

# **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 Human Resource/Risk Management Director.
- 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.

## **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 directions 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 Bannock County Commissioners will coordinate with fire, police or other emergency preparedness personnel to determine when the building may be re-entered.

## **WORKPLACE VIOLENCE POLICY:**

Bannock County provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, 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.

Any potentially dangerous situations must be reported immediately to a supervisor or the Human Resources/Risk Management Director or to law enforcement.

### **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 a supervisor or the Human Resources/Risk Management Director or law enforcement if any employee exhibits behavior that could be a sign of a potentially dangerous situation

**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.**