

DOCUMENT NUMBER: 205

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

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I. SAFETY RESPONSIBILITIES - DEPARTMENTAL SAFETY REPRESENTATIVES

Each department/agency/district is responsible for appointing a Departmental Safety Representative. Safety Representatives serve as coordinators responsible for the implementation of workplace safety programs, communication and the disbursement of information within their department or agency. They assist department/agency heads in ensuring that the department/agency complies with safety laws and regulations, and work with employees and supervisory personnel to resolve safety problems.

It is recommended that at least one (1) safety representative be appointed for every two-hundred (200) employees in a department/agency/district.

A. Communication and Training

1. Keep the department/agency/district head and supervisory personnel informed of key safety issues and recommend solutions.
2. Coordinate with department/agency/district head to ensure that all employees and supervisory personnel are given adequate safety training.
3. Coordinate with supervisory personnel to ensure that a system is in place to make the following training available to every employee (as applicable to law or job function):
 - a. Employee Right to Know - Hazard Communication
 - b. New/transferred employee orientation
 - c. Hazardous materials management
 - d. Repetitive Motion Injury Prevention
 - e. Driver awareness training
 - f. Supervisor/Employee workplace violence
 - h. Supervisor Safety Orientation
4. Coordinate specialized safety training as needed.
5. Ensure that supervisory personnel know of all safety training resources available.
6. To the greatest extent possible, coordinate training programs and materials with the County Safety Office to ensure consistency County-wide.

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A. Communication and Training - continued

7. Coordinate with supervisory personnel to ensure that all employees, and especially new employees, are informed of workplace hazards and safety policies and procedures. Coordinate with supervisory personnel the communication of safety information and distribution of safety materials within the department.
8. Assist supervisory personnel to ensure that a safety orientation program is developed and implemented for new employees and transfers for all divisions within the department/agency/district.
9. Ensure that supervisory personnel of “blue collar” field or shop type operations understand that “tailgate” or “toolbox” safety meetings are to be conducted at least every 10 working days.
10. Help supervisory personnel cultivate an environment where employees feel encouraged to bring forward safety concerns without fear of reprisal, and make sure there is follow-up on those concerns.
11. Coordinate with supervisory personnel to ensure that the safety needs of non-English speaking employees and clients, disabled individuals and those with poor reading skills are addressed.
12. Actively participate in and attend training sessions developed for departmental safety representatives.
13. Ensure that safety meetings are held, or that safety is on the agenda of a staff meeting, at least once a month. Maintain safety subject material and sign in sheet.

B. Administration and Coordination

1. Be familiar with the operations of the department/agency/district.
2. Develop a list of work sites and supervisory personnel.
3. Assist supervisory personnel in taking whatever steps are necessary to provide and maintain a safe working environment.
4. If the department/agency/district has a safety committee, chair the committee. Make sure that it is properly organized and staffed with bargaining unit and management representatives, as well as other employees. Ensure that safety committee meetings are scheduled and held at least once per quarter, and that meeting minutes are taken and attendance documented. Ensure that meeting minutes are maintained and available for review within the same calendar year.
5. If other safety committees are established by divisions or units within the department/agency/district, ensure that minutes and attendance records are sent to you. Forward meeting minutes and attendance records to the County Safety Office.
6. Make sure copies of all accident reports are sent to you.

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B. Administration and Coordination – continued

7. Review accident reports, and help supervisory personnel follow up on safety needs that become known as a result of the accident
8. Create channels for communication with others who have responsibility for safety in your department/agency/district; department/agency head, supervisory personnel, County Safety Office and safety committees.
9. Periodically survey department operations to ensure that safety programs are implemented and maintained as needed.
10. Work with County Safety Office and department/agency/district staff to use loss data to target areas for safety improvements and to set annual safety goals.

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. Help supervisory personnel eliminate hazards identified in Safety Hazard Report Forms.
3. Keep informed of day-to-day developments which may affect the safety of working conditions.
4. Know and understand the county's safety goals, especially as they pertain to the county's organizational culture, where a high value is placed on employees.
5. Know what to look for in a work environment that might indicate the need for one or more of the following programs:
 - a. Pre-employment or placement screening
 - b. Hearing conservation
 - c. Confined space entry
 - d. Lock-out and tag-out
 - e. Medical surveillance
 - f. Regular air or water sampling
 - g. Respiratory protection/fit testing
 - h. Foot protection
 - i. Forklift training
 - j. Personal Protection Equipment

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D. Personal Protection

1. Set an example in the use of personal protection.
2. Obtain and provide information on protective devices as needed.

E. Hazardous Materials

1. Coordinate with supervisory personnel to ensure the enforcement of correct use, handling, labeling, storage, and disposal of hazardous materials.
2. Coordinate with supervisory personnel to ensure that chemical emergency response procedures are in place and are well known.
3. Know all the agencies that should be told of leaks or spills.
4. Know and support the implementation of department/agency's/district's Hazard Communication Program.

F. Inspections

1. Coordinate with supervisory personnel to ensure that regular safety inspections are performed for all work sites.
2. Ensure that all supervisory personnel submit safety inspection reports to you.
3. Conduct a periodic safety walk-thru of department/agency/district facilities and operations. Document safety concerns identified and submit to supervisory personnel for corrective action.

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.

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G. Regulatory Agency Inspections - continued

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 possible.
- 2) Appoint a responsible member of management to represent the Department/Agency/District 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.
- 5) Accompany inspector, take notes, and when possible, take photos of possible citable items Note: You should take the same photos that the inspector takes.
- 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/agency/district 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.

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G. Regulatory Agency Inspections - continued

- 5) 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.
- 6) Notify the regulatory agency within their established time period after receipt of findings/citations and advise them of the Department's/Agency's/District'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.

H. Laws and Policies

1. Provide and coordinate the enforcement of adequate safety procedures, rules and standards.
2. Distribute and coordinate the implementation of and enforcement of safety guidelines established by the County-wide Safety Committee and department/agency/district safety committees.
3. Coordinate with supervisory personnel or department/agency/district head as may be necessary, to stop hazardous job activities when prescribed safety precautions are not being utilized.

I. Emergency Preparedness

1. Help supervisory personnel implement and maintain emergency preparedness programs.
2. Look for and respond to hazards such as tall, unsecured furniture, equipment, etc.
3. Make sure supervisory personnel know you and emergency response team members.

J. Records

1. Review department/agency/district safety files to ensure that all safety-related records are clear and well organized. (Forms are available on the County Safety website).

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J. Records - continued

2. Review department/agency/district safety files to ensure that the following records are maintained:
 - a. Work site safety inspections
 - b. Training attendance and content
 - c. Hazardous conditions reports
 - d. Cal/OSHA inspections and citations
 - e. Accidents and near misses
 - f. Safety related information for department/agency/district and individual performance evaluations
 - g. Safety statistics (frequency of incidents, severity of incidents, and Lost Workday Case Rate)
 - h. Safety Committee meeting minutes
 - i. Listing of hazardous materials and copy of Safety Data Sheets for all hazardous materials maintained, handled, or used by department/agency
3. Review and file all accident reports.