

DOCUMENT NUMBER: 203

SUBJECT: DATE ISSUED: COUNTY SAFETY POLICY (SENIOR MANAGEMENT)  
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**I. SAFETY RESPONSIBILITIES – DEPARTMENT/AGENCY/DISTRICT HEADS**

Department/Agency/District Heads are responsible for providing safe and healthy workplaces in their organizations. Although they may appoint others to manage specific aspects of safety, they bear ultimate responsibility for safety in their organizations.

The safety actions of the Department/Agency/District Head demonstrate how workplace safety is implemented in the department. Therefore, as a Department/Agency/District Head, leadership by examples is extremely important.

A. Communication and Training

1. Make sure your Departmental Safety Representatives have adequate training.
2. Implement safety training program for supervisory employees and ensure that such is provided for all employees in the department.
3. Ensure that supervisory personnel are enforcing and modeling the County Safety Policy and Responsibilities.
4. Communicate and model County Safety Policy and Responsibility.

B. Administration and Coordination

1. Pursuant to County policy and minimum standards presented in this manual, develop, maintain and full support an effective safety and loss prevention program within the Department.
2. Appoint a responsible person(s) to act as the Departmental Safety Representative. Person(s) appointed should be capable of implementing and administering the department's safety program. It is recommended that at least one (1) Safety Representative be appointed for every 200 employees within a department.
3. Ensure that Departmental Safety Representatives are given the administrative support to carry out the functions assigned to them.
4. Provide the initiative and motivation to ensure that supervisory personnel, safety representative/officers, etc., in your department start and maintain safety-related activities.
5. Ensure that Safety Representatives have time in their work schedules to address the safety needs of the department.
6. Provide strong support for your Safety Representative and easy access to you to discuss items requiring your attention.

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- B. Administration and Coordination - continued
  - 7. Obtain adequate funding for departmental safety activities, including the elimination or mitigation of safety hazards.
  - 8. Follow through, as needed, with disciplinary action for failure to follow safety rules.
  
- C. The Work Environment
  - 1. Assume ultimate responsibility for maintaining safe working conditions and practices at your department's work sites.
  - 2. Ensure that unsafe working conditions are corrected immediately (or, if not critical, and very expensive to correct, as soon as the budget process allows).
  - 3. Review accident loss reports and investigation reports, and make sure follow-up to investigations are done.
  - 4. Work with your Safety Representatives to ensure that safety rules, issues and concerns are effectively communicated and acted upon in a timely manner (through written information, discussion and/or the establishment of departmental safety committees).
  
- D. Personal Protection
  - 1. Communicate the importance of wearing protective equipment and clothing.
  - 2. Make sure that supervisory personnel follow through with supplying protective devices, and enforcing their use.
  - 2. When visiting areas that require protective devices, make sure you wear yours.
  
- E. Hazardous Materials
  - 1. Keep informed of new programs and major requirements for hazardous materials.
  - 2. Keep informed of hazardous material incidents and spills in your department/agency or district.
  - 3. Keep informed of hazardous material programs and activities in your department.
  - 4. Ensure that Safety Data Sheets are acquired for all hazardous materials maintained or used by the department; establish and maintain SDS file(s) which are accessible to all employees.
  
- F. Inspections
  - 1. Work with your Safety Representatives to make sure that inspection programs are active and effective. Ensure that inspection schedules are adhered to. Some sites may require daily walk-through inspections. Refer to Document 402.
  - 2. Know and understand what to look for when inspection work sites and evaluating safety programs. Refer to Document 1002 for sample checklist.

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F. Inspections - continued

3. Periodically, conduct a walk-thru and survey work areas. Give prompt recognition to those who perform well and counsel or take other necessary actions against those who don't.
4. Periodically, survey work operations and safety performance of contractors hired by the department or conducting work within facilities occupied by the department.
5. Follow up to correct problems found during inspections.
6. Ensure that Safety Data Sheets are acquired for all hazardous material maintained or used; establish and maintain SDS file(s) which are accessible to all employees.

G. Regulatory Agency Inspections

1. Regulatory agency inspections are allowed without requiring a warrant. Inspections usually fall into three categories:
  - a. Complaint;
  - b. Compliance; or
  - c. Fatality/accident resulting in severe injury or environmental impairment.
2. When a safety regulatory agency (OSHA, EPA, Fire Marshal, etc.), makes contact with you by letter, telephone or visit, the following actions must be adhered to:
  - a. Notify safety coordinator assigned to your department and/or safety office.
  - b. An opening conference is required to agree on the scope of the visit.
  - c. A closing conference is required to review the findings.
3. Responsibilities
  - a. Departments/Agencies/Districts
    - 1) Upon notice of impending inspection, immediately notify the County Safety Office at (951) 955-3520. Request the participation of Safety personnel in the inspection if necessary.
    - 2) Appoint a responsible member of management to represent the department and accompany the inspector(s).
    - 3) Request to see identification/credentials of the regulatory agency inspector.
    - 4) Inquire as to the reasons for the inspection and its scope.

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- 5) Accompany the inspector, take notes, and when possible, take photos of possible citable items.

G. Regulatory Agency Inspections - continued

- 6) Hold a closing conference with the inspector to discuss findings.
- 7) If a citation is issued, ensure that appropriate and timely corrective action is taken to abate the safety violation cited by the required abatement date. This will be accomplished with the assistance of the County Safety Office, (951) 955-3520.
- 8) The Safety Office will assist in the completion of abatement forms (160 and/or 161) provided by Cal/OSHA by the required abatement date or request an extension of abatement. A copy of all completed forms will be provided to the County Safety Office upon completion.
- 9) Contesting of Citations – As soon as possible, contact the County Safety Office for coordination and assistance.

b. County Safety Office

- 1) Accompany inspector when timely notification and access to the site permits.
- 2) Provide guidance by telephone to department/agency/district representatives when notification is timely, but travel to the location is not possible.
- 3) Visit the location and contact the department head, supervisor and/or individual who accompanied the inspector.
- 4) Ensure citation is posted, if received and required, at the specified location and for the requested time period.
- 5) Tract and monitor abatement and response to citations to assure timely corrective action and formal response (completion and submittal of abatement form) to regulatory agency. Assist department/agency/district in procuring extensions to abatement date as may be warranted.
- 6) Notify the regulatory agency within their established time period after receipt of findings/citations and advise them of the department's intent to contest the findings and/or citation, if appropriate. Coordinate through County Counsel if applicable.
- 7) Notify Senior County Management if appropriate.

c. County Counsel

Analyze legal issues and provide advice as needed for critical citations and serious violations. Determine to accept or contest the citation. Provide for defense or appeal of the citation as appropriate.

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H. Laws and Policies

1. Work with your Safety Representatives and your supervisors to make sure that your department is in compliance with safety laws and regulations.
2. Review the safety performance of supervisory personnel as well as others. Pursuant to disciplinary procedures provided for in County Ordinance Number 440, and various Memorandums of Understanding governing the relations between the County and its employees, ensure that disciplinary actions are enforced against employees on all levels who do not conform to established safety policies, procedures and regulations. Give prompt recognition to those who perform and counsel those who do not.

I. Emergency Preparedness

If the size or complexity of your department warrants it, appoint an Emergency Response Team Coordinator to make sure that Emergency Response Teams are kept trained and active. For further assistance with Emergency Preparedness, contact the County Emergency Management Department at (951) 955-4700.

J. Records

1. Make sure supervisory personnel are maintaining safety records.
2. Support efforts to streamline simplify the recordkeeping process.