

BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

19.	OCCUPATIONAL SAFETY AND HEALTH
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A safe and healthful working environment is essential to the continued strength of any organization. Therefore, the following are general rules to direct us to that end.

19-1. Occupational Safety and Health Act

It is the intent of Box Elder County to comply with all applicable rules and regulations pertaining to the Utah Occupational Safety and Health Act, Utah Code Unannotated Section 34A-6-101 et seq. Information relative to the Act can be obtained in the Human Resources Office. In addition to this policy, the Sheriff's Office Policies and Procedures Manual will provide additional guidance for Public Safety employees.

19-2. Hazard-Free Workplace

Box Elder County will make every effort to furnish a hazard-free workplace for its employees. Each employee shall comply with the standards, orders, rules, and regulations of the Utah Occupational Safety and Health Act.

19-3. Safety Officer/Supervisor Responsibility

Each elected official or department head shall inspect or designate a competent person or persons to inspect work areas frequently for unsafe conditions and practices, defective equipment and materials, and where such conditions are found, take appropriate action to immediately correct such conditions. Supervisory personnel shall enforce safety regulations and issue necessary rules to protect the health and lives of county employees. Employees will not be permitted to work in unsafe conditions, except for the purpose of making such conditions safe.

19-4. Safety Rules and Regulations

1. Report all injuries to your Supervisor no matter how large or small they appear to be.
2. Maintain order in your work area. Store necessary items in their proper place. Return all unnecessary items to their proper storage location.
3. Report immediately any condition or act you think might cause injury to employees or damage to equipment.
4. Don't take chances! If you don't know, ask.
5. Wear recommended safety protective devices as directed. (Failure to do so could result in penalties against Workers' Compensation benefits).
6. Where there is a risk of injury from hair entanglement in moving parts of machinery, employees shall confine their hair to eliminate the hazard.

7. Loose sleeves, tails, ties, lapels, cuffs, or similar garments that can become entangled in moving machinery shall not be worn where entanglement hazard exists.
8. Wrist watches, rings, or other jewelry shall not be worn on the job where they constitute a safety hazard.
9. Use of seat belts is required of all drivers and passengers in county vehicles and other vehicles being used for county business.
10. An employee may not fail or neglect to follow and obey orders and to do every other thing reasonably necessary to protect the life, health, safety, and welfare of employees.

19-5. Employee Accidents and Injuries

1. Workers' Compensation Coverage: Box Elder County operates under the State of Utah Workers' Compensation Act found at Utah Code Unannotated, Section 34A-2-101 et seq., which provides that each employee who is injured and the dependents of each employee who is killed, by accident arising out of and in the course of employment, wherever such injury occurred, if the accident was not purposely self-inflicted, shall be paid compensation for loss sustained on account of the injury or death, and such amount for medical, nurse, and hospital services and medicines, and, in case of death, the amount of funeral expenses. The medicines and funeral expenses are provided by the insurance carrier. The size of the awards and the conditions connected with workers' compensation claims are contained in the State laws covering workers' compensation cases.
2. Reporting injuries: Any injury occurring on the job must be reported to the supervisor immediately, but no later than the end of the employee's regular shift, and forms prescribed by the Industrial Commission of Utah must be completed and submitted to the Human Resources Department within 24 hours of the job injury. All necessary forms can be obtained from the Human Resources Department.
3. Record of Accidents: An accurate record of all accidents involving an injury to an employee while on duty shall be kept in the Human Resources Office.
4. Injury Report Procedure:
 - A. Report the injury- no matter how slight – to your boss immediately. (You may lose your rights if your injury is not reported promptly.)
 - B. The employee is required to fill out the employer's first report of injury form. A copy of this report is to be given to you and copies are to be sent to Workers Compensation Fun within seven (7) days of the accident.

- C. If your employer has a first-aid room or company designated doctor, go there promptly for treatment. If not, go to a doctor of your choice.
 - D. Tell the doctor **HOW, WHEN AND WHERE** the accident happened. The doctor will fill out a medical report form. Copies of the report are to be sent within seven (7) days of your visit to (1) Workers compensation Fund of Utah, (2) the Labor Commission and (3) you, the employee.
 - E. A report of any on-the-job injury resulting in disability or compensable lost time shall be submitted by the department head or designated official to the Human Resources Director, who will file the report with the Workers' Compensation Fund, the Workers' Compensation carrier, and the affected employee within seven calendar days on a "First Report of Injury" form. Under the following conditions, the Human Resources Department needs immediate notice:
 - a. Appearance of toxic or unusual fumes or gases
 - b. Major Equipment failure
 - c. Explosions
 - d. Fires that might affect the safety or health of county employees
- Note: Such notice must be made whether or not any actual injuries result from the above occurrences or changes of conditions.
- F. Notification of Serious Injuries: All fatal and potentially fatal and serious accidents shall be reported immediately to the Workers' Compensation Fund.