

DOCUMENT NUMBER: 202

SUBJECT: SAFETY RESPONSIBILITIES MANAGERIAL PERSONNEL

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**I. SAFETY RESPONSIBILITIES – MANAGERIAL/SUPERVISORY PERSONNEL**

Managerial/Supervisory personnel have a major responsibility for ensuring a safe workplace since they must provide the guidance, information and support employee needs to perform work safely. As a manager/supervisor, you must lead by example - by reinforcing and modeling safe work practices and responding to safety concerns proactively.

Safety issues and laws change regularly; as a manager/supervisor you must also keep up with current trends, and continually communicate safety information to employees.

A. Communication and Training

1. Ensure that **all employees and especially new employees**, are informed of workplace hazards and safety policies and procedures.
2. Ensure that general safety training is provided regularly for employees in all work areas.
3. Communicate all aspects of safety clearly to all employees, through training, posters, memos, and most important, through personal conversation and example.
4. Communicate the County's safety goals clearly - orally, in writing, and by example.
5. Where the operation involves "blue collar" field or shop type work, ensure that "tailgate" or "toolbox" safety meetings are conducted at least every 10 working days. These meetings should involve training and discussion; make sure the topics are interesting and pertinent to the work site.
6. At other work sites, make sure that safety meetings are held, or that safety is on the agenda of a staff meeting, at least once a month.
7. If you or any of your employees are trained in First Aid, CPR, or any other training that requires recertification, it is your responsibility to keep the training current.
8. Ensure employees receive required training such as Driver's Awareness Training. For a list of required training programs, refer to Document 502.
9. Cultivate an environment where employees feel encouraged to bring forward safety concerns without fear of reprisal, and ensure there is efficient follow-up on those concerns. Use formal written procedures when needed. Respond to and act on employee concerns reported through the safety hazard reporting system in a **timely manner** (refer to Document 401 contained in this manual).
10. Ensure that the safety needs of non-English speaking employees and clients, and employees and clients who require reading assistance are addressed.

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A. Communication and Training - continued

11. Ensure that the safety needs of handicapped or disabled persons are addressed in accordance with ADA requirements.
12. Show all employees how to adjust their chairs, tools, and other equipment for maximum comfort and protection from repetitive motion injuries.
13. Where applicable, include safety in employee performance reviews.
14. Ensure that safety signs are posted where needed.
15. Ensure safety bulletin boards are well maintained.
16. Ensure that information discussed during all safety meetings is documented, and written verification of all employees in attendance is made, i.e., employee signature of attendance.

B. Administration and Coordination

1. Review the specifications of any new equipment or tool you are considering purchasing, and ensure the equipment or tool includes the safety features and/or precautions your employees will need.
2. Ensure you are firm and consistent with employee discipline for violations of safety laws and policies.
3. To ensure that safety directives are properly communicated and followed, and corrective measures are timely addressed and implemented, create channels for communication with others who have responsibility for safety in your organization, including safety committees, the Safety Representative, and the Head of the Organization.
4. Review requirements and programs outlined in Documents 501 and 502 and implement those that are required or apply to your personnel. A call to the Safety Office can help you determine what is needed training or unnecessary training for your particular operation.
5. Promptly and effectively respond to reports of safety hazards.

C. The Work Environment

1. Know and understand the county's safety goals as they pertain to the county's organizational culture, where a high value is placed on employees.
2. Always evaluate each task for all potential sources of injury and illness. Think carefully. Think specifically about:
  - a. Traumatic injuries (head, eye, hand, foot, chemical burns, etc.)

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C. The Work Environment - continued

- b. Noise
  - c. Repetitive motion injuries (especially back and carpal tunnel injuries)
  - d. Stress
  - e. Air quality (Especially in confined spaces)
  - f. Earthquakes
  - g. Toxic materials
  - h. Exposure to disease
3. Modify the task or the tool to eliminate or reduce possible sources of injury. Where this is not possible, use countermeasures such as personal protective equipment.
  4. Ensure that chairs, keyboards, and other equipment fit each individual employee, are comfortable, and properly adjusted.
  5. Request funds for the replacement/provision of safety equipment, and arrange for procurement.
  6. Ensure that employees comply with safe and healthy work practices, including the use of personal protective equipment (PPE).
  7. Maintain clean and orderly work areas. Nowhere is the commitment of supervision to safety more apparent than in housekeeping.
  8. Enforce restrictions on smoking, eating and drinking in appropriate areas.

D. Personal Protection

1. Analyze various aspects of the work site that might require the use of personal protective equipment.
2. Provide protective devices as needed, and make sure they are properly fitted, maintained, and used.

E. Hazardous Materials

1. Review all your operations thoroughly and eliminate every hazardous material that is not absolutely necessary.
2. Implement a Hazard Communication Program (including biohazards if applicable to operations).
3. Ensure Safety Data Sheets are on hand for chemical products used in your area.

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E. Hazardous Materials - continued

4. When a new chemical product arrives, make sure Safety Data Sheet is with it. If not, one must be obtained from where the product was purchased.
5. Inform all employees when any new hazard (such as a new chemical) is introduced into the work site.
6. Ensure you and your employees are fully trained in how to correctly use, handle, label, store, and dispose of a new or existing toxic chemical before allowing its use.
7. Ensure you and your employees know how to handle and are properly trained to handle a chemical emergency, and who and where to go for emergency chemical spill response and clean up.
8. Ensure proper containment devices (spill absorbers, etc.) are on hand and readily available in the event of a chemical spill.
9. Know all the agencies to whom spills or leaks should be reported.

F. Inspections

1. Coordinate with the Organization's Safety Representative and County Safety Office to develop baseline safety inspections and subsequent inspection programs and schedules. Ensure that inspection schedules are adhered to. Some sites may require daily walk-through inspections. Refer to Document 402.
2. Know and understand what to look for when inspecting work sites and evaluating safety programs. Refer to Document 1001 for sample checklist.
3. Conduct a full and complete field investigation whenever any job-related injury or illness or near miss, **regardless of severity**, occurs. Refer to Document 403.
4. Follow up to correct problems found during inspections.
5. Ensure that Safety Data Sheets are acquired for all hazardous materials maintained or used; establish and maintain SDS file(s), which are accessible to all employees.

G. Regulatory Agency Inspections

1. Regulatory agency inspections are allowed without requiring a warrant. Inspections usually fall into three categories:
  - a. Complaint,
  - b. Compliance, or
  - c. Fatality/accident resulting in severe injury or environmental impairment.

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G. Regulatory Agency Inspections - continued

2. When a safety regulatory agency (OSHA, EPA, Fire Marshal, etc.), makes contact with you by letter, telephone or visit, the following actions must be adhered to:
  - a. Notify safety coordinator assigned to department and/or notify safety office.
  - b. An opening conference is required to agree on the scope of the visit.
  - b. A closing conference is required to review the findings identified during the visit.
  
3. Responsibilities
  - a. Departments/Agencies/Districts
    - (1) Upon notice of impending inspection, immediately notify the County Safety Office at (951) 955-3520. Request the participation of Safety personnel in the inspection if possible.
    - (2) Appoint a responsible member of management to represent the Department and accompany the inspector(s).
    - (3) Request to see identification/credentials of the regulatory agency inspector.
    - (4) Inquire as to the reasons for the inspection and its scope.
    - (5) Accompany inspector, take notes, and when possible, take photos of possible citable items. (Ensure to take the same photos as the inspector).
    - (6) Hold a closing conference with inspector to discuss findings.
    - (7) If a citation is issued, ensure that appropriate and timely corrective action is taken to abate the safety violation cited, by the required abatement date. This will be accomplished with the assistance of the County Safety Office, (951) 955-3520.
    - 8) The Safety Office will assist in the completion of abatement forms (160 and/or 161) provided by Cal/OSHA by the required abatement date or request an extension of abatement. A copy of all completed forms will be provided to the County Safety Office upon completion.
    - 9) *Contesting of Citations* - As soon as possible, contact the County Safety Office for coordination and assistance.
  - b. County Safety Office
    - (1) Accompany inspector when timely notification and access to the site permits.

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- b. County Safety Office - continued
  - (2) Provide guidance by telephone to department/agency/district representatives when notification is timely, but travel to the location is not possible.
  - (3) Visit the location and contact the head of the organization, supervisor and/or individual who accompanied the inspector.
  - (4) Ensure citation is posted, if received and required, at the specified location and for the requested time period.
  - (5) Track and monitor abatement and response to citations to assure timely corrective action and formal response (completion and submittal of abatement form) to regulatory agency. Assist department/agency/district in procuring extensions to abatement date as may be warranted.
  - (6) Notify the regulatory agency within their established time period after receipt of findings/citations and advise them of the Organization's intent to contest the findings and/or citation, if appropriate. Coordinate through County Counsel if applicable.
  - (7) Notify Senior County Management if appropriate.
- c. County Counsel

Analyze legal issues and provide advice as needed for **critical citations and serious violations**. Determine to accept or contest the citation. Provide for defense or appeal of the citation as appropriate.

H. Laws and Policies

- 1. Be aware of safety regulations applicable to your area (such as Cal/OSHA and EPA, including documentation and reporting requirements) and make sure they are adhered to.
- 2. Keep abreast of new regulations and regulatory trends.
- 3. Know and understand all safety requirements and procedures for jobs and work sites under your responsibility.
- 4. Inform all employees when a new regulation applies to the work site.
- 5. Use standard disciplinary procedures, as needed, to enforce safety rules and policies.
- 6. Ensure all injuries/illnesses are reported in accordance with Workers' Compensation Procedures.

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- I. Emergency Preparedness (Refer to Document 7002)
  - 1. Explain to your employees the locations of emergency exits, fire extinguishers and alarms.
  - 2. Know whom your Emergency Response Team members are.
  - 3. Ensure a Facility Emergency Plan has been developed for your facility and that all employees are familiar with its contents. (See sample plan in Document 7002).
  - 4. Be aware of the designated meeting location established for your floor, department and/or division, in the event of an evacuation.
  - 5. Keep emergency phone numbers posted and ensure the information is readily accessible.
  - 6. Make sure all employees (especially new ones) have received an orientation on emergency procedures and disaster response.
  - 7. Ensure that the special needs of disabled employees are addressed (special evacuation equipment, etc.).
  
- J. Records
  - 1. Make sure that safety-related records are clear and well organized. (Forms are available from the County Safety Office).
  - 2. Keep the following records:
    - a. Accident reports and near misses
    - b. Accident investigations (Retain records for 3 years)
    - c. Safety meetings (Minutes) & Training (including attendance records)
    - d. Inspections (Retain records for 3 years)
    - e. Maintenance (Retain records for 3 years)
    - f. Air and water quality samples (if taken)
    - g. Chemical inventories
    - h. Safety Data Sheets (SDSs)
    - i. Employee performance evaluations
    - j. Written hazard reports (Retain records for 2 years)
    - k. Emergency Plans and Procedures
    - l. HVAC (Heating, Ventilation and Air Conditioning)

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J. Records - continued

3. The following records are confidential, but you should check occasionally with the record-keeper to make sure that the records are being kept and are well organized.
  - a. Pre-employment screening (if done).
  - b. Baseline medical exams and medical surveillance (if done).
4. Post the Cal/OSHA Form 300A (Annual Summary) by February 1<sup>st</sup> of the year following the year covered by the records until April 30<sup>th</sup> of the same year.
5. File inspection reports with the Organization's Safety Representative for review by its Safety Committee (if established), County Safety Office, or Countywide Safety Committee, as may be requested.
6. Review, sign, and process all accident reports and Workers' Compensation forms within required deadlines. Failure to do so in a timely manner may result in monetary penalties being assessed by the State Workers' Compensation authorities.
7. Ensure all posters required by Cal/OSHA and Workers' Compensation are posted.