

*Kingman County  
Kansas  
Personnel Policy Manual*

Policy #1-C  
Safety Policy

Commission Approved  
Date: 1/26/2009

## **Policy Statement**

It is the policy of Kingman County to protect the safety and health of our employees and the public. Injury and illness losses from accidents are needless, costly, and preventable. To help prevent injuries and illnesses, a safety committee has been established. Employee involvement at all levels is critical for this effort to be successful. Its purpose is to bring the Board of County Commissioners, supervisors, and workers together in a cooperative effort to promote safety and health in the workplace. The safety committee assists the BOCC in making recommendations for change.

## **Board of County Commissioners**

It is the policy of the Board of County Commissioners to prevent injuries and illnesses. The BOCC provides direction and full support to supervisors and employees regarding all safety and health procedures, job training, and hazard elimination. They must be fully informed on safety and health issues throughout the county in order to constantly review the effectiveness of the safety and health program.

## **Supervision**

Supervisors are directly responsible for supervising and training their workers. This includes proper procedures, work practices, and safe methods to do the job. Supervisors must enforce county rules and take immediate corrective action to eliminate hazardous conditions and practices. They will not permit safety to be sacrificed for any reason. In addition, they will be held accountable for all safety and health issues.

## **Employees**

Each employee, regardless of their position in the county, is expected to cooperate in all aspects of the county's safety and health program. Some major points of our safety and health program include:

- Accidents must be reported to your supervisor immediately.
- Personal protective equipment must be worn at all times.
- Hazardous conditions must be reported to your supervisor immediately.

- Employees must participate in safety committee activities and support safety committee membership.
- No job is so important that we cannot take the time to do it safely.

### **Safety Committee**

The safety committee consists of various Department Heads and employee representatives who have an interest in the promotion of safety and health at Kingman County. The committee is responsible for making recommendations to the BOCC for how to improve safety and health in the workplace.

They have been charged with the following responsibilities:

- Establishing safety policies and procedures
- Performing safety inspections of grounds and buildings owned by the County
- Identifying potential hazards
- Documenting and/or investigating accidents and near misses
- Making Corrective Action recommendations to the Board of County Commissioners.