

Safety in the Workplace Policy

PURPOSE

This policy establishes the safety requirements for Grand Traverse County personnel to prevent accidents or injuries. Grand Traverse County is committed to providing and maintaining a safe work environment through education, training, and awareness. Placing safety first will reduce accidents and continue to improve the work environment for both employees and those we serve.

POLICY & PROCEDURE

The Board of Commissioners has the overall responsibility for safety at Grand Traverse County. The Board of Commissioners establishes a Safety Team that will be responsible for ensuring a safe environment for employees and the public being served. The composition and responsibilities of the Safety Team are described in this policy.

Safety Team

The Safety Team shall provide leadership and overall direction for Grand Traverse County and Traverse City Departments. The County Administrator will appoint the Safety Team, which will be made up of a representative from Administration, Emergency Management, Health Department, Sheriff's Office, Facilities Management, Human Resources, and any other department the County Administrator deems necessary. Additionally, the City Manager will appoint at least one staff member from the City. The Safety team shall not exceed 10 members. The Team will meet quarterly and establish a written record of the meetings. A copy of the minutes shall be posted on Microsoft Teams or another similar platform.

For shared facilities, The City of Traverse shall utilize the adopted Building Emergency Action Plans as recommended by the Safety Committee and adopt such policies. All related City policies will be reviewed and provided to the Safety Team.

The Safety Team will provide information and recommendations to Department Managers about occupational safety, health conditions, practices, and will provide a forum for information exchange. Additionally, the Safety Team will ensure the following.

- Reviews all employee injuries and workplace incidents to identify trends and causes.
- Submits suggestions to management, Grand Traverse County, and Traverse City leadership for the prevention of future incidents.
- Provides a point of contact for Grand Traverse County employees to communicate safety questions and concerns.
- Promotes safety and health awareness in the workplace.
- Identifies corrective measures needed to eliminate or control safety, security, and health hazards.
- Works with Building Coordinators from each County operated facility to uphold incorporated safety measures and the updating of building emergency action plans.
- Review and development of training materials as well as identifying safety training opportunities for management to roll out to staff.

- Ensures facilities Building Emergency Action Plans are accurate and up-to-date.
- Works with management to ensure Grand Traverse County is OSHA & MIOSHA compliant.

In addition to the Safety Team, there will be Building Coordinators identified in each facilities Building Emergency Action Plan. These Coordinators will be identified by job location and position held within their respective facility. Building Coordinators will be the on-site point of contact for any staff located in the building, and main reference for any updated safety material that needs to be distributed. They will also act as the eyes and ears of the safety team, providing input and suggestions as necessary. Building Coordinators will review and update their specific Building Emergency Action Plan on an annual basis.

Grand Traverse County Safety Responsibilities

Department Heads shall ensure the following:

1. Annual safety training and new hire safety orientation are clearly defined procedures and provided to each new department employee within the first 30 days of employment.
2. Implementation and enforcement of safe practices within the department.
3. Department employees participate in appropriate specialized safety training required for specific positions or hazardous tasks.
4. Ensures compliance with all OSHA, MIOSHA, and County safety policy and procedures.

The Human Resources Department or designee shall be responsible for:

1. Record keeping of the County safety and health programs. All programs are detailed as individual policies on the GTC website. Tracking will be maintained on the Safety Team sharepoint site.
2. Ensuring that all new hires obtain the required safety training during orientation and that employees receive ongoing training as necessary.
3. Maintaining documentation of new hire safety training.
4. Coordinate the County's compliance with provisions of the Michigan Occupational Safety and Health Act, including the interpretation of standards, rules and requirements.
5. Notification when required training is due.
6. Maintaining the MIOSHA 300 log as required by law.
7. Coordinate and manage all the Supervisor's Incident reports resulting in work-related injuries.
8. Partner with the department head or supervisor, and others as appropriate, to investigate all work-related injuries and illnesses as defined by the MIOSHA Safety and Health Standard.

Supervisors are responsible for:

1. Enforcing all safety rules/practices and shall ensure that proper protective equipment is used by personnel.
2. Conducting job briefings and inspections of tools, equipment and the work area to ensure employee safety.
3. Observing work in progress to identify hazards or potentially hazardous operations and shall stop an unsafe procedure or correct a hazardous situation.
4. Obtaining complete and detailed facts about all accidents which occur under his/her supervision as soon as possible after it occurs and shall prepare required reports.
5. In conjunction with Human Resources, ensure that medical attention is provided to the injured person as soon as possible.
6. Ensuring all staff report any near miss safety incidents to Department leadership, which is then addressed in subsequent stand up or team safety meetings.

INDIVIDUAL EMPLOYEES are the key factor to the safety policy. As such, each employee is responsible for:

1. Conducting his/her activities in a manner commensurate with published documents and good, safe working practices.
2. Using only appropriate and approved protective equipment and devices and shall report any condition that is considered hazardous or might injure personnel or damage

equipment.

3. Promptly report any injury suffered to your immediate supervisor.
4. Attending all available or assigned safety training and educational meetings.

DISCIPLINE FOR BEHAVIOR CONTRARY TO THIS SAFETY POLICY may result in discipline up to and including separation, depending upon the circumstances.

Incident Reporting, Reviews, and Investigations

As defined by the MIOSHA Safety and Health Standard Part 11, a work-related injury or illness is an event or exposure in the work environment that either causes or contributes to the resulting condition or significantly aggravates a preexisting injury or illness. Furthermore, an occupational illness can be defined as both an acute and chronic illness, including, but not limited to, a skin disease, respiratory disorder, or poisoning.

All occupational injuries and illnesses to Grand Traverse County employees while on duty must be submitted into myGTC's 'Report Safety Incident' application within 24 hours. Safety incident submissions need to be entered by the supervisor or department head. If the injury or illness requires treatment, Munson Occupational Health and Medicine must be used, unless Occupational Health is closed, or it is a life-or-death situation. Additional details and reporting procedures can be found in the "Compensation For Time Off Work For Work Related Injuries" policy, located on the GTC website. Incident investigations will be conducted on all employee work-related injuries and illnesses by Human Resources and/or a Safety Team approved designee. An investigation report will be included with each supervisor incident report in myGTC.

Near Miss Incident Reporting

Near miss incidents are defined by OSHA as "a potential hazard or incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred." Near miss reporting is a valuable source of information and provides Grand Traverse County with an opportunity to identify hazards or weaknesses in our safety programs, allowing a proactive approach to preventing future incidents. All near misses are to be reported to the department Supervisor, Manager, and/or Director. Department leadership will investigate accordingly and debrief with staff in morning stand up or the next scheduled team meeting.

General Safety Reporting

General safety concerns can be brought to department leadership (i.e. Supervisor, Manager, Director, etc), the Safety Team, or Grand Traverse County Human Resources. The Safety Team can be contacted via email at safetyteam@gtcountymi.gov

Additional resources, including but not limited to AED locations, fire and emergency plans, training information, safety tips, previous team agendas, etc. are available on the GTC Employees Teams channel.

Pre-Job Briefings

The purpose of the pre-job briefing is to familiarize employees and contractors working on county property with the plans and objectives of projects including:

- Identifying any safety problems.
- Avoiding a certain type of accident.
- How to use a particular machine safely.
- Listing the safety equipment necessary for the job.
- Use of specific pieces of safety equipment.
- Location of first aid equipment.
- Who to contact in case of emergency

1. **Formal Pre-Job Briefings:** In order to satisfy MIOSHA requirements, a written pre-job briefing may be necessary. The length of the session should last from 10 to 20 minutes depending on the topics and number of employees. The number and degree of organization or formality of the sessions depends on the types of safety problems and what the supervisor thinks is the most effective way of educating the employees. Supervisors are urged to complete a safety training form that details the topics covered, comments from employees and the signature of those attending the training.
2. **Informal Pre-Job Briefings:** To plan an informal "pre-job briefing," simply pick a good time and place to talk where employees won't be distracted. The discussion is an informal chat between the crew leader and the work crew. Sessions usually last from 5 to 15 minutes, depending on the interest and discussion by the employees. Topics should be simple and refer to subjects that the crew is involved in every day or a new or special job that the crew has been assigned.

Pre-Job Briefings: Should be held near the job site and just prior to the start of the job. Questions from employees are encouraged. Discussions should include old and new safety hazards and safer approaches or techniques to deal with the problems of the day or week. Emphasis should be placed on a clear understanding of potential problems and the safety procedures discussed. Pre-Job Briefings should be on a regular basis. Briefings should be completed at the beginning of a shift, but are suitable anytime a supervisor sees an unsafe procedure. Formal or Informal Pre-Job Briefings do not replace formal safety meetings.

Specialized Training

Specialized training shall be provided to all employees so that they may acquire the knowledge and skill necessary for safe job performance. Training sessions required by each department will be reviewed and updated regularly by the department supervisor.

Training shall establish employee proficiency in routine duties as well as new and revised procedures necessary to meet all existing and any future MIOSHA standards. Under no circumstance shall an employee operate or move any equipment unless proper training has been given by the supervisor or training specialist.

If certifications are required, the employer shall verify that the required training has been accomplished. Certification of such programs shall require the employee's signature, signatures of the trainers and the date(s) the training took place. New training and updated training records and certifications shall be kept on file in each department, with a copy sent to Human Resources. Training records and certifications shall be available for inspection by supervisors and by all applicable licensing and inspecting agencies.

Confined Space

All confined spaces will be designated as such with appropriate signage. Only those employees who have had the required training may enter those areas

New Hire and Annual Employee Training

All new employees to Grand Traverse County will complete the following new health and safety training when onboarding either on or before their first day of employment. All training listed is conducted through Grand Traverse County University, the online tracking and training portal for Grand Traverse County Staff.

Back Safety	Bloodborne Pathogens: Standard Precautions in the workplace
HAZCOM in The Know	Sexual Harassment for Employees
Workplace Violence	Health Insurance Portability and Accountability (HIPAA)
Payment Card Industry Data Security Standard (PCI DSS) Compliance	Run, Hide, Fight

The following trainings will be assigned and completed in Grand Traverse County University annually by all staff.

Slips, Trips, and Falls	Winter Driving
Back Safety	Incident Reporting
Summer Safety	Personal Protection Equipment
Office Ergonomics	Information Technology Compliance & Safety

Approved Policy 2/98 Amended 6/99, 4/00, 2/01, 10/01,9/02; 12/02, 12/04, 1/05, 8/07, 7/11, 7/19, 10/24