



1.0 Scope and Application

This safety manual was developed in accordance with the requirements of Chapter 32 (Public Employee Safety and Health) of the Wisconsin Administrative Code as administered by the Wisconsin Department of Commerce. It contains provisions for both County-wide and individual departmental safety policies, rules and procedures. Employee responsibilities for complying with the policies and procedures contained in the safety manual are set forth below.

2.0 Responsibilities

All employees are responsible for complying with the requirements contained in this policy. See the individual sections contained in this policy for specific requirements. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

3.0 Departmental Polices and Requirements

The responsibilities contained in this policy represent minimum safety related requirements that have been assigned to County employees. Additional responsibilities may be contained in departmental policies and procedures. Consult your Supervisor for more details.

4.0 Definitions

None.

5.0 Training

All employees will receive instruction in this policy at their time of assignment and whenever this policy is revised.

6.0 Policy Documentation Requirements

None.

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7.0 Division of Personnel

The Division of Personnel is responsible for the development, implementation, and/or coordination of all safety and health related programs, policies and procedures, including employee safety related training programs. The Risk Manager within the Personnel Division is the primary point of contact for all work-related safety and health issues and is responsible for the following activities:

- Development, maintenance, implementation, and/or coordination of all safety and health related policies and safety manual.
- Ensures all safety and health related training programs are conducted as required.
- Working closely with other departments to ensure that all safety polices and procedures are implemented.
- The performance of accident investigations and all associated activities.
- Worker's Compensation claims and investigations.
- Providing assistance in establishing qualifications and safety training necessary for each job classification.
- Developing controls to ensure that the policies and procedures in the safety manual are implemented and in compliance with all applicable laws, rules, regulations and ordinances.
- Providing assistance to other departments in determining the safety requirements for new equipment purchases and job activities.
- Co-Chairing Safety Committees.
- Advises the County Executive, Department Heads, Supervisors and employees of unsafe conditions or problems related to accident prevention and makes recommendations as appropriate for loss control.
- Directs departmental actions needed to ensure compliance with all safety and health requirements.

The Risk Manager will not fulfill obligations of Department Heads and/or Supervisors relative to providing a safe work environment, necessary equipment, training or inspections in the interest of accident prevention.

8.0 Department Heads

Department Heads are responsible for the safety, health and welfare of each employee within their department. The Department Head must become educated as to the required and desired safety and loss prevention criteria contained in the safety manual. Although it is normal practice for Supervisors to be delegated the authority to implement safety policies and procedures in some departments, the ultimate responsibility will rest with the Department Head.



The policies contained in the safety manual represent minimum safety requirements that are applicable to all employees and departments. Certain program areas require more detailed procedures and documentation that are unique to individual departments.

In these instances, and in instances where County-wide policies applicable to a specific departmental area have not been developed, Department Heads are responsible for developing departmental procedures and associated documentation that will be forwarded to the County Risk Manager for review and filing.

Appendix A of this safety manual summarizes the major departmental safety documentation requirements. Department Heads should consult each specific policy contained in the safety manual for more details, appropriate forms, and documentation requirements where required.

Department Heads are also responsible for ensuring that all employee training, inspections, audit and reviews of program areas applicable to their department are carried out as required (see inspection, audit and review policy and training requirements policy).

9.0 Supervisors

Supervisors are directly responsible for the safety and health of all employees under their supervision and are responsible for, but not limited to the following:

- Ensuring that all employees under their supervision and all activities performed within their department comply with the policies and procedures contained in the safety manual in addition to specific departmental safety rules and procedures.
- Ensuring that their employees attend and receive scheduled safety training.
- Reporting all unsafe acts, unsafe conditions, accidents and injuries immediately to the Risk Manager using established reporting procedures.
- Distribution and replacement of personal protective equipment.
- Implementing controls to address recognized safety hazards according to the following hierarchy:
 - Eliminate the hazard if at all possible.
 - Remove unsafe equipment from service and alert affected employees.
 - Restrict access to unsafe areas.
 - Implement engineering controls.
 - Implement administrative controls.
 - Implement personal protective equipment requirements.



10.0 Employees

All employees are expected to place safe work practices as their highest priority during the performance of their job activities and are required to adhere to the policies and procedures contained in the safety manual. Failure to follow safety policies and procedures will subject employees to disciplinary action, up to and including discharge. All employees are responsible for the following:

- Complying with the policies and procedures contained in the safety manual in addition to specific departmental safety rules and procedures.
- Attending and completing all safety training requirements specified by their Supervisor.
- Using safety and personal protective equipment that is provided to the employee for the performance of their daily work assignments.
- Wearing appropriate work clothing as prescribed by supervision.

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End Policy