

DOCUMENT NUMBER: 204

SUBJECT: DATE ISSUED: COUNTY SAFETY POLICY (COUNTY SAFETY DIVISION)

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**I. SAFETY RESPONSIBILITIES - COUNTY SAFETY DIVISION**

The Safety Division Manager is the county's central safety leader. The Safety Division Manager's primary responsibilities are to motivate others to have successful safety programs and to work with department/agency/district heads, supervisory personnel, safety representatives, and employees throughout the County to build a strong safety team. Such a leader develops centralization where it is needed (such as a central contact point for Cal/OSHA inspectors), uniformity where it is needed (such as accident and training records) and diversity where it is needed (such as unique operations).

The Safety Division Manager is responsible for establishing county-wide minimum safety standards and assisting departments to achieve compliance with regulatory requirements and safe work practices. The County Safety Division Manager and Staff work under the direction of the Assistant Director of Human Resources and have county-wide responsibility for workplace safety. They are a resource, providing information, coordination, compliance monitoring, and support for those who have direct line authority for safety.

The scope of the County Safety Staff's activities includes all county operations, and facilities, owned or leased. The Safety Division Manager maintains the functional responsibility of ensuring that safe work practices and safe work sites are maintained throughout the County. He or she is responsible for and has authority to stop hazardous job activities when prescribed safety precautions are not enforced.

**A. Communication and Training**

1. Keep the department/agency/district heads and supervisory personnel informed of key safety issues, and recommended solutions.
2. Coordinate safety training with Department/Agency/District Safety Representatives and develop programs to meet the unique safety training requirements of their organizations.
3. Assist in the development of organization specific safety orientations for new employees and transfers.
4. Assist organizations in the development of job-specific safety training programs as needed or required by law.
5. Work with supervisory personnel to ensure that all safety training programs are functioning as intended.

**B. Administration and Coordination**

1. Develop and maintain a county-wide standard safety program. Assist in the development of organizational safety programs and procedures. Act as the administrator and serve as the Secretary of the county-wide Safety Committee.

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B. Administration and Coordination - continued

2. Manage (or work closely with those who do manage) various safety-related plans and programs, such as hazardous materials management, health improvement, workers' compensation, and emergency response.
3. Act as liaison with internal and external safety committees.
4. Be familiar with the operation of all Departments/Agencies/Districts.
5. Develop a list of supervisory personnel, and safety representatives responsible for the Department/Agency/District's safety program.
6. Advise others immediately of hazards and, if warranted, work with supervisory personnel to stop work and restore safety before work can resume.
7. Assist department/agency/district heads and supervisory personnel in taking whatever steps are necessary to provide and maintain a safe working environment.
8. Follow up to correct problems brought to your attention.
9. Provide general direction and support to organizational safety representatives, and safety committees.
10. Develop, maintain, and issue safety statistics of (injury/illness case rates, loss trends, including frequency and severity, and accident costs) to organizations.
11. Assist County organizations in developing and administering safety award programs.

C. The Work Environment

1. Advise others immediately of hazards and, if warranted, work with supervisory personnel to stop work and restore safety before work can resume.
2. Keep informed of day-to-day developments, which may affect the safety of working conditions.
3. Review plans and specifications for new facilities, vehicles, and specially designed equipment.
4. Review all accident reports. Provide and promote quality accident investigations. Advise on how the problem uncovered in investigations can be solved.

D. Personal Protection

1. Make sure personal protection needs unique to the department/agency/district are being addressed.
2. Develop and implement personal protection equipment-training programs (such as respirator fit programs, Hearing Conservation, etc.) as necessary.

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D Personal Protection - continued

3. Set an example in the use of personal protection.
4. Provide information on protective devices as needed.

E. Hazardous -Materials

1. Work with management/supervisory personnel to eliminate as many hazardous materials as possible.
2. Develop and maintain a county-wide hazard communication program; help departments/agencies/districts develop and implement a program specific to their operations.
3. Develop programs or contract with technical experts to measure and analyze hazardous material exposure levels; develop or assist with programs for proper management of hazardous materials (use, handling, storage, disposal, etc.).
4. Coordinate with departments/agencies/districts that manage hazardous materials to make sure they are implementing hazardous materials programs and procedures.
5. Work with hazardous materials regulators inside and outside the county organization.
6. Ensure that Safety Data Sheets (SDS) are obtained and kept for all hazardous materials maintained or used by organizations and that SDS are accessible within the organization for review by employees.

F. Inspections

1. Ensure all departments/agencies/districts are performing and documenting monthly self-safety inspections and maintaining a file for at least 3 years.
2. Work with safety representatives and committees to develop baseline inspection checklists and subsequent inspection programs.
3. Ensure that regular safety inspections are performed for all work sites.
4. Know and understand what to look for when inspecting work sites and evaluating safety programs.
5. Conduct scheduled and periodic safety inspections of county facilities and operations.
6. Establish and maintain a system for periodic monitoring of safety performance and work operations of contractors (construction, hazardous material remedial operations, painting, etc.).

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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. An opening conference is required to agree on the scope of the visit.
  - b. A closing conference is required to review the findings.
3. County Safety Office Responsibilities
  - a. Accompany inspector when timely notification and access to the site permits.
  - b. Provide guidance by telephone to department/agency/district representatives when notification is timely, but travel to the location is not possible.
  - c. Visit the location and contact the organization head, supervisor and/or individual who accompanied the inspector.
  - d. Ensure citation is posted, if received and required, at the specified location and for the requested time period.
  - e. Track 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.
  - f. Notify the regulatory agency within their established time period after receipt of findings/citations and advise them of the organization's intent to contest the findings and/or citation, if appropriate. Coordinate through County Counsel if applicable.
  - g. Notify Senior County Management if appropriate.

H. Laws and Policies

1. Provide and enforce adequate safety procedures, rules, and standards throughout the County.

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H. Laws and Policies - continued

2. Enforce safety regulations unique to the individual department/agency/district operations.
3. Implement and enforce the guidelines established by federal regulations.
4. Stop hazardous job activities when prescribed safety precautions are not enforced.
5. Act as liaison with safety and environmental regulatory agencies.
6. Know and stay abreast of applicable Cal/OSHA regulations (including documentation and reporting requirements).
7. Keep abreast of new safety regulations and regulatory trends. Track and distribute new safety regulations applicable to County operations.
8. Track and make recommendations regarding pending safety legislation.

I. Emergency Preparedness

1. Coordinate and assist County Office of Emergency Services and other departments/agencies/districts responsible for developing and managing emergency preparedness and response programs within the County; assist with plan development, evaluations, procedures, training and drills.
2. Coordinate with and assist safety representatives and supervisory personnel to ensure organizational or facility Emergency Response Teams are established, trained and functional, as applicable to organizational operations.
3. Coordinate with and assist safety representatives and supervisory personnel to make sure that special organizational operations or facility emergency plans are developed, workable and current.

J. Records

1. Develop and monitor safety forms and information flow, and make improvements to eliminate duplication and improve efficiency.
2. Ensure that safety and accident statistics are accurately kept and clearly compiled, and distributed as appropriate.
3. Make sure all accident reports are sent to the County Safety Office.

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J. Records - continued

4. Ensure that the following records are maintained:
  - a. Work site safety inspections
  - b. Training attendance and content
  - c. Meetings – safety, tailgate & toolbox and appropriate documentation.
  - d. Hazardous conditions reports
  - e. CAL/OSHA and other regulatory agency inspections and citations
  - f. Accidents and near misses
  - g. Safety related information for organizational and individual safety performance evaluations.
  - h. Safety statistics (frequency of incidents, severity of incidents, and Lost Workday Case Rate, etc.)
  - i. Safety committee meeting minutes and attendance records
5. Develop and maintain a record keeping system for CAL/OSHA Form 300 (Log of Work-Related Injuries and Illnesses) for all departments, agencies, and districts.
6. Maintain master list and copies of all Safety Data Sheets for hazardous materials Countywide.