

Employee Health and Safety Program

Objective:	To minimize the occurrence of accidents and events that can result in potential harm to people and/or County property through education and training.	Policy/Procedure Number:	10-23
Reference: (All applicable federal, state, and local laws)	OSHA Federal Hazard Communication, 29 CFR §1910.1200; NYS Right to Know Law, 12 NYCRR 820; NYS Public Employee Sun Safety Law, NYS Labor Law Section 218-a; 12 NYCRR 800.6, Public Employer Workplace Violence Prevention Programs; 12 NYCRR 800.5, Permissible Exposure Limits	Effective Date:	May 7, 2019
Legislative Policy Statement:	It is the policy of Tompkins County that every employee is entitled and expected to work under safe and healthy conditions. To this end every reasonable effort will be made in the interest of accident prevention, fire prevention and health preservation to maintain a safe and healthy work place that is in compliance with all applicable Federal, State and Local laws and regulations.	Responsible Department:	County Administration/Health Department
General Information:	This policy was previously located within Tompkins County Administrative policy 10-22.	Modified Date (s):	
		Resolution No.:	2019-100
		Next Scheduled Review:	May 2024

I. Definitions: **Employees** - All persons filling positions of any rank within County government, including elected or appointed officials, administrators, paid staff, and volunteers, and also including members of any administrative board, commission, or agency.

OSHA (Occupational Safety and Health Administration) - An agency of the U.S. Department of Labor.

PESH (Public Employees Safety and Health) – An agency of the NYS Division of Safety and Health, administered by the NYS Department of Health, established to assure a safe and healthy work environment for public employees.

- II. Policy:**
- A.** The County will maintain a written, comprehensive County-wide Health and Safety Program which shall include an employee's right to know and understand the hazards they are exposed to in the workplace, as well as how to recognize and respond to the threats of workplace violence.
 - B.** The County will establish the position of Employee Health and Safety Coordinator, who will have the responsibility to administer the Tompkins County Health and Safety Program.
 - C.** Regular facility and site safety audits will be conducted.
 - D.** Each County Department Head will designate a Department Safety Representative for their department.
 - E.** Responsibility for safety in each department remains with the Department Head and their supervisory staff. Each Department Head and/or Supervisor has the responsibility to create a climate of safety awareness and enforce the basic safety program.
 - F.** All employees are responsible for their individual safety performance and the prevention of accidents. It is the responsibility of each employee to comply

with safety rules and to work in such a manner as to prevent injuries to themselves and others.

- G. The County will institute a Health and Safety Committee chaired by the Health and Safety Coordinator.
- H. All County employees will be provided with health and safety training.
- I. Tompkins County will take all practical steps to ensure that potential hazards and risks are identified and that suitable and effective control measures are implemented.
- J. Employees are expected to cooperate and assist in the implementation of this policy, while ensuring that their own work, so far as reasonably practicable, is carried out without risk to themselves, others or the environment. This includes cooperating with management on any health, safety, or environment related matter.

III. Procedure:

A. Health and Safety Program

1. The County Health and Safety Program coordination will be the responsibility of the County Health & Safety Coordinator.
2. The appointed department Safety Representative will, in concert with their department head, establish and support a program of safe work practices and procedures, as well as ensuring prompt incident reporting and investigation with the assistance of the County Employee Health & Safety Coordinator.
3. The County will provide, at no cost to an employee, any personal protective equipment and/or safety equipment that is required to safely accomplish their work.
4. The Health and Safety Program will be reviewed and updated on an as needed basis allowing for changes in laws and regulations, common practices, and areas of identified potential risk.
5. Safety audits will be conducted at a minimum, bi-annually by the Health & Safety Coordinator.
6. Reporting of Incidents
 - The reporting and investigation of health and safety incidents or events shall follow the policy and procedure contained within County Administrative policy 10-22 (Risk Management).

Note: For more detailed information on the County Health and Safety Program visit <http://tompkinscountyny.gov/intranet/health-and-safety>

B. Health and Safety Committee

1. Will meet at a minimum of four (4) times per calendar year.
2. Will have representatives from each County department and/or location.
3. Employees from every department within the County, regardless of

position, will be encouraged to contribute to Health and Safety Program promotion and development via their interaction with the County Health and Safety Coordinator and/or their Department Safety Representative.

C. Training and Education

All County employees will be provided with the necessary instruction and training in safe work methods. This includes:

- Department training on safe and efficient operation and maintenance of tools and equipment
- Mandatory New Hire Orientation Training (Facilitated at least once per month)
- Mandatory annual Health & Safety training for departments and existing employees in compliance with OSHA and PESH standards. This training must cover the following topics:
 - NYS Right to Know Law
 - Fire Safety – Emergency Action Plan
 - Workplace Violence
 - NYS Sun Safety Law
 - Hot and Cold Weather Safety
 - Hazard Awareness and Accident Prevention (Slips, Trips, Falls)
 - Back Safety
- Ongoing departmental training for employees exposed to specific risks and hazards in doing their daily tasks