

Accident Prevention Program

(APP)

Madison County Government

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Accident Prevention Plan

Safety Policy

Mission

Madison County Government places a high value on the safety of its employees. Madison County Government is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

Policy Statement

It is the basic safety policy of Madison County that no task is so important that an employee must violate a workplace safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to comply with all workplace safety rules and are encouraged to actively participate in identifying ways to make our workplaces a safer place to work.

Department Heads and Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, observe employees for unsafe practices and take prompt action to eliminate any hazards and/or risky behavior.

To assure the safety in the workplace, Madison County Government will do the following:

- Develop a system for identifying and correcting hazards.
- Plan for foreseeable emergencies.
- Form a Safety Committee

Responsibilities

County Manager

1. Ensure that a countywide safety committee is formed and is carrying out its responsibilities as described in this program.
2. Ensure funds are budgeted for safety equipment, training, and to carry out the safety program.
3. Ensure that a record of injuries and illnesses associated with injury is maintained and posted as described in this program.
4. Set a good example by following established safety rules and attending required training.
5. Report unsafe practices or conditions to the Board of Commissioners.
6. Develop and implement a County Safety Plan that includes Job Hazard Analysis.
7. Ensure a secretary is appointed to the Safety Committee and duties for the secretary are outlined and include tracking hazard trends.

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Department Heads

1. Develop and implement a Departmental Safety Plan under the County Safety Plan and review annually.
2. Ensure that sufficient employee time, and supervisor support is available to carry out the safety program.
3. Ensure the department is represented at Safety Committee meetings at least annually, and more frequently as required by the risk identified.
4. Evaluate direct report staff each year to include assurance of the safety program responsibilities.
5. Set a good example by following departmental safety rules and providing and/or attending safety related trainings.
6. Report unsafe practices or conditions to the County Manager.
7. Ensure monthly inspections are completed.
8. Ensure that incidents are fully investigated and corrective action, if any, is taken to prevent the hazardous conditions or behaviors from happening again.

Supervisor

1. Ensure that each employee you supervise has received an initial orientation *before* beginning work.
2. Ensure that each employee you supervise is competent and receives training on safe operation of equipment or tasks *before* starting work on that equipment or project.
3. Ensure that each employee receives required personal protective equipment (PPE) *before* starting work on a project requiring PPE.
4. Observe the work habits of the employees you supervise. Promptly correct any unsafe behavior.
5. Set a good example for employees by following safety rules and providing and/or attending required training.
6. Investigate all incidents in your area and report your findings to management.
7. Talk to management about changes to work practices or equipment that will improve employee safety.
8. Ensure monthly safety inspections are performed; reviewed and signed off on and ensure inspection forms are submitted to the proper place.

Employee

1. Follow safety rules that are pertinent to each work place as described in this program and practice safe work habits.
2. Report unsafe conditions or actions to your supervisor and safety committee representative promptly.
3. Report all injuries to your supervisor promptly regardless of how serious.
4. Report all near-miss incidents to your supervisor promptly.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your works and example to use safe work practices on the job.
8. Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee's safety.

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Safety Committee

The Safety Committee shall be made up of a broad representation of all county government departments and it is intended that employees, supervisors, and management work together to identify safety issues, review incident reports, develop recommendations for solutions, and evaluate the effectiveness of the safety program. Departments collocated in one building may each elect to send a representative, but at a minimum, a rotation should be established so that all departments are represented at least once annually. Department's whose duties are considered high-risk should have a representative at each Safety Committee meeting. The following identifies the makeup of the Safety Committee:

Safety Committee Membership

- Each department will appoint a designee to the Safety Committee. Departments collocated may develop a rotation to ensure each department is represented. Departments of "one" may join other similar sized departments to be a group represented if the work place duty is not considered high risk.
- Department Heads whose departmental work is considered high risk shall be members of the Safety Committee.
- The County Manager will appoint a Chair, Co-Chair, and Secretary of the Safety Committee.
- The County Manager will ensure the Workers Comp Coordinator for the county is appointed or available regularly to the Safety Committee.

Safety Committee members duties include:

- Regularly attending meetings
- Promote safety in the workplace and encourage safe work practices
- Help assure inspections are completed.
- Report results of inspections during the period prior to each meeting.
- Report departmental safety training/meetings.

Safety Committee Meeting Structure

- The Safety Committee secretary shall prepare the monthly agenda, collecting requests from all members, take and record minutes from each meeting, collect and disseminate monthly inspection reports, develop a tracking tool for inspection reports, and issue reports on inspection compliance.
- Safety Committee meetings shall be held often enough to assure effectiveness of the APP and at a minimum of once each quarter of the calendar year.
- At the final meeting of the calendar year, the meeting calendar (day/frequency/time/place) for the upcoming year will be development and approved.
- The safety committee will establish a standing agent to contain the following items:
 - Review and approval of pervious meeting minutes
 - Reports of injuries from all departments
 - Inspections review and report
 - Review of Work Comp Claims
 - Departmental training reports
 - New business
 - Open floor
 - Annually, a review of the APP

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- Agenda items may be added by contacting the secretary or chair in advance of the meeting or discussed during New Business or Open Floor.

Safety Committee Duties and Responsibilities

- Conduct a Hazard Risk Analysis annually or when a change occurs that elevates the risk
- Create templates and tools to assist departments in creating, reviewing, and implementing department safety plans.
- Annual review of the APP
- Regular review of work comp and/or injury reports
- Investigation of injuries if warranted
- Regular review of issues found during inspection rounds
- Regular review of department training and training materials
- Recommend strategies for improved safety.

Workplace Safety

Every department shall develop and implement a safety plan. The plan shall be created based upon a Job Hazard Analysis and basic workplace disaster preparedness and response activities. The plan shall include safety prevention and promotion activities, employee orientation, and ongoing training. This plan will be updated as needed and reviewed/revised at least annually. All employees will be oriented to the plan and will be notified when changes are made to the plan. Employees shall follow safe work practices at all times and report unsafe conditions to their supervisor.

Employee Orientation to the Safety Plan

When an employee is hired, it is essential they are oriented to the Safety Plan. This shall occur prior to the employee beginning job duties. Additionally, if job duties require specific safety training, it must be documented that the employee is competent in order to perform those identified duties. At a minimum, all employees shall receive training on evacuation and fire safety, OSHA standards as they apply; Safety Data Sheets (SDS) as it applies, and any other general personnel safety training that applies but is not necessarily job duty specific (e.g. chemical safety, blood borne pathogen exposure, etc.)

Employee Safety Meetings

Department Heads shall hold periodic departmental safety meetings or include safety topics in regular staff meetings throughout the year. At minimum departments must share with employees the hazards in the work place and suggested ways to avoid accident and injury annually. Departments whose duties include high-risk activities should incorporate a duties-specific section of the departmental Safety Plan and appoint a Safety Officer. Training that is more frequent may occur, depending upon the hazards in the work place. Employees shall take responsibility for attending safety training, or at a minimum review the training material. The Department Heads and Supervisors will take responsibility for employee training and competence.

Evaluating Employee Competence and Safety

As a part of regular performance appraisal, each employee will be evaluated on safety measures. Those measures will include orientation/training, ongoing training participation, specific competence for high-risk duties, and understanding of disaster preparedness and response activities.

Reporting an Incident

Employees should immediately report any injury or work related illness to their immediate supervisor, regardless of how serious.

The Supervisor will:

- Attend to the employees' injury as appropriate and take action if medical attention is needed.
- Immediately report the incident to the Work Comp Coordinator.
- Complete an "Incident Investigation Report" form.
- Send the "Incident investigation Report" to the workers' compensation coordinator.

The Workers Compensation Coordinator will:

- Complete the NCIC Form 19 using information obtained from the Incident Investigation Report associated with the incident, whether it must be recorded on the OSHA Forms 300, 300A and 301 according to the instructions for that form.
- Ensure Incidents are entered within six days.
- Bring injury reports and investigation information to the Safety Committee for review.
- Post a signed copy of the OSHA Form 300A for the previous year on the Madison County Finance Office bulletin board each February 1 until April 30. A signed copy will be posted at all locations providing county services. All OSHA forms will be kept on file for least 5 years. Any employee can view an OSHA log upon request at any time during the year.

Incident Investigation

The county will follow the rules and regulations of the NC Department of Labor's reporting procedures. County administration will stay current with any changes to those rules and regulations, and adopt reporting practices accordingly.

- Work-related Fatality must be reported to OSH Division within eight hours after the death of an employee as a result of a work-related incident.
- Work-related injury involving in-patient hospitalization on one or more employees, work-related amputation, or any work-related loss of an eye must be reported to the OSH Division within 24 hours of the incident.

Incident Investigation Procedure

Employees are required to report any injury or work related illness to their immediate Supervisor regardless of how serious. The employee must use an "Employee's Report of Injury" form to report all injuries. Employees can obtain a form from their supervisor.

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When a supervisor becomes aware of an employee injury, the supervisor will complete an “Accident Investigation” form and the “Incident Investigation Report” and forward them to the workers’ compensation coordinator. The supervisor will interview the employee and any other persons who have information that may be helpful in the investigation.

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, after appropriate medical attention has been secured, a preliminary investigation will be conducted by the immediate supervisor or the injured person(s), a person designated by management, an employee representative of the safety committee, and any other person whose expertise would help the investigation.

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a near-miss), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred. The Incident Investigation Report for will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to the workers’ compensation coordinator.

Upon initial investigation, the scene of the accident/incident/injury should remain undisturbed until the investigation report about the scene has been concluded. If there is death or serious injury involved, **the scene should not be disturbed except to aid in rescue or make the scene safe.**

In all cases, the supervisor or the investigation team will take written statements from witnesses, photograph the incident scene and equipment involved (as appropriate). The supervisor or team will also document as soon as possible after the incident, the condition of the equipment (if involved) and anything else in the work area that may be relevant. The supervisor or team will make a written Incident Investigation Report of its finding. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. The Incident Investigation Report will be forwarded to the workers compensation coordinator. The workers compensation coordinator reports to the Safety Committee about incidents at the regular scheduled meetings. An Incident Investigation Checklist form can be found in the Accident Prevention Program Guide to help the supervisor carry out his/her responsibilities toward employee injury investigation.

Hazard Prevention and Control

Eliminating Workplace Hazards

Madison County Government is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the OSHA requirements of safety standards where there are specific rules about hazard or potential hazard in our workplace. Whenever possible we will design our facilities and use equipment designed to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible, or are not fully effective, we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection, etc.

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Hazard Communication Program

Madison County Government is committed to reducing the occurrence of workplace illnesses and injuries caused by hazardous chemicals. We will achieve this goal by providing information and training for employees who work with hazardous chemicals.

All employees subject to the OSHA Hazard Communication Standard 29 CFR 1910.1200 must have a written hazard communication program.

The written program must:

1. Describe how the criteria specified in the standard will be met for labels and other forms of warning for material safety data sheets and for employee information and training;
2. Include a list of hazardous chemicals known to be present using the chemical or common name that appear on the appropriate material safety sheet;
3. Identify the methods used to inform employees of the hazards of non-routine tasks and those hazards associated with chemicals in unlabeled pipes in their work areas; and
4. Describe methods used to inform any contractor with employees in the workplace of hazards that may be exposed to and appropriate protective measures.

The written hazard communication program must be made available upon request to employees, designated employee representatives, and authorized representatives of the North Carolina Department of Labor.

Safety Inspection Procedures

Madison County Government practices regular hazard surveillance procedures to identify workplace hazards. We will take prompt action to eliminate any hazards we find. In addition, to reviewing injury records and investigation incidents for their causes, management and the safety committee will regularly check the workplace for hazards as described below:

Monthly Safety Inspection- Each month, by the 5th of the month for the previous month, each department or collocated departments under one roof, will inspect their areas for hazards using the standard safety inspection checklist. During these inspections, they will talk to co-workers about their safety concerns and alert coworkers of unmitigated hazards in the workplace. Committee members will report any hazards or concerns to the whole committee for consideration. Occasionally, committee members may agree to inspect each other's areas. This brings a fresh pair of eyes to look for hazards. Safety Inspection reports will be forwarded to the workers compensation coordinator. A log of safety inspection is kept for review.

Annual Site Survey- Once a year an inspection team made up of members of the safety committee will do a wall-to-wall walk through inspection of the entire worksite. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklist uses during regular monthly safety inspections and as part of the annual review of the effectiveness of our accident prevention program.

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Safety Inspection Form- the Safety Committee provides a Safety Rounds inspection Checklist Form template for all departments to use. Mandatory minimal content is highlighted and should not be edited out. Department should delete/edit/add components that are necessary for their work area. The safety Committee will review inspection checklist forms annually and recommend revisions.

Basic Safety Rules

The following basic safety rules have been established to help make our work environment a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules will result in disciplinary action.

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it your supervisor or safety committee representative. We will find a safer way to do that job.
- Do not remove or disable any safety device. Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been training and are authorized.
- Use your personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto Madison County property.
- Horseplay, running and fighting are prohibited.
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. Safety infractions are subject to applicable disciplinary action up to and including termination. An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death.

Equipment Maintenance

Some departments have machinery and equipment that must be inspected or serviced on a routine basis. A checklist/record to document the maintenance items will be maintained and kept on file for the life of the equipment (refer to Monthly Inspection Form).

Departmental Disaster and Emergency Planning

All Madison County Government departments will have a departmental specific Disaster and Emergency Plan that includes a hazard analysis, employee orientation and training, and outlines according to the analysis, what to do in the following situations (example):

- Fire
- Need for evacuation

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- Need for Shelter-in-Place
- Civil disturbance
- Health emergency
- Security breach

Departmental Disaster and Emergency Plans are reviewed and revised if necessary on an annual basis.