

5.04 WORKPLACE SAFETY

A. Responsibility

The County requires that every person assumes the responsibility of individual and organizational safety. It is the responsibility of each employee to conduct all tasks in a safe and efficient manner; complying with all local, state and federal safety and health regulations and program standards with any special safety concerns for use in a particular area or with a client/citizen.

Although most safety regulations are consistent through each department and program, each employee has the responsibility to identify and familiarize himself/herself with the emergency plan and regulations for his/her working area. Failure to follow County safety and health protocols, or engaging in conduct that places the employee, other County employees, citizens or County property at risk, can be subject to corrective action.

B. Reporting

It is the responsibility of the employee to immediately report when they have been involved in, or witnessed a workplace accident. Employees must also complete an [Incident and Injury Report](#) for each accident or incident that results in an injury. Failure to do so may result in corrective action.

