



#12: Safety and Health Statement

I. PURPOSE

Cumberland County Government is dedicated to providing a safe and healthy environment for employees and the public.

II. POLICY

At Cumberland County Government, our most valuable resources are the people who work for us and the public we serve. Cumberland County Government is sincerely interested in our employees' safety. The policy of Cumberland County Government is to provide safe equipment, adequate tools and training, and the necessary protective equipment. An effective Safety and Health Program will be carried out throughout our organization. To achieve this objective, we will make all reasonable efforts to comply with all government regulations pertaining to safety and health issues.

Cumberland County has developed five a-Safety Committees, including an Executive Safety Committee, -chaired by the County Safety Coordinator. Other members of the committee are representatives from each of the divisions throughout the county, including, one representative from the Communications Association Bargaining Unit. The responsibilities of the Safety Committees include analysis of data, interacting with employees and providing feedback, conducting periodic self-audits of facilities, assisting management in root cause analysis of accidents and injuries, investigations, near misses, reviewing and developing safety policies and procedures and researching and developing projects to solve problems or trends.

The Safety and Health Program will assist management and non-supervisory employees in controlling hazards and risks, which will minimize employee and public injuries and damage or destruction of Cumberland County property.

III. RESPONSIBILITIES

To accomplish our safety and health goals, all members of management are responsible and accountable for implementing this policy and ensuring that it is followed. It is also the employees' responsibility to follow the rules of safety as established for their protection and protection of others and to use the protective equipment and devices, which the County provides. All employees will follow this program. This program is designed to encourage all employees to promote the safety of their fellow employees and the public they serve.

Administrative responsibility is assigned to the Safety Coordinator. The Safety Coordinator, however, is not responsible for departmental safety, which is the responsibility of department heads and supervisors. It is expected that department heads will complement the efforts of the Safety Coordinator to reduce losses and provide for the safety of employees and the public. These loss control responsibilities are continuous and equal in importance with all other operational considerations.

Workstation ergonomic assessments will be conducted by thea Safety Coordinatormmitee designee or by SafetyWorks! to ensure proper postures and ergonomic set-up in order to



minimize risk of



developing musculoskeletal disorders. These assessments may be requested by supervisors or managers on behalf of their staff as necessary. Employees should be encouraged to participate in assessments as well as comply with any workstation adjustments and suggestions made as a result of an assessment.

It is the responsibility of the employee to follow all safety related work rules and procedures and to cooperate with and support loss control program activities and objectives. Each employee is expected to report any unsafe conditions and to ask for instruction from a supervisor if they are unsure how to conduct a specific task safely. Employees should refer to Employee Report of Injury/Workplace Guidelines packet on the Cumberland County Intranet for injury reporting guidance.(<https://sites.google.com/a/cumberlandcounty.org/ccintranet/employee-safety/employee-report-of-injury>) It is the responsibility of each supervisor to monitor and assist employees in the safe performance of their duties. Safe work behaviors and attitudes are an expected part of every employee's job performance.

Loss control is every employee's responsibility. This policy statement will be reviewed annually to allow the County of Cumberland to meet the mutually beneficial goal of maintaining a safe, loss free environment for our employees.

Any unsafe conditions should be reported promptly to the immediate supervisor and appropriate Safety Committee Representative ~~by utilizing the Cumberland County Safety Committee Notice of Safety Concern form found on the intranet or~~ by sending an email to safety@cumberlandcounty.org ~~the Safety Coordinator or a department safety committee member.~~

EFFECTIVE: March 11, 2019