

# **Bannock County's**

# **HEALTH AND SAFETY POLICY**

**IF THE JOB CANNOT BE DONE SAFELY, DON'T DO IT!!**

Bannock County believes that the importance of safe work conditions and practices cannot be overstressed. We have a long-standing philosophy of taking pride in our work practices to ensure the safety, health and wellbeing of all of our employees. This policy serves to outline our commitment to this philosophy and provide guidance to all employees on the standards the county expects its employees to adhere to.

## **General Safety Rules:**

Our employees perform a wide range of functions in various locations. Although some safety rules apply only to specific positions, all employees are expected to comply with the rules:

- Use common sense in performing your duties.
- Report any work injury/illness to your supervisor.
- Report unsafe conditions to your supervisor or the Personnel/Risk Management Department.
- Keep your work area neat and tidy.
- No open flames (candles, etc.).
- Use mechanical devices or request assistance in lifting heavy loads.
- Do not use tops of cabinets or bookcases for extra storage of storage containers over one unit high.
- Be sure that aisles or exits are kept clear; do not let cords interfere with walkways.
- Store all sharp objects properly when not in use.

- Open and close doors cautiously and use extra caution at blind hallway intersections.
- Open only one file cabinet drawer at a time to avoid tip-over. Cabinets should also be loaded from bottom to top and emptied in the reverse order.
- Report or clean up all spills immediately.
- Use stepstools, platforms or ladders for climbing. Never use chairs.
- Report or replace frayed electrical cords.
- Do not plug power strips into other power strips.
- Do not plug space heaters into the same power strip as a computer and/or monitor.
- Extension cords are for temporary use only.
- Power strips are for daily use.
- Do not use any equipment, vehicles or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect your judgment.
- Wear seat belts when operating any county or rented vehicle or driving your own personal vehicle while on county business.

### **Fires and Other Emergencies:**

The work location you are assigned has an emergency procedure and evacuation plan to follow in the event of fire or other disaster. These are posted prominently in common areas and bulletin boards at each location. Exits, fire extinguishers and first aid kits are located in designated areas within each location. All employees are expected to familiarize themselves with such equipment.

### **Evacuation Plans and Re-entry:**

In any emergency, employees should follow alarms or other alerts to evacuate the building and/or area near the premises. Always follow the basic evacuation procedures but remember that personal safety is paramount and takes precedence.

- Check work area for anything needing to be secured and store it quickly.

- Secure locks on all secured containers and cabinets.
- Leave your work area and report to your designated assembly area.

The Security Personnel will coordinate with fire, police or other emergency preparedness personnel to determine when the building may be re-entered.

### **Improper Health and Safety Practices:**

All employees are expected to abide by safe work practices and adhere to general safety rules to ensure their safety as well as the safety of coworkers.

Infractions of health and safety practices will be dealt with in accordance with the counties' policies on discipline and will be based on the following factors:

- Severity of the infraction.
- Whether the infraction endangered only the employee or coworkers.
- Whether the infraction was a first or repeat violation.

### **Driver Safety:**

The safety and well being of our employees is of critical importance to the county. We, therefore, each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees that are required to drive on county business at any time will be expected to consistently follow all the procedures below for their safety and that of others.

1. All employees are expected to wear seat belts at all times while in a moving vehicle being used for county business, whether they are the driver or a passenger.
2. Use of handheld cell phones, whether personal or business-owned, while behind the wheel of a moving vehicle being used on county business is strictly prohibited unless such use is required as part of your employee job duties.
3. Employees are prohibited from texting or making use of electronic mail functions while the vehicle is in motion. This includes during the time waiting for a traffic signal to change.

4. Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic.
5. Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited.
6. All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving.
7. Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
8. Employees who drive commercial vehicles or who are otherwise subject to separate rules and regulations such as those dictated by state or federal law are also expected to adhere to all policies and regulations associated with the appropriate law or regulation that applies.
9. Employees must promptly report any accidents to local law enforcement as well as to the county in accordance with established procedures.
10. Employees are also expected to report any moving or parking violations received while driving on county business and/or in county vehicles.
11. Failure to adhere to these procedures may result in disciplinary action per county policy.

### **GENERAL WELL BEING:**

Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious food. Practicing healthy habits will help you stay healthy during the flu season and all year long. The county also provides paid sick leave for full time regular employees to cover absences due to influenza. All employees are urged to contact the Human Resources/Risk Management Department about the possible contagious nature of another employee's temporary illness.

## **WORKPLACE VIOLENCE POLICY:**

Bannock County provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy.

### **Prohibited Conduct**

We do not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on county property or while on county business unless such equipment is required as part of your employee job duties;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

### **Reporting Procedures**

Any potentially dangerous situations must be reported immediately to a supervisor or the Human Resources/Risk Management Department. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. Bannock County will actively intervene at any indication of a possibly hostile or violent situation.

### **Risk Reduction Measures**

While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the Human Resources/Risk Management Department if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Displaying overt signs of extreme stress, resentment, hostility, or anger;

- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior.

### **Dangerous/Emergency Situations**

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

### **Enforcement**

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

### **Smoke-Free Workplace Policy:**

Bannock County is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As required by city and state ordinances, and also motivated by our desire to provide a healthy work environment for our employees, the following smoking policy has been adopted and shall apply to all employees of Bannock County.

It is the policy of Bannock County to prohibit smoking, except in designated areas, in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

The Smoke-Free Workplace policy applies to:

- All areas of buildings occupied by county employees.
- All county-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the county.
- All visitors (customers and vendors) to county premises.

- All contractors and consultants and/or their employees working on county premises.
- All temporary employees.
- All student interns.

**Smoking is permitted:**

- **Outside of buildings in designated areas no less than 20 feet from an entrance.**

**Procedures**

We believe that the spirit of thoughtfulness and cooperation which is characteristic at the county is adequate to resolve any disputes which might arise under this policy. Where disputes cannot be so resolved, the rights of the nonsmoker shall be given precedence, as required by the Idaho Clean Indoor Air Act.

Employees who violate this smoking policy will be subject to disciplinary action up to and including immediate discharge.

Resolving complaints about smoking:

- Any complaints about the application of the policy to the workplace should be brought to the attention of their Supervisor or Human Resource/Risk Management Director for resolution.
- The complaint should be submitted in writing and identify specific objections. Bannock County will investigate the complaint and resolve it in accordance with the policy.
- No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.

Our smoking policy is intended to comply with requirements of the Idaho Clean Indoor Air Act. Our purpose is to provide a safe and healthy work and living environment for our staff and customers.

**The health and safety of Bannock County employees is of primary importance. It is Bannock County's goal to provide safe working conditions and operating procedures that will ensure a safe work environment for all employees.**