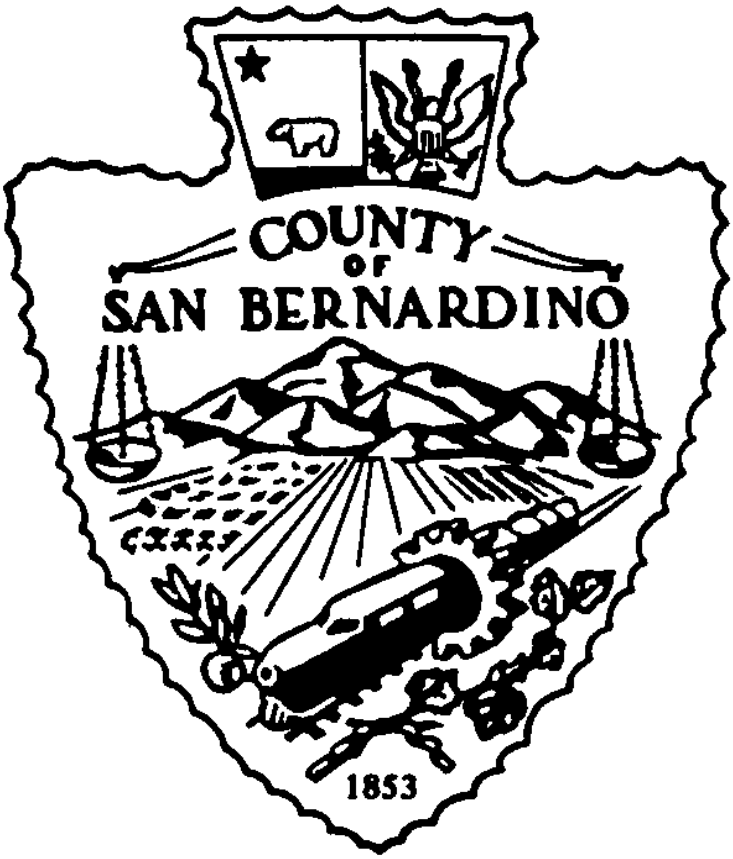
Policy



SUBJECT

COUNTY ACCIDENT PREVENTION PROGRAM

APPROVED

ROBERT O. TOWNSEND

CHAIRMAN, BOARD OF SUPERVISORS

POLICY STATEMENT

The county of San Bernardino, in accordance with Section 3202, title 8 of the government code, will develop and maintain a County Accident Prevention Program to foster a safe and healthful working environment for all county employees and the public using County facilities.

POLICY AMPLIFICATION

A. General

The County Accident Prevention Program will encompass OSHA training and safety programs which shall include, but not be limited to, the following:

1. Training designed to instruct management and employees concerning County and OSHA general safety and health working rules and practices and to provide instruction with respect to job hazards.

2. Safety inspections designed to correct unsafe or unhealthful working practices and conditions.

B. Authority

General Services Agency-Risk Management Division is the designated authority for administering the County Accident Prevention Program.

1. The Risk Management Division shall be responsible for initiation and promotion of the Accident Prevention Program.

2. OSHA and safety training will be conducted by the GSA Risk Management Division and Personnel Department. All program content will be determined by the risk Management Division.

C. Program Objectives

1. Provide general rules of safe practice which will be applied uniformly for any particular working condition.

2. Provide procedures for employees to report unsafe or unhealthful condition of work. Instruct and encourage employees to use these procedures.

3. Provide procedures for the investigation and evaluation of each accident (injury or non-injury) to determine reason it occurred and how its recurrence may be prevented.

4. Provide all levels of management and supervision with adequate training to ensure an understanding of the enforcement requirements of County and OSHA health and safety regulations.

5. Provide training to first-line supervisors so that they are aware of the capabilities of their subordinates and ensure work assignments are given only to employees who are properly trained and know the predictable job hazards to be avoided.

6. Provide new employees indoctrination training in sufficient detail so that employees understand tasks to be performed, predictable hazards to be avoided, and the employee's responsibilities in carrying out county and OSHA health and safety regulations.

7. Provide safeguards so employees assigned to a task which may be subject to a foreseeable hazard, are not allowed to proceed without responsible supervisory instructions.

8. Maintain records of training, periodic inspections and corrective actions taken as a means of verifying the effectiveness of the total accident prevention program. the Risk Management Division will take what action as may be deemed necessary to carry out these program objectives under the direction of the County Administrative Officer and the Board of Supervisors.

	COUNTY OF SAN BERNARDINO **POLICY MANUAL**	No. 09-06 ISSUE 1 PAGE 1 OF 1 By EFFECTIVE 8/18/86
SUBJECT DRIVER IMPROVEMENT PLAN		APPROVED *ROBERT HAMOCK* CHAIRMAN, BOARD OF SUPERVISORS

POLICY STATEMENT

Each Agency, Department, and/or Board-governed Special District will develop an internal Driver Improvement Plan to promote safe driving practices to protect the County's employees and vehicle fleet, and to reduce the County's vehicle liability exposure.

POLICY AMPLIFICATION

The plan objectives are:

A. Designate management action, employee training and related procedures to improve departmental driving.

B. Develop a departmental plan to address repetitive preventable vehicle accidents including consistent management actions and employee training.

C. Designate administrative responsibilities for the Driver Improvement Plan.

GENERAL RESPONSIBILITIES

The Plan should include the following functions as a minimum:

A. District/Department Head

1. Verify employees who drive on County business have valid California Driver's Licenses.

2. Ensure driver training is provided per Standard Practice 09-04 and that Driver Training needs are evaluated at least annually.

3. Ensure that all supervisors evaluate employee's vehicle accident records during Work Performance Evaluations.

4. Require dispositive action accomplished through personal counseling, formal reprimand, or disciplinary measure (suspension, demotion, reduction in salary step, dismissal) based upon facts and circumstances attending each preventable vehicle accident.

B. Risk Management

1. Provide and fund appropriate Driver's Training for new employees and professional County drivers per Standard Practice 09-04.

2. Provide, fund, and schedule appropriate Driver's training for employees with preventable accidents as recommended by the Safety Awards and Review Board.

3. Keep department heads or directors and supervisors advised of all employees with preventable accidents.

POLICY STATEMENT

The policy of the board of supervisors for the county of San Bernardino shall be that all employees whose duties require the operation of a motor vehicle receive driver training.

POLICY AMPLIFICATION

The objectives of the Driver Training Program are:

a. Provide voluntary driver training to County employees.

b. Provide driver training to County employees who are required to operate motor vehicles.

c. Provide special driver training to County employees who perform special driving assignments.

d. Provide remedial driver training.

DEPARTMENTS/FUNCTIONS AFFECTED

All County Agencies, Departments and Board-Governed Special Districts under the jurisdiction of the Board of Supervisors.

RESPONSIBILITIES

1. The Environmental Public Works Agency (EPWA) will conduct the Behind the Wheel Driver Training.

2. The Training & Learning Center will coordinate the Driver Awareness and New Employee Orientation classes.

3. The General Services Agency (GSA) shall defray all outside instructional costs, associated with the Driver Training Program, to the Liability and Workers' Compensation Trust Funds.

4. The Occupational Safety and Health Committee and the Safety Awards and Review Boards shall monitor the Driver Training Program.

POLICY STATEMENT

It is the policy of the County of San Bernardino to provide safe working conditions, a healthful work environment, and to promote continuing safety awareness at all levels of employment within the County. A safety program must be founded on safety awareness.

The County recognizes its responsibility to provide a safe place of employment, to provide safety devices, protective equipment, employee training and mechanical safeguards; to protect the life, safety, health and welfare of employees; and to initiate, maintain, and enforce a program to fulfill this responsibility.

POLICY AMPLIFICATION

A. GENERAL

The County Occupational Illness/Injury Prevention Program shall include, but not be limited to, the following:

1. Methods for assuring that employees comply with safe and healthy work practices. These include employee incentives, training programs and disciplinary procedures.

2. A combination of methods for communicating with employees on matters relating to occupational safety and health. These include safety meetings, training programs, posting and written communications.

3. A method for employees, without fear of reprisal, to advise the County of unsafe practices, conditions and work place hazards.

4. An inspection program for identifying, evaluating and ensuring correction of unsafe practices, conditions and work place hazards.

5. A procedure to investigate occupational injuries, occupational illnesses or exposure to hazardous substances; prevent such illness, injury or exposure from reoccurring.

6. An Occupational Health and Safety Training Program to instruct employees in general safe and healthy work practices. This program shall include a general safety orientation for all employees as well as specific training regarding hazards and potential exposures inherent in each employees job assignment.

7. Procedures to document the safety training of all San Bernardino County employees.

B. RESPONSIBILITY

Assistant Administrative Officers, Department Heads, and Directors of Board-Governed Special Districts are responsible for implementation of the Prevention Program in each department within their area of responsibility.

C. AUTHORITY

Human Resources/Risk Management division is the designated authority for providing consultation for the County Occupational Illness/Injury Prevention Program.

1. Risk Management Division shall provide consultation to assist Departments and Districts in the development, distribution monitoring and promotion of the Prevention Program.

2. Risk Management Division shall provide consultation to assist Departments and Districts in preparing programs, policy and guidelines to meet requirements of the California Labor code and the California Code of Regulations.

3. Risk Management Division shall be responsible for providing management and supervisory training to develop the management personnel skills and knowledge necessary to train all County employees.

PROGRAM OBJECTIVES:

A. To ensure that the County of San Bernardino is in complete conformance with Section 3203, title 8, California Code of Regulations, General Industry Safety Orders.

B. To provide procedures, guidelines and training policy necessary to ensure the occupational safety and health of San Bernardino County employees.

C. To promote safety awareness among all employees of the County of San Bernardino.

POLICY STATEMENT

It is the goal of the Board of Supervisors to assure that all work done by County employees and all services provided by and to San Bernardino County be done and provided in a safe and healthful manner. Toward the accomplishment of this goal, the Occupational Safety and Health Committee is established to monitor, review and evaluate the County Occupational Safety and Health Program and to recommend to County administration and the Board of supervisors such policies and actions deemed necessary and advisable to prevent injury or illness.

POLICY AMPLIFICATION

I. GENERAL

A. The Occupational Safety and Health Committee is established for a period of four years commencing March 15, 1978 and, prior to the expiration date, shall be reviewed by the County Administrative Officer to evaluate the need for continuation of the Committee.

B. The Committee shall prepare rules and regulations for its conduct of business for adoption by the Board of Supervisors.

II. MEMBERSHIP AND TERMS OF OFFICE

A. The members of the Committee shall be appointed by the Board of Supervisors and shall be selected from the following County organizations:

1. A member of the Board of Supervisors, or a delegated alternate, shall serve as the Committee Chairperson.

2. The County Administrative Officer (ex officio) or a delegated alternate.

3. A representative from each Agency and each group of County Services.

4. A representative from each exclusive employee organization.

5. Additional members as may be determined by the Board of Supervisors.

6. The County Risk Manager (ex officio) shall be a non-voting member who shall serve as Committee Secretary and provide advisory and staff support for the Committee.

B. The terms of office shall be in accordance with Board of Supervisors' Policy an Boards, Commissions and Committees (01-12).

III. MEETINGS

A. Meetings shall be held at least once per quarter year in locations determined by the Committee with special meetings being called by the Chairperson as required.

B. The Committee is subject to the provisions of the Brown Act (California Government Code Section 54950 et. seq.).

IV. FUNCTIONS AND RESPONSIBILITIES

A. The primary function of the Committee shall be to aid in the development and make recommendations to the Board of Supervisors regarding:

1. Injury Control and Accident Prevention;

2. Procedures for reporting, investigating and reviewing accidents, injuries and occupational diseases;

3. Occupational Safety and Health Education and training;

4. Occupational Safety and Health Inspection;

5. County employee emergency and disaster planning; and

6. Policies and procedures needed to attain the goal of this policy.

B. The committee shall establish sub-committees, known as Safety Awards and Review Boards, for investigation, review and recommendations for the prevention of vehicle accidents, occupational accidents and occupational health problems and for recommendation of awards in recognition of outstanding achievements in the health and safety field.

1. Safety Awards and Review Boards shall be established for the general County, the Sheriff's Office and such other organizational units as may be appropriate.

2. Upon presentation by the County Risk Manager, County Safety Inspectors or Agency or Department Safety Officers, the appropriate Safety Awards and Review Board is authorized to investigate evidence and solicit testimony from employee witnesses concerning accidents and hazards to determine if the incident was preventable and to recommend corrective action needed to eliminate such hazards.

3. The Safety Awards and Review Board shall review actions taken to preclude or mitigate occupational safety and health hazards and recommend additional action if required.

V. RECORDS

A. Minute records of the proceedings of each meeting of the Committee and each Sub-Committee shall be kept.

B. A record of each report, investigation and review together with any recommendations shall be kept on file and be available for analysis of the program effectiveness.

POLICY STATEMENT

In addition to the Illness/Injury Prevention Program, which defines measures necessary to protect the health and safety of County employees, it is the policy of San Bernardino County to implement a Zero Tolerance Standard with regard to threats and violent behavior in the work place. This includes threats and violent behavior, direct, indirect, implied, or actual, from any person, and directed toward any person, occurring at any County facility or in connection with the conduct of county business without regard to location.

POLICY OBJECTIVE

1. To assure that all workplace threats and violent behavior are addressed promptly.

2. To assure the level of physical/facility security in San Bernardino County work places is sufficient to protect the health and safety of County employees.

3. To ensure that the County of San Bernardino is in complete conformance with all Title 8, California Code of Regulations, General Industry Safety Orders, mandates relative to violence in the workplace.

POLICY AMPLIFICATION

Zero Tolerance with regard to threats and/or violent behavior shall include, but not be limited to, the following proactive measures and/or prohibited behavior:

1. No person shall engage, or be allowed to engage, in violent conduct or make threats of violence, implied, actual, direct or indirect, at a county work place or in connection with the conduct of County business.

2. All threatening comments or behavior, direct, indirect, implied or actual, are to be taken seriously, and are never to be dismissed as "harmless" or "just blowing off steam".

3. Threatening comments, action, or violent behavior at any County location or at any location where County business is being conducted are to be reported immediately to Department supervision. Supervisors shall take necessary steps to assure the incident is immediately reported to an appropriate Department Head.

4. The supervisor to whom an incident is reported shall immediately provide security for the threatened individual, co-workers and the public at the work site by:

   a. Immediately placing an employee alleged to have made threats or engaged in violent behavior on paid leave pending the outcome of an investigation;

b. Ensuring that any threatening or violent person, employee or member of the public, leaves the work site.

c. Immediately contacting an appropriate Law Enforcement Agency if necessary to ensure removal of the offender from the scene.

d. Ensuring that an employee who has been the victim of job related threats or violence away from County work sites does not revisit the scene until authorities have dealt with the matter.

5. All threats and violent behavior, implied, actual, direct or indirect, are to be documented and investigated by the Department's Personnel Officer. Such documentation shall include a narrative of the incident including names and other appropriate identification of the parties involved, verbal comments made or description of the violent behavior, witness names and witness statements.

6. County employees who engage in threats or violence, direct, indirect, implied or actual, against co-workers or any other person in connection with County business, are to be subject to legal action by law enforcement authorities and disciplinary action, up to and including termination of employment.

7. Except as specifically permitted, San Bernardino County employees are prohibited from possessing or using defensive weapons during the course of County employment.

RESPONSIBILITY

1. ASSISTANT ADMINISTRATIVE OFFICERS, ELECTED OFFICIALS AND DIRECTORS OF BOARD-GOVERNED SPECIAL DISTRICTS

a. Exercise responsibility and authority for implementation of procedures to assure the Health and Safety of County employees as defined in Policy #09-07, dated July 11, 1991, San Bernardino County Illness/Injury Prevention Program.

b. Implement this Violence and threats in the Workplace - Zero Tolerance policy forthwith.

2. DEPARTMENT MANAGERS

a. Ensure this policy is fully implemented in all work locations within their area of responsibility.

b. Ensure that mid-level managers and supervisors are fully informed of Zero Tolerance and that all action defined under Policy Amplification is followed.

c. Assure that incident documentation is completed accurately and in a timely manner.

d. Ensure that Appointing Authority, organization supporting Personnel Officer/Assistant Personnel Officer, Risk Management Division/Safety Section, as well as other appropriate sources of consultation, are promptly notified of threats and violent behavior.

e. Ensure that appropriate managers and supervisors attend all training with regard to Work Place Violence presented by Human Resources/Risk Management Division/Safety Section.

f. Ensure that all threats and violent behavior, direct, indirect, actual or implied, are reported to appropriate law enforcement agencies, if appropriate based upon discussion with the Department Personnel Officer and Risk Management.

g. Ensure that all County work sites and work practices under individual areas of responsibility are reviewed for the purpose of providing employee security and protection from the potential of reasonably foreseeable violent action.

h. Assure that all reports of threats and violent behavior, direct, indirect, actual or implied, are fully and formally investigated by the Department's Personnel Officer, with the assistance and involvement of appropriate supporting and/or consultive staff.

3. SUPERVISION

a. Report all incidents immediately to management.

b. Ensure safety of victim.

c. Provide appropriate levels of training to employees as required by San Bernardino County Illness/Injury Prevention Program.

d. Attend prescribed training.

4. RISK MANAGEMENT DIVISION

a. Prepare guidelines and programs in conformance with all Title 8, California Code of Regulations, mandates.

b. Prepare and present manager/supervisor training.

c. Maintain records of incidents.

d. Provide consultation with regard to workplace threats and violence as well as workplace physical/facility security.

	COUNTY OF SAN BERNARDINO **POLICY MANUAL**	No. 08-01 ISSUE 2 PAGE 1 OF 1 By EFFECTIVE 4/22/97
SUBJECT COUNTY BUILDING COORDINATION		APPROVED *JERRY EAVES* CHAIRMAN, BOARD OF SUPERVISORS

POLICY

It is the policy of the Board of Supervisors to promote essential building security and safety precautions and maintain efficient and orderly use of facilities under the jurisdiction of the Board of Supervisors.

POLICY AMPLIFICATION

1. Reduction or elimination of hazards to the public or to employees and theft or vandalism to County property will be accomplished by a system of rules and procedures set forth in Emergency Evacuation Plans, Fire Plans, Safety Procedures, Department Emergency Operations Plans, Standard Practices, and other activities related to facilities under County jurisdiction.

2. Building security standards and related rules and procedures will be subject to policy approved by the Board of Supervisors.

3. A system of Safety Coordinators will be established to implement this policy.

	COUNTY OF SAN BERNARDINO STANDARD PRACTICE	No. 08-01SP By	ISSUE 3 PAGE1 OF 2 EFFECTIVE4/22/97
DEPARTMENT		APPROVED	
SUBJECT COUNTY SAFETY COORDINATORS		*J. HLAWEK*	

PURPOSE

To establish the responsibility and procedure to promote essential department and/or building security and safety precautions, emergency actions, and to maintain efficient and orderly use of facilities under County jurisdiction.

DEPARTMENTS AND FUNCTIONS AFFECTED

All Groups, Departments of the County, Board-governed Special Districts, and individual operating locations.

FOREWORD

The procedures outlined in this Standard Practice are subject to the County Building Coordination Policy approved by the Board of Supervisors.

RESPONSIBILITY AND PROCEDURE

1. Definition of Terms

For the purpose of this Standard Practice, the following definitions will apply:

COUNTY SAFETY COORDINATOR - An official appointed to administer building, safety, and security rules and procedures, coordinate Emergency Evacuation Plans, Department Emergency Operation Plans, Building Security Plans, Fire Plans, and Safety Procedures.

EMERGENCY EVACUATION PLAN - A plan prepared by each Group and/or Department or operating location for buildings under County jurisdiction, setting forth emergency procedures, including building evacuation in the case of fire, bomb threat or other valid reason.

COUNTY DEPARTMENT EMERGENCY OPERATION PLAN - A plan prepared by each group or department to guide emergency preparedness, response, and recovery per San Bernardino County Policy 09-01.

BUILDING SECURITY PLAN - A plan prepared by each Group, Department, or operating location setting forth security rules and procedures as required for buildings under County jurisdiction.

2. County Safety Coordinator Appointment

a. Department Heads, with the concurrence and assistance of the County Safety Officer will select a Safety Coordinator and an alternate for each designated facility.

b. A list of appointments and replacements, as they occur, will be submitted to Group Administrators and Department Heads, Office of Emergency Services, Facilities Management Department, and Risk Management Division, Human Resources.

3. Group Administrators and Department Heads

a. Execute Emergency Evacuation, Disaster Preparedness, Security Plans, and Safety Procedures.

b. Take necessary steps to insure that Safety Coordinators receive cooperation and support necessary for the promotion of building security and safety for personnel under the Group/ Department jurisdiction.

4. County Safety Coordinators

a. Coordinate with affected Departments' Emergency Evacuation Plans, Department Emergency Operation Plans, Building Security Plans and Safety Procedures developed by Group Administrators and Department Heads for facilities, as required.

b. Ensure that rules, procedures and guidelines of plans are compatible with applicable regulatory mandates and local building and licensing agency requirements. To ensure Plans are viable, conduct walk-thrus with the Office of Emergency Services and Risk Management Division/Safety Officer or designees, once plans are finalized. Office of Emergency Services and the County Safety Officer shall be notified of Plan changes. Such plans may include procedures for evacuation exercises, and, in specific cases, may include the coordination of maintenance calls for multi-tenant buildings.

c. Administer guidelines and policy concerning an individual and/or group circulating petitions on building facilities under County jurisdiction in accordance with procedure 08-14SP.

5. County Safety Officer

a. Assure the selection of a Safety Coordinator and alternate for each building department, and/or operating location under jurisdiction of the County Board of Supervisors.

b. Formulate, develop and implement procedures and practices to insure that Evacuation Plans, Security Plans, Fire Plans, and Safety Procedures are in compliance with regulatory mandates.

c. Provide consultation, guidance and technical support to Group Administrators, Department Heads, individual Managers, and Safety Coordinators in fulfilling the directions herein.

d. Provide training to Safety Coordinators to assure the level of competence and knowledge necessary to implement this procedure.

e. Monitor, audit, and periodically report to appropriate management with regard to implementation of this Standard Practice and Board of Supervisors Policy #08-01.