

# YELLOW MEDICINE COUNTY

## A.W.A.I.R. POLICY

### SECTION V - WORK RULE ENFORCEMENT AND DISCIPLINE

#### I. GENERAL

Safety and health rules should be administered in the same way other work rules and activities are administered.

#### II. PURPOSE

The purpose of this policy is to ensure that managers, supervisors and employees understand their responsibilities and rights related to safety and health rule compliance and enforcement.

#### III. APPLICATION

This policy is applicable to all county employees. This includes, but is not limited to, commissioners, managers, supervisors, hourly, part-time, seasonal, and volunteers.

#### IV. SAFETY RULES

The following Safety Rules, Programs and Procedures apply to all employees:

- A. General Safety Rules. (See Section V, V- 3)
- B. County Wide Safety Programs & Procedures (See Section V, V-4)
- C. Department Specific Safety Programs & Procedures (See Section V, V-5 thru V-10)

#### V. DISCIPLINE

- A. Effective enforcement of rule compliance has been shown to require three elements. Those are:
  - 1. Good example by all managers
  - 2. Recognition of good compliance
  - 3. Appropriate corrective measures on deviations
- B. Where there are deviations, the manager or supervisor must first learn the reason and then act accordingly. Lack of knowledge is corrected by education. Oversight is corrected by reinforcement and willful violation or negligence is corrected by disciplinary action commensurate with the severity of the risk. Effective record keeping should be established and kept for all training, rule violations, and discipline.
- C. This policy on discipline should guide managers at all levels and ensure consistent treatment of all employees. All managers and supervisors should be fully trained and understand this policy, how it works and, should know how and when to apply it.

- D. Disciplinary actions concerning safety and health are identical to those for violations of other work rules. They are consistently applied to all employees (including managers and supervisors) who disregard safety and health rules and procedures. Refer to applicable personal policies and collective bargaining agreements for appropriate disciplinary procedures.
- E. Records should document all disciplinary measures, including recommendations, retraining, warnings, reprimands and suspensions. Instances where recognition has been awarded for compliance with rules and regulations should be recorded and placed in an employee personnel file to provide motivation for continued compliance. The enforcement should be even and consistent, and any discipline should be appropriate for the violations. Safety rule enforcement should be the same as work rule enforcement.

## **VI ACCOUNTABILITY**

Safety and health responsibilities and performance objectives are included in job descriptions. Procedures exist for ensuring that safety and health performance objectives, based on reliable data, are included in the job descriptions. Safety and health performance is considered as part of the performance evaluations.

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## County Wide General Safety Rules

A starting point for improving employee safety awareness is the development of County wide general safety rules as well as department specific safety rules in writing. These rules should be kept as simple and as few in number as possible while working within required regulations. The rule should tell people what to do to help prevent accidents and incidents or limit the severity of loss. Clear and simple rules can be understood and remembered by everyone.

General safety rules and regulations should be included in an employee handbook or distributed at new employee orientation sessions. The following safety rules apply to all county employees:

1. Report all accidents/incidents to your supervisor immediately whether injured or not to help correct problems. Get first aid for all injuries. Even small cuts can become serious if neglected.
2. Report any unsafe act or condition to your supervisor. Your active support for the safety program helps protect you and others from accident or injury.
3. Use or maintain machines or equipment only if authorized to do so. Operate all equipment as instructed. Ask your supervisor if you have any questions about operation or instructions.
4. Inspect tools, materials, equipment and work areas before use. Report unsafe conditions to your supervisor. You are not expected to take risks.
5. Assure that all machine guards and safety devices are in place before operating equipment.
6. Use and care for personal protective equipment required for your job.
7. Practice good housekeeping at all times. Help make your work place healthy, pleasant and safe. Pick up or clean up those things that can cause slips, trips or falls.
8. Avoid horseplay. Practical jokes often end up as serious injuries.
9. Obey no smoking areas. It guards areas with fire hazards and protects your health and the health of fellow employees.

# YELLOW MEDICINE COUNTY

## County Wide Safety Programs and Procedures

The following is a list of the safety programs and procedures that are applicable to ***all employees*** of Yellow Medicine County:

1.     AWAIR
2.     \*Right-to-Know
3.     \*Exposure Control Plan (Bloodborne Pathogen Standard)
4.     \*Infectious Waste Management Plan

\*The level of training required for employees is based upon their level of exposure.

Copies of these programs are available from the department manager, supervisor or the Safety Officer.

# YELLOW MEDICINE COUNTY

## Highway Department Safety Programs and Procedures

The following safety programs and procedures, *along with the county wide programs and procedures noted above*, apply to **all employees of the Highway Department**:

1. Personal Protective Equipment Program
2. Lockout/Tag out Program
3. Confined Space Entry Program
4. Respirator Protection Program
5. Fork Lift Operation Program
6. Multi-Piece & Single Piece Rim Servicing Program
7. Logging Safety (Chainsaw) Program
8. Jack Maintenance & Inspection Program

Copies of these programs are available from the department manager, supervisor or the Safety Officer.

# YELLOW MEDICINE COUNTY

## Health Department Safety Programs and Procedures

The following safety programs and procedures, *along with the county wide programs and procedures noted above*, apply to **all employees of the Public Health Department**.

Copies of these programs are available from the department manager, supervisor or the Safety Officer.

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## Sheriff's Department Safety Programs & Procedures

The following safety programs and procedures, *along with the county wide programs and procedures noted above*, apply to **all employees of the Sheriff's Department**.

1. Tuberculosis Prevention Program
2. Personal Protective Equipment Program
- 3.

Copies of these programs are available from the department manager, supervisor or the Safety Officer.

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## Building Maintenance Department Safety Programs and Procedures

The following safety programs and procedures, *along with the county wide programs and procedures noted above*, apply to **all employees of the Building Maintenance Department**.

1. Tuberculosis Prevention Program
2. Personal Protective Equipment Program
3. Lockout/Tagout Program
4. Confined Space Entry Program
5. Respirator Protection Program

Copies of these programs are available from the department manager, supervisor or the Safety Officer.

# YELLOW MEDICINE COUNTY

## Family Services Department Safety Programs and Procedures

The following safety programs and procedures, *along with the county wide programs and procedures noted above*, apply to **all employees of the Family Services Department**.

1. Tuberculosis Program

Copies of these programs are available from the department manager, supervisor or the Safety Officer.

# YELLOW MEDICINE COUNTY

## County Administration and Revenue Departments Safety Programs and Procedures

The following safety programs and procedures, *along with the county wide programs and procedures noted above*, apply to **all employees of the Administration and Revenue Departments.**

Copies of these programs are available from the department manager, supervisor or the Safety Officer.