

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2012-148**

**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee, to approve the attached Hardin County Safety Plan.

**ADOPTED**, by the Hardin County Fiscal Court in its regular meeting on 25 September, 2012.



\_\_\_\_\_  
Harry L. Berry  
Hardin County Judge/Executive

ATTEST:



\_\_\_\_\_  
Kenneth L. Tabb  
Hardin County Clerk

# Hardin County Safety Plan

## **Section I: Purpose**

The purpose of this plan is to develop a high standard of safety throughout all operations of Hardin County Government.

We believe each employee has the right to derive personal satisfaction from his/her job and the prevention of occupational injury or illness is of such consequence to this belief that it will be given top priority at all times.

It is our intention here at Hardin County Government to initiate and maintain working accident prevention and safety training programs. Each individual, including the County Judge/Executive, is responsible for the safety and health of those persons in his/her charge and coworkers around him/her. By accepting mutual responsibility to operate safely, we will all contribute to the well being of all employees.

## **Section II: Safety Authority and Accountability**

- A. The County Judge/Executive or his/her designee has the overall administrative oversight for the development and implementation of this County Safety Plan.
- B. The Safety Coordinator is responsible for the oversight of the operation and implementation of this plan by:
  - 1. Involving all employees, supervisors, department heads, and others in the program
  - 2. Reviewing accidents and completed accident investigations
  - 3. Reviewing completed hazard assessment investigations
  - 4. Reviewing recommended improvements following accident and hazard-assessment investigations
  - 5. Ensuring training and instructions are provided for all employees through departmental safety meetings and other methods
  - 6. Retaining documented safety records
  - 7. Developing awareness and interest in the safety program
- C. Department Heads are responsible for the ongoing implementation, compliance and performance of the plan, including:
  - 1. Safety and health assessments
  - 2. Inspections
  - 3. Accident investigations
  - 4. Determination of the hidden causes in order to correct the problems and prevent recurrences
  - 5. Employee training through safety meetings and other methods
- D. Supervisors are responsible to:
  - 1. Monitor work areas for unsafe practices or equipment
  - 2. Correct all health and safety deficiencies

3. Ensure no new employees, transferred employee, or rehired employee begins work before being given a safety orientation
  4. Ensure each employee has the proper personal protective equipment (PPE) for the job
- E. Employees have a specific role in the loss prevention efforts. All employees are responsible to:
1. Participate actively in the County's Safety Program and observe all safety regulations
  2. Report all accidents
  3. Correct or report any safety hazard in his/her work area
  4. Wear the proper personal protective equipment.

### **Section III: Employee Involvement**

The County encourages employee involvement in each component of the ongoing safety and injury prevention program. The County will solicit this involvement by giving each employee an opportunity to participate and be responsible for the implementation, maintenance and compliance of the safety program for his/her respective work area or job assignment.

#### A. Safety Meetings

The County will provide for employees to meet at least quarterly to discuss safety and health issues or concerns and increase employee awareness of employee safe work practices, rules and procedures. Regular meetings will be designed to keep the safety program active in the minds of the employees and offer a venue for employees to voice their concerns regarding workplace safety and health. Records of meetings will be maintained as indicated in this plan.

#### B. Reporting Of Hazards and Unsafe Conditions

All employees will report hazards and unsafe conditions in the workplace to their immediate supervisor.

#### C. Developing Awareness

The County Safety Coordinator is responsible for keeping employees aware, interested, and involved in the County safety programs. This may be accomplished by the use of safety posters, safety slogans, or other creative methods to accomplish the mission of promoting active participation in the safety program.

### **Section IV: Recordkeeping**

#### A. Purpose

The purpose of record keeping is as follows:

1. To verify employees have received their proper safety orientation
2. To verify employees have received their proper safety training through departmental safety meetings
3. To verify accident investigations have been adequately conducted
4. To verify hazard assessments have been made

5. To verify correction and control measures are taken to mitigate items discovered in accident investigations and hazard assessment
6. To have a central location for the maintaining of records

**B. Responsibility**

The responsibility for completing the forms lies with supervisors, Department Heads, and the Safety Coordinator.

**C. Maintenance of the Records**

The original copy of the records will be maintained by the Safety Coordinator. A copy may be maintained in each affected department.

**Section V: Safety Regulations**

In an effort to reduce work related accidents or illnesses, the County shall develop and implement workplace safety programs which shall include, but are not limited to, the following:

1. Accident Investigation
2. Hazard Assessment
3. Hazard Correction and Control
4. Departmental Safety Meetings
5. Employee Safety Orientation and Training

**Section VI: Safe Work Regulations, Practices, and Techniques**

In an effort to create a safer work environment the County shall develop and/or implement safe work regulations, practices and techniques which shall include, but are not limited to, the following:

1. Safety Regulations which are detailed in Section 1-B of CHAPTER 8:REGULATIONS, in the Hardin County Government Personnel Policies and Procedures Handbook
2. Safe Work Practices for Office and Non-Office Workers
3. Proper Lifting Techniques

**Section VII: Safe Work Procedures**

Each County department shall maintain a copy of the Hardin County Safe Work Procedures Manual as a reference tool and a training aid. The manual shall include, but is not limited to, the following subjects:

1. Housekeeping and Material Storage
2. Safe Use of Hand and Power Tools
3. Vehicle and Mobile Equipment Safety
4. Ladders, Scaffolds, and Personal Fall Protection Equipment
5. Proper Lifting Techniques
6. Hazard Communication
7. Personal Protection Equipment (PPE)
8. Cartridge-Type Air Purifying Respirators
9. Noise Exposure and Hearing Protection
10. Control of Hazardous Energy Sources (Lockout/Tagout)

11. Permit Required Confined Spaces
12. Bloodborne Pathogens
13. Trenching and Excavation

**Section VIII: Other Safety Practices**

Any department may develop and implement safety practices in its departmental safety program, as long as they are not in conflict with the County Safety Plan, the Hardin County Personnel Policies and Procedures Manual, the Hardin County Administrative Code, County ordinances, Kentucky Revised Statutes, or Federal Laws.