



**LAKE COUNTY**  
BOARD OF COUNTY COMMISSIONERS  
*County Procedure*

**Title:** Safety Program

**Number:** ES-5.01.01

**Approved:** October 21, 2010

**Originator:** Employee Services

**Review:** October 21, 2015

**I. PURPOSE AND SCOPE**

The purpose of this document is to provide an overall written description of Lake County's Safety Program.

**II. REFERENCES**

- A. Replaces Safety Program procedure (ES-5.01.01) approved February 24, 2006
- B. Lake County Safety Policy (LCC-68)
- C. Corrective Action (LCC-86) and Corrective Action Administration procedure (ES-4.01.01)

**III. APPLICABILITY**

This procedure applies to all employees of Lake County Board of County Commissioners (BCC) and County volunteers.

**IV. PROCEDURES**

**A. Employee Duties and Responsibilities**

Lake County employees are strongly encouraged to participate in the safety programs. There are many ways in which to become involved.

1. Safety Action Team (SAT) Membership - SAT members work on different aspects of the Lake County Safety Program. The team is comprised of a mix of talents of Lake County employees and representation of the various departments/agencies.
2. Correction/reporting of safety hazards - Employees are empowered to correct unsafe conditions within their power to correct. Other items should be reported to their supervisor/manager.

3. Reporting of near miss incidents - Near miss incidents should be reported to the supervisor/manager as soon as possible.
4. Participation in safety training programs/classes - Employees must receive the proper safety training required by his/her job assignment. The supervisor/manager is directly responsible for ensuring that employees receive the required training.
5. Conducting safety meetings - Employees are encouraged to volunteer to present safety topics (provided by their supervisor/manager) to their fellow co-workers. (Safety Minutes provided by Employee Services can be used.)
6. Conducting safety training for new/current employees - Employees may be asked to conduct specific safety training for their respective work area(s) by their supervisor/manager.

B. Management/Supervisory Duties and Responsibilities

1. Safety Policy - Lake County has established a Safety Policy, which has been approved by the Board of County Commissioners.
2. Involvement - Management involvement consists of management showing a hands-on involvement in the Lake County Safety Program. This is accomplished by numerous means including: support of the Safety Action Team, injury/illness and property damage investigations, and discussing safety topics at meetings. By giving employees the opportunity to observe management involvement, this encourages employees to become more personally involved in safety. It fosters a caring, trusting relationship between employees and management.
3. Role and Responsibility - Managers/Supervisors are directly responsible for the Safety of their employees. Managers/Supervisors must empower their employees to take action on safety issues. This allows employees to take ownership of safety issues and follow them through to completion. Managers/Supervisors roles and responsibilities include:
  - a. Encouraging employees to be involved in Lake County safety programs.
  - b. Allotting time for employees to work on safety issues and volunteer as members on the Safety Action Team (SAT).
  - c. Ensuring that their employees have the authority to identify and correct safety issues.
  - d. Being a safety mentor to their employees and always leading by example.
  - e. Enforcing safety rules with progressive or non-progressive corrective action when necessary.
  - f. Providing specific safety training to employees.

- g. Attending Supervisor Safety training courses when offered.

#### C. Work Area Safety and Maintenance

1. All employees are responsible for the safety of their work areas. Employees must practice safe work habits, as work-related accidents can be avoided. Employees should report all safety items (e.g., trip hazards, broken equipment, etc.) to their supervisors immediately to fix the problem. If a work-related injury occurs, supervisors and employees are responsible for completing the necessary Workers' Compensation reports immediately following the accident.
2. Lake County's facilities and maintenance employees primarily conduct maintenance and repair of equipment, buildings, building systems and facility sites. Preventative maintenance services are conducted at intervals specified in maintenance procedures. Repairs are completed on an "as needed" basis. Facilities are surveyed to determine and schedule predictable maintenance and repair needs.
3. The facilities Computerized Maintenance Management System (CMMS) system is a maintenance scheduling system used to track and record all maintenance and repair of equipment, buildings, building systems and sites. Re-occurring preventative maintenance service items are assigned to the responsible maintenance group who in turn also enters each item in CMMS system upon completion.

#### D. Trend Analysis

Part of the process of minimizing accident and injuries involves a review of illnesses, injuries, and property damages to identify trends. If a trend is detected, a plan of action will be determined and acted upon. The plan of action may consist of specific training, personal protective equipment, and/or other safety initiatives.

#### E. Contractor Safety

Lake County's vendor selection process for the purchase of commercial goods and services typically includes documentation that specifies minimum contractor qualifications, contractor selection criteria, and specific information about the contract work to be performed. Contractors are required to meet the Federal, State, Local and/or any other safety-related requirements stated in this documentation and provide confirming information to the contract administrator or Employee Services upon request. Contractors are responsible for training their employees in all safety program requirements.

#### F. Safety Training

Safety training is the responsibility of the County, Management/Supervisors and Lake County Employees.

1. All Employees are required to attend general safety training delivered to all employees which includes New Employee Orientation, Area Specific Orientation and departmental Safety Topics.
2. Supervisors/Managers/Directors are required to attend the programs above as well Supervisors may also be required to attend specialty training programs depending on the requirements for their respective work areas.
3. Supervisors will provide other specialty training programs which may be required of employees depending on their specific work area (e.g., Hazard Communication, Hearing Conservation, Bloodborne Pathogen, Respiratory Protection, Lockout/Tagout, Confined Space Entry, Ladder Safety, Proper Lifting, Respiratory Protection, and Powered Industrial Vehicle Operation, etc.).

#### G. Record Keeping

Records will be maintained by the responsible department, for example Procurement will maintain vendor selection records, Facilities Management will maintain facility maintenance records, Employee Services will maintain New Employee Orientation and Area Specific Orientation training records, and each department shall maintain employee specific work area training records (e.g. maintain the Powered Industrial Vehicle training documents for each employee trained within their department).

#### V. **RESERVATION OF AUTHORITY**

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.



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Lake County