



ADMINISTRATIVE PRACTICES MANUAL

SAFETY MANUAL – RESPONSIBILITIES:

1.0 Scope and Application

This Safety Manual contains County-wide safety policies, rules and procedures and was developed in accordance with the requirements of Chapter SPS 332 (Public Employee Safety and Health) of the Wisconsin Administrative Code as administered by the Wisconsin Department Safety and Professional Services (DSPS).

2.0 Responsibilities

Everyone who works for, volunteers for, or contracts with Dane County is responsible for complying with the requirements contained in this policy. This policy contains the specific responsibilities of Department Heads, Supervisors, Employees, and Risk Management. Specific responsibilities of volunteers and contractors are defined in volunteer agreements and contracts.

Failure to abide by these requirements may result in disciplinary action, up to and including discharge.

3.0 Departmental Policies and Requirements

The responsibilities contained in this policy represent minimum safety related requirements. Additional responsibilities may be contained in departmental policies and procedures.

4.0 Definitions

None.

5.0 Training

Department Heads and Supervisors ensure that all employees receive training in this policy at their time of assignment and whenever this policy is revised.

6.0 Policy Documentation Requirements

Supervisors document employees' training.

7.0 Risk Management

Risk Management is responsible for assisting departments in the development, implementation, and/or coordination of all safety and health related programs, policies and procedures, including employee safety related training programs. The Safety Coordinator within the Risk Management Department, is a key point of contact for work-related safety and health issues and is responsible for the following activities:

- Assist with the development, maintenance, implementation, and/or coordination of all safety and health related policies and Safety Manual.
- Works with Department Heads to ensure all safety and health related training programs, policies and procedures are conducted and implemented as required.



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- May assist departments with accident investigations and other associated activities.
- Worker's Compensation claims and investigations.
- Provide assistance in establishing qualifications and safety training necessary for each job classification.
- Developing controls to ensure that the policies and procedures in the Safety Manual are implemented and in compliance with all applicable laws, rules, regulations and ordinances.
- Providing assistance to other departments in determining the safety requirements for new equipment purchases and job activities.
- Staffing Safety Committees.
- Advises the Department Heads, Supervisors and employees of unsafe conditions or problems related to accident prevention and makes recommendations as appropriate for loss control.
- Directs departmental actions needed to ensure compliance with all safety and health requirements.

8.0 Department Heads

Department Heads are responsible for the safety, health and welfare of each employee within their department. The Department Head must become educated as to the required and desired safety and loss prevention criteria contained in the Safety Manual. Although it is normal practice for Supervisors to be delegated the authority to implement safety policies and procedures in some departments, the ultimate responsibility will rest with the Department Head.

The policies contained in the Safety Manual represent minimum safety requirements that are applicable to all employees and departments. Certain program areas require more detailed procedures and documentation that are unique to individual departments. In these instances, and in instances where County-wide policies applicable to a specific departmental area have not been developed, Department Heads are responsible for developing departmental procedures and associated documentation that will be forwarded to Risk Management for review and filing.

Department Heads are also responsible for ensuring that all employee training, inspections, audits and reviews of program areas applicable to their department are carried out as required.

9.0 Supervisors

Supervisors are directly responsible for the safety and health of all employees under their supervision and are responsible for, but not limited to the following:

- Ensuring that all employees under their supervision and all activities performed within their department comply with the policies and procedures contained in the Safety Manual in addition to specific departmental safety rules and procedures.



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- Ensuring that their employees attend and receive scheduled safety training.
- Reporting all unsafe acts, unsafe conditions, accidents and injuries immediately to appropriate Department Heads and/or Risk Management, using established reporting procedures.
- Distribution and replacement of personal protective equipment.
- Implementing controls to address recognized safety hazards according to the following hierarchy:
 - o Eliminate the hazard if at all possible.
 - o Remove unsafe equipment from service and alert affected employees.
 - o Restrict access to unsafe areas. (i.e. warning signs, barricades etc..)
 - o Implement engineering controls. (i.e. guards, rails etc..)
 - o Implement personal protective equipment requirements.
 - o Implement administrative controls. (i.e. policies, procedures)

10.0 Employees

All employees are expected to place safe work practices as their highest priority during the performance of their job activities and are required to adhere to the policies and procedures contained in the Safety Manual. Failure to follow safety policies and procedures will subject employees to disciplinary action, up to and including discharge.

All employees are responsible for the following:

- Complying with the policies and procedures contained in the Safety Manual in addition to specific departmental safety rules and procedures.
- Attending and completing all safety training requirements specified by their Supervisor.
- Using safety and personal protective equipment that is provided to the employee for the performance of their daily work assignments.
- Wearing appropriate work clothing as prescribed by supervision.

End Policy