

DOCUMENT NUMBER: 201

SUBJECT: COUNTY SAFETY POLICY ALL EMPLOYEES

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I. SAFETY RESPONSIBILITIES – ALL EMPLOYEES

As an employee of Riverside County, you must, to a large extent, take responsibility for the safety of yourself, co-workers and clients in the workplace. So far as possible, the County will provide a safe and healthy work environment and it's up to you, the individual employee, to use safe work practices and to be alert for safety hazards. **Make safety a priority in the work environment.**

A. Communication and Training

Communication is critical to ensuring the safety of all employees. If you have questions or are unsure if something is safe, ask your supervisor immediately.

1. Know and understand all safety aspects of your job, and request additional orientation or training when you are not absolutely sure how to do a task safely.
2. Know how to adjust tools and equipment to fit you properly.
3. If you observe fellow employees working in what you know to be an unsafe manner, remind them to work safely. Complete County Hazard Report Form No. 401, detailing unsafe condition or practice, or as may be warranted, notify employee's immediate supervisor.
4. Attend safety training sessions offered by the County Safety Office
5. Report all injuries (even those requiring only on-the-site first aid) to your supervisor immediately.
6. Report accidents and near misses as soon as possible.
7. If you feel that some aspect of your job may be causing a physical problem or producing pain or discomfort, report it immediately to your supervisor.
8. If you are trained in First Aid, CPR or any other training that requires Recertification, keep your training current.
9. If you suspect you may not be strong enough to do a job safely, don't be too proud to ask for help.

B. The Work Environment

1. Always maintain a clean and orderly work area.
2. Keep aisles and exits clear and fire extinguishers and alarms unobstructed at all times.
3. Know and follow any special restrictions regarding smoking, eating, drugs, alcohol, etc.
4. Check to be sure tools and equipment are in good condition, and report any that are not.

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B. The Work Environment – continued

5. Chairs, keyboards, hand tools, and other equipment should fit you, be comfortable and be sure they are adjusted properly. If they are not, ask your supervisor.
6. Follow safe work practices.
7. Report safety hazards to your supervisor immediately. Use formal reporting procedures if needed, i.e., Hazard Report Form 401.
8. Get the right tool for the job.

C. Personal Protection

1. Wear personal protection when and where needed. When in doubt, wear it.
2. When you use protective devices, check to be sure they fit you and are in good condition.
3. Maintain protective devices as necessary and required (change filter cartridges, etc.).

D. Hazardous Materials

1. Review and understand the written Hazard Communication Program at your work site.
2. Review and understand the Safety Data Sheets (SDS) for the chemical products you use.
3. Know where the Safety Data Sheets are kept.
4. You should know how to correctly use, handle, store and dispose of every type of chemical product you use. You should also know what to do in the event of a toxic spill or chemical emergency. If you are not sure, ask your supervisor.
5. Before using a hazardous chemical product, check to be sure containment devices (spill absorbers, etc.) are on hand.
6. Report any spills or leaks to your supervisor immediately. If necessary, call the fire department.

E. Inspections

1. Watch for safety hazards.
2. If specific inspection checklists are needed, work with your co-workers and supervisor to develop them. Call your Departmental Safety Representative or County Safety Office, if you need ideas.
3. Make regular inspections and inventories of the tools and equipment you use.
4. Advise supervisors when equipment is in need of repair.
5. Refer any Cal/OSHA or other outside inspector to your supervisor and Department Safety Representative and the County Safety Office.

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F. Laws and Policies

1. Understand safety laws and policies for the type(s) of work you do (such as laws governing the use of chemicals). If in doubt, ask your supervisor.
2. As with all County standards, rules and regulations, safety directives must be followed. Failure to comply with established safety standards, rules and regulations might result in disciplinary actions being taken, up to and including, termination of employment.
3. Follow any prescribed work procedures, special safety procedures and precautions (such as confined space procedures) that may pertain to the work you do.

G. Emergency Preparedness

1. Know the locations of emergency exits, fire extinguishers and alarms.
2. Know your Emergency Response Team members.
3. Be aware of special emergency procedures (such as earthquake procedures) that apply to your work site.
4. Keep heavy or fragile objects off of high shelves. Give special attention to tall or fragile objects.
5. Keep personal emergency supplies (walking shoes, water, a snack) in your desk or car.
6. Keep your emergency contact information updated with the Human Resources Department as well as your assigned division.

H. Records

1. If your work involves hazardous materials, you should be given a form to sign, acknowledging that you have read and understand the Safety Data Sheets (SDS) for those materials.
2. When you are given safety training, you should receive a form to sign, acknowledging the training.
3. If you are injured or involved in an accident, notify your supervisor immediately, and make sure you complete and sign the required forms.
4. If necessary, document that you have told your supervisor about a safety hazard (use Safety Hazard Report Form No. 401).