

Stark County Board of Developmental Disabilities

Policy 3.01 Safety Program	Effective: 4/28/15
Chapter 3: Safety and Facilities	Page 1 of 1

SAFETY PROGRAM

POLICY

The Board is committed to creating a culture of safety. The Board holds that employees are the agency's most valuable assets, and their safety is the Board's first priority. The Board recognizes that safety is essential to all business functions and should never be compromised under any circumstance. Further, the Board acknowledges that every employee has a responsibility to safely maintain his or her work environment, which includes the reporting of hazards, threats, and commitment to accident prevention.

The Board provides training and reviews procedures, employee accidents and safety trends, patterns, and concerns. A preventative maintenance program is in place in order to ensure that equipment is safe when operated by employees. In the event of an injury, the Board actively works to return the employee back to his or her responsibilities when medically possible and utilizes a transitional work program for those employees who are not able to immediately return to their regular job after an injury.

The Board holds to the premise that an effective administrative safety committee is the key resource for implementing the Board's overall safety program with strong alignment to all location specific safety committees. The Board provides support to the administrative safety committee by providing them the time, employees and management commitment needed to reach the common goal of the safest workplace possible. Employees from each area of the program participate on an administrative safety committee. Some examples of the administrative safety committee's initiatives include, but are not limited to: regularly inspecting buildings to detect unsafe conditions and work practices, actively participating in safety and health training programs and evaluating the effectiveness of such programs, planning improvements to existing safety rules and procedures, overseeing emergency response preparedness and drills, planning safety promotions or incentives, as well as serving as a resource to all employees for safety questions. The administrative safety committee is also responsible for providing guidance and leadership by ensuring safety information is communicated to all employees in conjunction with the location specific safety committees, and employees understand the important role they play in creating a culture of safety.

Historical Resolution Information		Reviewer(s): Director of Human Resources
<u>Date</u>	<u>Resolution Number</u>	
12/10/98	12-207-98	
3/28/15	03-19-15	