and Health Act. Compliance with this Act shall be accomplished through the establishment of an occupational safety and health program as outlined in this policy.

3.0 GENERAL RESPONSIBILITIES. Department Heads/Supervisors/Elected Officials shall be responsible for enforcing regulations and for issuing such rules as may be necessary to safeguard the health and lives of employees. In addition, they shall warn all employees of any dangerous conditions and permit no one to work in an unsafe place, except for the purpose of making it safe.

3.1 All supervisors and workers are responsible for ensuring clean work areas. An excessively littered or dirty work area constitutes an unsafe, hazardous condition of employment and should be remedied within a reasonable amount of time. When no other method or combination of remedies exists to minimize hazards due to toxic dusts, fumes, gases, flying objects, or burns from heat, acids, caustics, or any hazard of a similar nature, the County shall provide each worker with the necessary personal protection equipment, such as respirators, goggles, gas masks, protective clothing, etc. Provision shall also be made to keep all such equipment in good, sanitary working condition at all times.

4.0 No employee may remove, displace, destroy, or carry away any safety device or safeguard provided for use in any place of County employment. In addition, no employee may interfere with the use of any method or process adopted for the protection of any County employee. Furthermore, no employee may refuse or neglect to follow and obey reasonable orders that are issued for the protection of the health, life, safety, or welfare of employees.

5.0 In addition to the rules and regulations specified above, the following shall also apply:

A. Employees who do not understand or speak the English language shall not be assigned to any duty or place where the lack or partial lack of understanding or speaking of English might adversely affect their safety, other employees, or the public.

B. Where there is a risk of injury from hair entanglement in moving parts of machinery; employees shall cover or confine their hair to eliminate the hazard.

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- C. Loose sleeves, tails, ties, lapels, cuffs, or similar garments which can become entangled in moving machinery shall not be worn where an entanglement hazard exists.
- D. Wrist watches, rings, or other jewelry shall not be worn on the job where they constitute a safety hazard.
- E. No employee shall carry or possess alcohol or drugs on County property or work sites.
- F. No employee shall consume liquor or drugs on County property or work sites.
- G. No intoxicated person shall be allowed to go into or loiter around any operation where workers are employed.

6.0 RECORDS AND REPORTS. Personnel Director shall keep an accurate record of all accidents involving an injury to an employee while on duty, whether or not time is lost from work. Reports shall be filed within 3 days to the Personnel Director. These records shall be available at all reasonable times to the Utah State Industrial Commission or its representatives upon request. Other records will be kept as requested by the Industrial Commission.

7.0 Should any sudden or unusual occurrence or change of conditions occur (such as the appearance of toxic or unusual fumes or gases, major equipment failures, explosions, fires, etc.) that might affect the safety or health of County employees, the supervisor shall notify the Department Head/Elected Official as soon as possible. Such notification must be made whether or not any actual injuries result from the above occurrences or changes of conditions.

8.0 All fatal, potentially fatal, and serious accidents shall be reported immediately to the Personnel Director.