

Missoula County Safety Policy

Purpose

This policy establishes guidelines to help provide a place of employment that is safe for each Missoula County employee.

Scope

This policy is applicable to all County Departments and employees. For purposes of this policy, "employee" includes elected officials, and regular or temporary employees.

Administration

The Risk Management Department is responsible for administering, interpreting and applying the terms of this policy on behalf of the Missoula County Board of County Commissioners. Department heads are responsible for the implementation of this policy within their departments and for ensuring compliance. Departments may adopt and implement safety measures appropriate to the risks associated with their specific operating environments.

References

Montana Code Annotated ("MCA") Title 39, Chapter 71 "Montana Safety Culture Act"
MCA Title 50, Chapter 71 "Montana Occupational Safety and Health Act".

Definitions

"Safety Committee" means a group of County employees convened to promote a safe, accident free, healthy work environment for all county employees.

"Safety Consultation" means assistance rendered to advise and aid a department in the identification, evaluation, and control of existing and potential accidental and occupational health problems.

"Safety Programs" means educational activities intended to promote health and safety in all places where Missoula County employees work.

Policy

To comply with the provisions of the MCA as they apply to workplace safety, Missoula County has established the Missoula County Safety Committee. This committee shall promote safety in the workplace by providing safety consultation services and establishing safety education programs. The Risk Management Department will provide staff support to the Committee.

Responsibilities of the Missoula County Safety Committee

1. Provide, coordinate, conduct and support training programs for all county employees related to on-the-job injury or illness avoidance;
2. Support inter-department safety committees in their role to prevent and manage safety concerns within their individual departments;
3. Conduct post-accident review for any employee injured in the workplace and recommend corrective action;
4. Establish communication channels to ensure that employees are contacted regularly about the importance of safety in all operations;
5. Maintain the necessary records to comply with the laws and objectives governing the safety committee program to include meeting minutes, committee rosters, training resource rosters, and meeting dates and times;
6. Coordinate and participate in building inspections and provide safety consultation and technical assistance for developing: safe work methods, procedures for accident investigations, and training programs.
7. Recommend immediate correction action in cases of hazardous operations; and
8. Encourage all county employees to:
 - develop a keen "safety awareness"
 - abide by the safety rules and regulations of the organization
 - report any unsafe conditions to the Supervisor
 - contribute ideas and suggestions for improving the safety of conditions or procedures to the committee
 - attend safety training sessions as prescribed
 - report all accidents and injuries immediately