



## **WORKPLACE SAFETY STANDARDS POLICY**

### **1.17**

Effective Date: 07/18

**Purpose:** Barren River District Health Department (BRDHD) will comply with all applicable federal, state, and local health and safety regulations in providing a work environment as free as possible from recognized hazards.

**Failure to Comply:** Employees who fail to comply with this policy will be subject to disciplinary actions. Employees are expected to comply with all safety and health requirements whether established by federal, state, or local law or by agency policy. Agency failure to comply could result in violation of federal or state regulations.

#### **Policy:**

##### **Safety**

It is the responsibility of each employee that all tasks be conducted in a safe and efficient manner complying with all local, state, federal safety and health regulations, programmatic standards, and with any special safety concerns identified by BRDHD for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, it is the responsibility of the employee to identify and familiarize themselves with the emergency plan for their working area.

Each facility shall have posted an egress plan detailing procedures in dealing with emergencies.

##### **Fires and Other Emergencies**

The facility where you are assigned has emergency procedures and evacuation plans to follow in the event of fire or other disaster. These are posted prominently in common areas and bulletin boards in each facility. Exit signs, fire extinguishers, and first aid supplies are located at each facility. All employees are expected to familiarize themselves with the location of such equipment.

### **Emergency Evacuation Plans and Re-entry**

Management requires that every person in the agency assume the responsibility for individual and agency safety. Failure to follow BRDHD safety and health guidelines or conduct which places the employee, volunteer, client, or agency property at risk can lead to employee disciplinary action up to and including termination.

In any emergency, employees should follow alarms or other alerts to evacuate the building and/or area near the premises. Always follow the basic evacuation procedures but remember that personal safety is paramount and takes precedence. Close your door and leave your work area and report to your designated assembly area.

The supervisor or designee of your facility will coordinate with fire, police or other emergency preparedness personnel to determine when the building may be re-entered. This information will then be passed through supervisors or other staff.

### **General Safety Rules**

Our employees perform a wide range of functions in various locations. Although some safety rules apply only to specific positions, all employees are expected to comply with the rules in this procedure. The following list should not be considered all-inclusive:

- Use common sense in performing your duties.
- Report any work injury/illness to your supervisor and HR.
- Report unsafe conditions to your supervisor or HR.
- Use mechanical devices or request assistance in lifting heavy loads.
- Wear seat belts when operating any agency or rented vehicle or driving your own personal vehicle while on agency business.
- Be sure that aisles or exits are kept clear; do not let cords interfere with walkways.
- Open only one file cabinet drawer at a time to avoid tip-over. Cabinets should also be loaded from bottom to top and emptied in the reverse order.
- Report or clean up all spills immediately.
- Use stepstools, platforms or ladders for climbing; never use chairs.
- Report or replace frayed electrical cords.

### **Material Safety Data Sheets (MSDS)**

The agency will keep Material Safety Data Sheets (MSDS) on all hazardous substances and materials in areas accessible to all staff. Employees should help ensure that MSDS are kept current and report missing ones to their supervisor or the human resources department.

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Forms: [OSHA 300A](#)

**References:** Federal and state fire safety laws, [OSHA](#); [Administrative Reference \(07/2017\)](#)

**Contact Person:** Human Resources Manager, Director of Preparedness

**Policy Origination, Revision, and Review Tracking**

Policy Number	Origination Date	Description of Revision or Reviewer Name
1.17	12/14/2017	HR Manager-Policy Creation
1.17	9.29.2020	HR Manager-review