

20. LOSS PREVENTION AND SAFETY POLICY

POLICY

It is the policy of Scott County to provide a safe and healthful work environment. The fundamental goal of Scott County's loss prevention program is to assure each employee knows and understands that their safety and health is paramount. No job performed by County employees is so important that time cannot be taken to do it safely.

SCOPE

This policy is applicable to all offices and departments within Scott County Government.

ADMINISTRATIVE PROCEDURES

- A. The development and implementation of a County-wide loss prevention and safety plan shall be the responsibility of the Risk Manager with direction and oversight provided by the Risk Management Committee.

Functions of the Risk Manager in the capacity of loss prevention and safety coordinator shall include, but not be limited to, the following:

1. Review loss experience by department, loss analysis figures, and evaluate the progress of the County's loss prevention and safety efforts.
 2. Analyze safety problems not resolved within departments, recommend actions for their elimination when possible, and make recommendations for necessary policy changes to the County Administrator and Board of Supervisors.
 3. Coordinate the development and implementation of a County-wide loss prevention and safety plan.
- B. Each department head has the full authority to, and total responsibility for, maintaining safe and healthful working conditions within his/her jurisdiction whether it be out in the field,

in the shop, or in the office. Although personnel exposure to hazards varies widely from department to department, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities, and waste of materials in each.

- C. County employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. County employees are also encouraged to report all working conditions they consider to be unsafe to their immediate supervisor (who will notify the department head) and Risk Manager.
- D. Safety equipment required to perform the various job assignments will be furnished to the employee by the County in accordance with established policies and procedures. Safety equipment issued by the County to the employee that is not of a personal nature remains the property of the County and shall be turned in at the termination of employment.