



# Medina County Policy Manual



Policy: <b>Health &amp; Safety</b>	Section: <b>Health &amp; Safety</b>	Number: <b>6.015</b>
Issued: <b>09/17/07</b>	Reviewed/Revised: <b>11/12/2013</b>	Page #: <b>1 of 2</b>

Previous Res. 07-900

It is the goal of Medina County to provide all employees with a safe and healthful work environment. The County believes that safety must always be foremost in the minds of all employees, and do not believe that health and safety practices and procedures should be sacrificed in order to get a task completed faster or more inexpensively.

## A. County's Responsibility

The responsibility of the County is to provide a safe and healthful workplace, establish and maintain a facility health and safety program, ensure employees are properly trained, provide medical and first aid equipment, provide employees with health and safety information, support facility supervisors in their health and safety activities, and to evaluate the health and safety programs of facility supervisors.

## B. Department Head

The responsibility of department heads is to properly instruct employees, enforce health and safety regulations, correct unsafe acts and conditions, ensure that only authorized and adequately trained personnel operate equipment, report and investigate accidents/incidents, inspect areas of responsibility for hazards, ensure equipment is properly maintained, and instill safety awareness in employees. Adequate first aid shall be made available at agency facilities to all employees during working hours.

## C. Employee Responsibility

The responsibility of each employee is to follow safe work procedures, know and comply with applicable regulations, report injury or illness immediately to their immediate supervisor, report unsafe acts and conditions, and participate in any agency-sponsored health and safety meetings or programs. Any employee questions regarding health and safety should be directed to the employee's immediate supervisor.

- a. Any employee found to be unwillfully negligent in equipment operation, resulting either in damage to the equipment or an accident, may be disciplined.

Policy: <b>Health &amp; Safety</b>	Section: <b>Health &amp; Safety</b>	Number: <b>6.015</b>
Issued: <b>09/17/07</b>	Reviewed/Revised: <b>10/2013</b>	Page #: <b>2 of 2</b>

- b. Any employee found to be deliberately negligent in equipment operation, resulting in either damage to the equipment or an accident, shall be subject to immediate termination.
- c. Any accident occurring during working hours shall be reported to the immediate supervisor at once. The supervisor shall, in turn, notify the Department Head or the County's Safety Coordinator. The employee shall complete an Accident Report Form and which shall be forwarded to Human Resources no later than forty (48) hours after the accident in order that the employee may be covered under Workers' Compensation.

#### D. Tobacco Use

In order to promote a healthy and comfortable work environment County employees are prohibited from using tobacco throughout all County properties and/or while performing duties related to County employment. County property includes, but is not limited to : buildings; offices; restrooms; hallways; common work areas; garages; County vehicles; conference rooms; stairs; cafeterias/break rooms; and storage areas.

For the purpose of this policy, tobacco is defined as all tobacco, tobacco derived and/or substances mimicking tobacco containing products, including but not limited to: cigarettes, electronic cigarettes, vapor cigarettes, any artificial/faux cigarette, cigars, cigarillos, pipes, oral tobacco, or any other manner of using or consuming tobacco, tobacco derived substances and/or substances mimicking tobacco. The definition is intended to include all products that deliver nicotine for purposes other than cessation.