

**Risk
Management &
Safety Manual
For
Monona
County**

ACCIDENTS INVOLVING DEFECTIVE EQUIPMENT

PURPOSE:

To establish procedures for accidents involving potentially defective equipment.

STATEMENT OF POLICY:

When an accident happens where defective equipment is a possibility, the following actions should be taken:


1. Attend to any injuries of employees or others.
2. Turn equipment in question over to employee's supervisor, who shall consult with the Monona County Safety Committee Chairperson.
3. Write a detailed report, within one day, to include all circumstances surrounding the incident and all manufacturing information available concerning the equipment in question. This report should be submitted to the employee's supervisor and a copy should be sent to the Monona County Safety Committee Chairperson.
4. The Monona County Safety Committee Chairperson shall include the accident and the report in the Agenda of the next Monona County Safety Committee meeting where possible corrections will be discussed.


When an employee is injured, procedures should be followed as outlined in the Employee Handbook or Contract agreement regarding ON-THE-JOB INJURY OR ILLNESS.

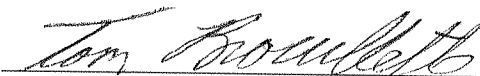
EFFECTIVE DATE: Immediately upon approval by Monona County Board of Supervisors.

APPROVAL: This policy and procedure has been reviewed, and by virtue of their signatures, approved by the Monona County Board of Supervisors:

DATE: 5-31-16


Chairman





DRIVER'S LICENSES

PURPOSE:

To establish a policy for the requirement of a valid Iowa State Driver's License by employees whose jobs routinely involve driving in the performance of their job.

STATEMENT OF POLICY:

Any employee whose work requires that he/she drive County vehicles or their privately owned vehicle in the performance of official duties must hold a valid Iowa State Driver's License.

All new employees who will be assigned work entailing the operating of a County vehicle or their privately owned vehicle in the performance of official duties will be required to allow the County to search their Motor Vehicle Driving Records. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Some Departments may require the employee to hold a Commercial Driver's License (CDL). As part of this requirement, these employees will be required to submit to random drug and alcohol tests.

Department Heads shall make periodic checks of employee's drivers' licenses through visual and formal Driving record review checks. Any employee who does not hold a valid driver's license will not be allowed to operate a County vehicle or their privately owned vehicle in the performance of official duties until such time as he/she obtains a valid license.

Any employee performing work which requires the operation of a County vehicle or their privately owned vehicle in the performance of official duties must notify his/her immediate supervisor in those cases where his/her license is expired, suspended, or revoked and/or the employee has obtained an occupational permit from the Iowa Department of Transportation (IDOT) Driver's License Department. If an employee fails to report such an instance, he/she is subject to disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to his/her supervisor and continues to operate a County vehicle or their privately owned vehicle in the performance of official duties shall be subject to possible termination. Employees operating motor vehicles under an occupational permit will not be allowed to

operate County owned vehicles and maybe subject to termination.

EFFECTIVE DATE: Immediately upon approval by Monona County Board of Supervisors.

APPROVAL: This policy and procedure has been reviewed, and by virtue of their signatures, approved by the Monona County Board of Supervisors:

DATE: 5-31-16

Mike V
Chairman

Brady Hanson

Tom Brouillette

EMPLOYEE ACTIONS AT ACCIDENT SCENES

PURPOSE: To establish policy guidelines for employees traveling in County owned vehicles or privately owned vehicles while the driver thereof is actively engaged in official County business for rendering assistance at accident scenes.


STATEMENT OF POLICY:

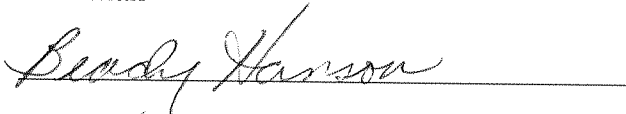
1. It is the responsibility of County employees, while traveling in County vehicles or privately owned vehicles while the driver thereof is actively engaged in official County business to stop at accident scenes and render whatever assistance that is within their capability if it is safe to do so. It is not the intention of this policy to impose strict procedures in governing the actions of employees at accident scenes. It is realized that each employee must use his or her own judgment in determining if assistance is needed and what assistance they are capable of providing.
2. As a minimum, the employee should ensure that police and fire personnel have been notified (if necessary). If injuries have occurred, and the employee is capable and qualified, first aid may be rendered to the victim.
3. The employee should remain at the scene until emergency vehicles arrive and offer assistance to police and fire personnel as needed.
4. The employee should remain polite and helpful in all circumstances and never speculate on cause, effect, or blame involved in the accident.
5. An incident report shall be completed by the employee and submitted to their immediate supervisor within 24 hours describing the details of the accident.

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DATE: 5-31-16


Chairman





EMPLOYEES SAFETY COMMITTEE

PURPOSE:

To evaluate accidents, practices, resources, and issues and to make recommendations, which promote and maintain a safe and healthy working environment for County employees, protect the public's resources, and reduce County exposure to risk and loss.

STATEMENT OF POLICY:

The safety committee should be composed of at least seven employees representing the County. Members of the committee should be chosen from those employees who are safety conscious and have a familiarity with the overall work environment and equipment. Employees from various work areas should be represented.

The Monona County Board of Supervisors will appoint members to the safety committee, including themselves. The County Engineer will be a member at all times. The safety committee will meet once every quarter, agenda will be posted.

There should be a chairperson, vice chairperson and secretary voted on by the committee members. The chairperson should rotate every 3 years.

The safety committee will have the following responsibilities:

1. Review Incident reports from all departments to see if corrective measures need to be implemented.
2. Ensure that annual inspections are conducted in each department's work areas to identify safety hazards and recommend ways to correct hazards.
3. Coordinate the development of safety rules and safe work methods.
4. Coordinate safety training between departments when possible. This may include webinars, speakers, and exhibits.
5. The committee will review all employee online training on a yearly basis.
6. Report the activities of the safety committee by sending a copy of their meeting minutes to all departments for posting where all department employees have an opportunity to review them.
7. The committee will conduct drills/evacuation at least twice per year.
8. There will be a safety newsletter that will be sent to employees with their paychecks once per quarter

The success of any safety program depends on identifying hazards and taking immediate corrective action. All employees are encouraged and required to immediately report any unsafe acts or unsafe conditions.

1. Stop work immediately and secure the location or lockout unsafe equipment.
2. Inform immediate supervisor of the problem.
3. Complete Unsafe Conditions Report.


EFFECTIVE DATE: Immediately upon approval by Monona County Board of Supervisors.

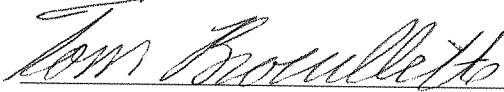
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DATE: 5-31-16



Chairman





FIRST AID – MEDICAL SERVICES

PURPOSE:

To make employees aware of first aid and safety.

STATEMENT OF POLICY:

In the event of an injury or illness that occurs on Monona County property, Monona County officials, department heads or employees may provide first aid in accordance with his or her training. All permanent employees will receive CPR and first aid training.

In the event of a medical emergency take the following actions:

1. Call **911**
2. Make sure site is safe before providing assistance. **DO NOT ATTEMPT RESCUE ALONE**
3. Provide assistance to injured person
4. Notify department head/supervisors

Medical Emergencies include but are not limited to:

- Chest Pain
- Traumatic injuries (head injury or severe cut)
- Loss of consciousness or severe dizziness
- Breathing difficulties
- Any other situation that you feel that the person needs medical treatment immediately

Make sure the scene is safe before you provide care. Provide first aid and/or CPR in accordance with your training.

FIRST AID KITS

At least one first aid kit shall be maintained in all Secondary Roads shops and vehicles, the Law Enforcement Center and vehicles, all courthouse offices and county owned vehicles. First aid kits will be in accordance with requirements of the General Safety and Health Standards. Department heads are designated to ensure the first aid kit(s) are inspected and properly maintained/stocked. Oral medications such as aspirin, antacids, or salt tablets are not to be provided in these kits.

An eye wash station suitable for quick drenching or flushing of eyes shall be provided within the work area for immediate use if employees are exposed to harmful materials.

MEDICAL SERVICES

If injury or illness is an emergency, employee (or supervisor or co-worker) should call 911 immediately (if applicable) or go directly to the nearest emergency room.

In case of workplace injury or illness, the employee is to notify his or her supervisors immediately. Employee then must call the worker's compensation injury hotline, which is **Company Nurse**. A Company Nurse will triage the injury, recommend the medical treatment options and refer the employee to Monona County's designated clinic, if required. If emergency care is received, the employee (if able), or employee's supervisor must call the injury hotline once the situation has stabilized.

During the call to **Company Nurse**, the employee should inform the Company Nurse that Monona County is the employer. The employee should further be prepared to provide information about the employee's department, work location, personal information and details of the accident/injury.


The Monona County Auditor's office shall keep an updated list of designated clinics/physicians and their contact information.

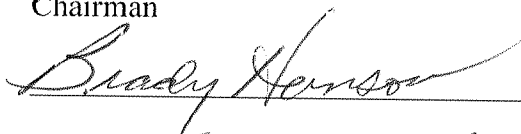
Monona County's designated clinics/physicians function as the workers' compensation authorized treating physicians as provided by law under Chapter 85.39 of the Code of Iowa. Employees with a work-related illness or injury will be required to have their initial evaluation with this clinic/physician. If an employee decides to go to another provider without the referral from the authorized treating clinic/physician, the employee will be responsible for all expenses related to those visits. No workers' compensation benefits may be claimed unless referred by the authorized treating clinic/physician.

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FLAGGING CERTIFICATION

PURPOSE:

To establish policy and procedures for flagging certification.

STATEMENT OF POLICY:

All employees who, as part of their job, may be required to act as flagger must complete an Iowa Department of Transportation approved Flagging course or the equivalent prior to being assigned as a flagger.


Flaggers must wear protective garments while flagging.


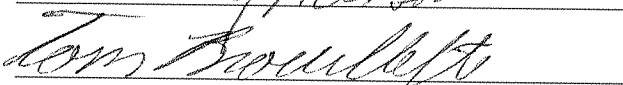
The County will schedule Flagger Training through Iowa State University's Center for Transportation Research and Education (CTRE) on an annual basis.

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MINIMUM QUALIFICATIONS FOR THE OPERATION OF COUNTY OWNED VEHICLES AND PRIVATELY OWNED VEHICLES WHILE CONDUCTING OFFICIAL BUSINESS

PURPOSE:

To insure an acceptable standard of proficiency and safety is met by each employee who operates vehicles while conducting official business.

STATEMENT OF POLICY:

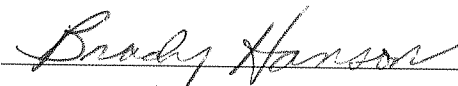
1. Employees are encouraged to use County vehicles instead of their own for official County business whenever possible.
2. Personal vehicles may be used for official County business with the prior approval of the employee's Department Head. Employee's using their personal vehicles will be reimbursed at the prevailing rate established by the County Board of Supervisors after submittal of the appropriate form to the County Auditor's Office.
3. All employees whose duties require the operation of a County owned motor vehicle or who operate a privately owned vehicle while conducting official business as a part of their employment with the County, must possess a valid Iowa State Driver's License and a safe driving record.
4.
 - a. Prior to acceptance for employment with the County in a position that would necessitate the operation of a motor vehicle in the course of performing the assigned duties of that position, an employee's motor vehicle operators record may be requested from the Iowa State Department of Motor Vehicles by the Monona County Sheriff's office. If the review indicates three or more moving violations within three years of the date of review, the employee may be denied authorization to operate a vehicle while representing the County. If the employment is incumbent upon the ability to operate a vehicle, the employee or prospective employee may be denied employment.
 - b. Employees operating County vehicles or privately owned vehicles while conducting official business shall observe all traffic laws, rules and regulations, and the dictates of common sense and good judgment.
 - c. If during the course of employment an employee exhibits a disregard for acceptable safe driving procedures, the responsible Department Head may deny further authorization to operate a vehicle while representing the County.
5. Any employee who operates a privately owned vehicle while conducting official business for the County must maintain automobile liability insurance in accordance with the Iowa State Financial Responsibility Law. Employees who do not maintain minimum liability coverage will not operate privately owned vehicle while conducting official business.

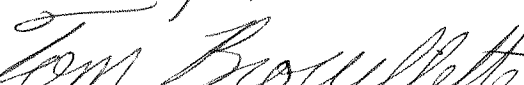
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Chairman





SEATBELT / RESTRAINT

PURPOSE:

Monona County's most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful workplace for all employees by establishing and maintaining an effective safety program.

STATEMENT OF POLICY:

It is the policy of Monona County that all employees operating official vehicles, equipment and personal vehicles on official business and other occupants use seatbelts and shoulder restraints.

Employees operating equipment with a Rollover Protective Structure (ROPS) shall use seatbelts when operating the equipment.

Employees are also prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes but is not limited to pick-up and truck boxes, fenders, steps and bumpers.

Failure to comply with these rules is a violation of Monona County safety policies, which is cause for disciplinary action.


EFFECTIVE DATE: Immediately upon approval by Monona County Board of Supervisors.

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DATE: 5-31-16


Chairman





SAFETY AND ACCIDENT PREVENTION

PURPOSE:

To establish guidelines and lines of responsibility for maintaining a safe and healthy work environment.

STATEMENT OF POLICY:

The County recognizes the need for the development of safe working practices for every employee and desires to promote on-the-job safety by encouraging the proper design and use of buildings, equipment, tools, and other devices.

Administration of the safety program should be the job of the employee's supervisor. They should be constantly on the alert to observe and report unsafe working practices or existing hazardous working conditions with the aim of immediate correction. Each Department Head or supervisor/foreman shall make sure that the employee under his/her supervision is well acquainted with existing safety rules and shall see that the rules are uniformly enforced. Supervisors adhering to all safety rules shall promote safety education of all employees.

It is the responsibility of all employees to cooperate in making the safety program work. Employees must:

1. Be informed of and observe established safe practices.
2. Notify supervisor of any unsafe condition they discover.
3. Use personal protective equipment (PPE) such as steel toed shoes, safety vests, fall protection harness, safety glasses/goggles, and hard hats where required.
4. Not remove guards or other protective devices from machinery and equipment.
5. Not engage in "horseplay".
6. Attend any required training or orientation to increase safety awareness.
7. Not report to work under the influence of alcohol or drugs that alter normal behavior or ability to function safely.
8. Report all job-related injuries or illnesses to their immediate supervisor promptly.
9. Assist supervisor in an investigation of an accident of which they have knowledge; accident investigation is fact finding not fault finding.
10. Refrain from smoking in "no smoking" areas.
11. Refrain from operating, modifying, adjusting or using equipment in an unauthorized manner.

The Employee's Safety Committee meets quarterly to review accidents that have occurred, discuss recommendations for improved safety and formulate safety rules and procedures.

Safety complaint/suggestions should be submitted to the Chairman of the Safety and Health Committee. The committee chairperson will investigate the complaint, consult with the department head to try to resolve the source of the complaint, and submit a report to the Safety Committee. If the complaint is still unresolved the Committee will submit a recommendation to the Monona County Board of Supervisors for resolution.

Should employees be observed not following safety rules/procedures, their Department head/Supervisor will document this and discipline employee at their discretion. Supervisors should make every effort to ensure employees are following safe work practices.

Monona County has developed a progressive disciplinary policy that applies to the safety and health program of this organization and is to be found in the Monona County Employee Handbook. The disciplinary policy is a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment. The disciplinary policy applies to all employees and non-elected department heads of Monona County.

Supervisors may recommend termination of any employee for repeated serious violations of the above circumstances, or for any single violation of safety rules and policies.

The Department Head/Supervisor will maintain records of disciplinary action. The report will state the type of violation and corrective action(s) taken. The employee must read and sign the report acknowledging that they understand the seriousness of the violation.

At the recommendation of the insurance carrier, a copy of the relevant county risk management and safety manual(s) is to be provided to independent contractors who have contracted to work for the county. This section applies to all contractual work over the amount of \$100,000 or as directed by the Monona County Board of Supervisors. Monona County shall not be liable for any actions of any contractors who are contracted to perform work for the county.


If medical care is needed or requested by a citizen or person visiting a County facility, Emergency Services should be called at 911. All incidents should be reported via the Incident Report and filed with the County Auditor's Office as soon as possible. A copy of the Incident Report should be sent to the Safety Committee Chairman.

The County maintains Worker's Compensation Insurance to cover accidents/illnesses incurred by County employees when on duty. Liability insurance is carried to cover accidents to citizens and visitors if there is negligence by staff or the County.

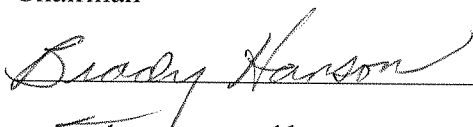
EFFECTIVE DATE: Immediately upon approval by Monona County Board of Supervisors.


APPROVAL: This policy and procedure has been reviewed, and by virtue of their signatures, approved by the Monona County Board of Supervisors:

DATE: 5-31-16



Chairman





Safety Equipment

PURPOSE:

To establish a policy that requires employees to always use personal protective equipment when performing certain hazardous tasks or when in an unsafe environment.

This policy will replace the current policy placed into effect on May 31, 2016.

STATEMENT OF POLICY:

It is the sole responsibility of the employee to have the required personal protection equipment issued to them at the work location at all times.

Hard Hats: All employees must wear appropriate head protection when working at or visiting maintenance and construction work site where there is a possible danger of head injuries. All hard hats must meet or exceed ANSI Z89.1-2004 Type 1 Class E - G requirements. Hard hats are not to be painted or altered in any way and shall be worn as intended by the manufacturer.

Hard hats must be worn:

- A. When there is a clear and present danger of falling or moving objects.
- B. When exposed to falling or flying material.
- C. When exposed to overhead electrical conductors.
- D. Required hard hat areas/activities include, but are not limited to:
 1. Under a Bridge
 2. Working near High Voltage Wires
 3. Tree/Brush Cutting, Trimming and Chipping
 4. In the Proximity of Heavy Equipment (i.e. front-end loaders, excavators, backhoes, bucket trucks, or any other equipment that may lift items or material above the employee's shoulders.)
 5. Post Installation and Removal
 6. Sign Installation and Removal
 7. Pile Driving
 8. Culvert Jobs
 9. Confined Space
 10. Trenching
 11. When on vendor site, supplier or project sites where hard hats are required, employees will wear their hard hats when outside of vehicles.
 12. Flagging – A high-visibility ball cap meeting ANSI Standard 107-2004 may be substituted and must be purchased by the employee.

Employees shall inspect hard hats for cracks and other signs of damage or deterioration and report to their supervisor if a new hard hat is needed.

Supervisors shall ensure defective or faded hard hats are taken out of service and replaced. According to OSHA, hard hat replacement requirements must be considered when hats bear cracks, dents, penetration, or even wear from rough care and treatment. An OSHA hard hat expiration date does not exist, but manufacturer's may set a specific date for expiration. Most replace their hard hats every 5 years and replace the support strap annually. Monona County will follow the manufacturer's recommendation for replacing hard hats. Employees will be responsible for replacement of any hard hat damaged due to negligence.

This section only applies to employees that are required to wear hard hats per their job description.

Steel-toed Shoes: (or toe protectors)

In accordance with County Resolution SR10-10, the County maintains a program to reimburse employees the cost to obtain safety shoes. Employees shall wear safety footwear at all times. Safety shoes shall meet current ASTM and ANSI Standards.

This section only applies to employees that are required to wear steel-toed shoes per their job description.

Safety Harness:

Shall be used when an employee enters any confined space, the bucket truck or large pipes.

This section only applies to employees that are required to wear safety harnesses per their job description.

High Visibility Clothing:

Shall be worn when an employee working in the road right-of-way. Clothing must be rated as Class II during daylight hours or the employee must wear a Class II vest over his non-high visibility clothing.

Class III winter coats are provided to the employees. It is the responsibility of the employees to maintain these coats in clean workable condition. After the coat has exceeded its maximum number of washes the coat should be turned in for a new coat. Employees will be responsible for replacement of any coat damaged due to negligence. These coats will be required during cold weather when working in the road right-of-way.

This section only applies to employees that are required to wear high visibility clothing per their job description.

Safety Catch:

Shall be used anytime an employee has to work under or adjacent to the gate of a raised dump truck bed.

This section only applies to employees that are required to wear a safety catch per their job description.

Safety Glasses:

Shall be worn when performing or in proximity of any activity that may cause or create debris harmful to an employee's vision.

These activities include, but are not limited to, the following:

Grinding, chipping, using air tools, operating chainsaws, working on or under equipment, driving equipment not equipped with a cab, mowing, weed whacking or any other conditions which warrant the supervisor to require safety glasses being worn.

Employees who purchase prescription safety glasses through the County program shall wear their glasses at all times with the provided side shields attached in accordance with County Resolution SR 20-13.

This section only applies to employees that are required to wear safety glasses per their job description.

All possible precautions must be taken by employees to avoid exposure to injury or illness to themselves or others.

Department heads will make sure that employees have the appropriate personal protective equipment for their job duties.

Supervisors shall monitor to the best of their ability to ensure compliance with the provisions of this policy and the State Administrative Code by all members of their crews, division, or department.

Failure to comply with mandatory requirements for wearing safety apparel and/or using safety equipment will result in disciplinary action, including termination for repetitive or gross violations.

Effective Date: Immediately upon approval by Monona County Board of Supervisors.

Approval: This policy and procedure has been reviewed, and by virtue of their signatures, approved by the Monona County Board of Supervisors:

Date: 4/13/2021

Tom Brocchette

Chairman

Bo Fry

Walt Piller

I have read and understand this policy.

Signed: _____

Printed Name: _____

Effective Date: April 13, 2021

SAFETY ORIENTATION, ACCIDENT INVESTIGATION AND REPORTING

PURPOSE:

To provide a system for reporting and following up on accidents and/or injuries.

STATEMENT OF POLICY:

SAFETY ORIENTATION: All County employees are to receive a safety orientation at the beginning of employment. The Safety Orientation Form (Appendix A) is to be completed, signed by the supervisor and employee, and returned to the Auditor's Office for inclusion in the employee's personnel file. The Employee Safety Responsibilities Form (Appendix B) is to be signed by the employee, and returned to the Auditor's Office for inclusion in the employee's personnel file. The Monona County Training and Orientation policy and the Monona County Emergency Action Plan is to be signed by the employee and returned to the Auditor's Office for inclusion in the employee's personnel file.

ACCIDENT REPORTING AND PURPOSE: **ALL ACCIDENTS**, no matter how minor, shall be reported **PROMPTLY** to the immediate supervisor for evaluation/investigation. Since every accident includes a sequence of contributing causes, it is possible to avoid a repeat performance of the first event by recognizing and eliminating these causes. The removal of just a single cause can prevent a recurrence. During the supervisors investigation he/she must determine the possible consequences that could take place if the situation is not corrected and take appropriate action based upon those findings (i.e. investigate, report, correct, etc.).

MEDICAL EMERGENCY PROCEDURE: An ambulance will be called in the case where an employee needs immediate medical attention.

DOCUMENTATION PROCEDURE:

MINOR INJURIES – (requiring doctor/outpatient care):

1. According to the First-Aid-Medical Services policy, after notifying the supervisor of the injury, the employee is to contact the Company Nurse Injury Hotline.
2. After the emergency actions following an accident, the immediate supervisor, in conjunction with any witnesses to the accident, to determine the causes, will conduct an investigation of the accident. The findings of the investigation shall be documented on the County's Incident Review Report form and report to the Department Head.
3. Send a copy of the Incident Review Report form to the Auditor's office.
4. Send a copy to the Safety Committee Chairman.

MAJOR INJURIES – (fatality or hospitalization):

1. The person on site with the employee will call 911, if needed, and then they will notify their supervisor/department head of the incident.
2. According to the First-Aid-Medical Services policy, after notifying the supervisor of the injury, the employee or supervisor if the employee is not able to, is to contact the Company Nurse Injury Hotline.

3. The Department Head will immediately begin an investigation. The investigation team will comprise of the Department Head, the immediate supervisor of the injured employee and the Safety Committee Chairman.
4. In the case of a fatality or hospitalization of an employee(s), the supervisor will report the accident to the Iowa Occupational Safety and Health Administration (IOSHA) office by the online reporting system, www.osha.gov/report_online, or by calling 1-877-242-6742, within 24 hours after the occurrence of the accident. By reporting online, there will be a date stamp of when reported and documentation of what was reported. The report shall relate the circumstances, the number of fatalities, and the extent of injuries.

NEAR MISSES – (likelihood of personal injury or property damage):

To the greatest extent possible, the Safety Committee shall investigate all “near-miss” accidents.

EFFECTIVE DATE: Immediately upon approval by the Monona County Board of Supervisors.

APPROVAL: This policy and procedure has been reviewed, and by virtue of their signatures, approved by the Monona County Board of Supervisors:

DATE: March 23, 2021

Tom Brouillette
Chairman
B. J.
Unit Pilleri

I have read and understand this policy.

Signed: _____

Printed Name: _____

APPENDIX "A"
COUNTY OF MONONA
SAFETY ORIENTATION FORM

EMPLOYEE NAME: _____

POSITION: _____

DATE HIRED: _____

Check One: New Employee ____ Transfer ____ Rehire ____ Part-time

Check Completed Items:

____ Purpose of Orientation

____ Reporting accidents to supervisor immediately – proper forms that need to be completed

____ Tour of Courthouse, Law Enforcement building, Secondary Roads buildings & equipment as necessary

____ Potential hazards on the job

- a. What are the hazards of your position
- b. How to use equipment safely
- c. Care and use of personal protective equipment (PPE)

____ County Buildings

- a. Exit locations and evacuation routes
- b. Use and location of fire extinguisher
- c. Specific procedures (medical, chemical, fire, etc.)
- d. Department/Courthouse evacuation plans
- e. Function of Safety Committee
- f. Risk Management Policies
- g. No smoking policy

____ Vehicle safety – Proof of Insurance requirements

We have discussed the items checked above. I will consciously try to perform assigned duties safely.

Department / Elected Official

Date

Employee Signature

Date

APPENDIX “B”
COUNTY OF MONONA
EMPLOYEE SAFETY RESPONSIBILITIES

As an employee of Monona County, I am responsible to:

1. Observe all County safety and health rules and apply the principles of accident prevention in my day-to day duties.
2. Report any job-related injury, illness, or property damage to my immediate supervisor and seek treatment promptly.
3. Report hazardous conditions (unsafe equipment, floors, materials, and environment) and unsafe acts to my immediate supervisor or safety committee representative promptly.
4. Observe all hazard warning and no smoking signs.
5. Keep aisles, walkways and working areas clear of slipping/tripping hazards.
6. Know the location of fire/safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguisher, fire alarms, first aid kits, exit doors, and stairways clear of obstacles.
8. Understand the Monona County and department evacuation plan.
9. Complete the training requirements according to the Monona County training policy.
10. Not report to work under the influence of alcoholic beverages or drugs or to consume them while on County premises.
11. Refrain from fighting, horseplay, or distracting my fellow workers.
12. Remain in my own work area unless I am authorized otherwise.
13. Observe safe operating procedures for all equipment I am authorized to operate.
14. Follow proper lifting procedures at all times.
15. Ride as a passenger on a vehicle only if it is equipped with a rider’s seat.
16. Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment.
17. Not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
18. Actively support and participate in the County’s efforts to provide a safety and health program.

DISTRIBUTED TO: _____

Employee (Printed name)

_____ Date

LADDER SAFETY POLICY

PURPOSE:

To provide proper procedures and guidelines to employees of Monona County for safe use and storage of a ladder.

STATEMENT OF POLICY:

Monona County is committed to ensuring a safe work environment for all employees. To this end, Monona County has developed procedures and included precautions to be followed when using a ladder and for storage of a ladder. All employees whose duties required them to use a ladder are required to follow the responsibilities, procedures and precautions noted below to reduce or eliminate hazards and to ensure safe work practices related to the use of ladders. The type and height of a ladder is to be determined by the needs of each work location and the ladder must be UL (Underwriter's Laboratory) approved. Non-compliance with this Policy and Procedure is subject to discipline.

RESPONSIBILITY:

The employer's responsibility is to develop safe use and storage procedures for ladders, ensure that all employees are trained in use and ensure that supplied ladders are in good condition, regularly inspected and replaced where required. To reduce the risk of incident or injury all new employees will be given the ladder safety policy and sign off that they received a copy of the policy.

Supervisors are responsible to ensure that employees are trained in proper use prior to using a ladder, to include the weight capacity of the ladder. Supervisors must also ensure that ladders are maintained in good condition, inspected regularly and properly stored.

Employees are responsible for using ladders in the manner in which they were trained, inspecting a ladder prior to use and to report any damage or defect to a ladder to their supervisor.

NEVER USE A DEFECTIVE OR DAMAGED LADDER

Definitions:

- Fixed Ladder – means a ladder that is permanently attached to the side of a structure or vehicle.
- Portable Ladder – means any ladder that is transportable by any means, not just physically carry.
- Rungs or Steps – means any horizontal section within a ladder used to climb the ladder.
- Step Ladder – means a short folding ladder with flat steps and a small platform.
- Duty Rating – meant the working load of the ladder.

Inspection and Maintenance:

- Examine every ladder prior to use for:
 - Splinters, bends, cracks, or any missing or damaged rivets.
 - Rungs or steps are in good shape.
 - Bracing members (stepladder) are in place, and are in good shape and lock into position.
 - All labels are in place and are readable. If they are not, the ladder should not be in use.
 - **DO NOT** paint ladders.

- If the ladder is questionable during inspection, the ladder should not be used, tag it “out of service”, and have a competent person decide if the ladder should be repaired or discarded.
- Do not use ladders as barricades, ramps and scaffold runs.
- Ladders should be stored secured to a wall to prevent tipping. Dropping a ladder can damage the fiberglass rails on the ladder and loosen the rivets or rungs. If it is an aluminum ladder, it could bend and crease the ladder.

Fixed Ladder Inspection and Maintenance

- Examine every ladder prior to use for:
 - Rusting through on welds, look at the rungs on the ladder and attachment points, and anchorage points.
 - Separating welds, or missing welds.
 - Rusting through on the rails.
 - Damage to the ladder.
 - Missing or defective fall protection.
 - Fall protection that is defective. Safety line missing (if put in prior to November 2016), cage broke or missing, safety pit defective, and defective or damaged anchorage points.

Proper Use:

It is the responsibility of the user of the ladder, either a portable ladder or a fixed ladder to properly use them. Make sure, if it is a portable ladder, that it will not fall, either slide out from under the user, or collapse while in use. DO not put the ladder on a box or a shelf then climb on the ladder. Proper set up is key to safe use of the ladder. Do not leave ladders that are set up unattended.

For fixed ladders, proper inspection is key. Make sure there is not any items in your hands as you are climbing the ladder, either portable or fixed.

Select the right ladder for the job and use it as it was designed to be used, do not overload a ladder. Ladders must be tall enough to perform the necessary work. Stepladders should not be used as a straight ladder. Proper shoes should be worn when using the ladder, making sure they are not wet or slippery. Before use, inspect the job site for overhead wires and obstructions.

EFFECTIVE DATE: Immediately upon approval by Monona County Board of Supervisors.

APPROVAL: This policy and procedure has been reviewed, and by virtue of their signatures, approved by the Monona County Board of Supervisors:

DATE: 11-9-2021

Tom Baruffello
Chairman

Bo Fry
U. Pillip

Effective Date – November 9, 2021

As an employee of Monona County, I have received a copy of the Risk Management Policies and I hereby acknowledge that MY responsibilities were explained to me and I have signed the Employee Safety Responsibilities form.

Employee Signature

Date

Refusal to Call 911 for a Head Injury

In the event you have sustained a head injury while visiting any facility, vehicle, or grounds belonging the Monona County government, it is imperative that 911 be called for you. A head injury has the potential to become a medical emergency, even hours after your initial injury. If you or your responsible person, refuse to let Monona County call 911 for your head injury, you are asked to sign this release, indicating your refusal for immediate medical care.

I, _____, have been instructed

by _____ (a member of the Monona

County employees), that I have had a head injury. I do not want 911 to be called on my behalf.

By signing this, I am refusing immediate medical care that I could have received from a hospital emergency room.

Injured Party	
Date	Time

Guardian, parent, medical power of attorney, or Person I designate to sign on my behalf

Date: _____ Time: _____

Witness	
Date	Time

