

BURNET COUNTY ACCIDENT PREVENTION PLAN & SAFETY POLICY



TEXAS ASSOCIATION *of* COUNTIES

P.O. Box 2131 • Austin, Texas 78768
(512) 478-8753 • (800) 456-5974 • www.county.org

TABLE OF CONTENTS

MANAGEMENT COMPONENT	1
Safety Policy Statement	
Safety Committee Members	
Authority and Accountability Statement	
RECORDKEEPING COMPONENT	4
Records and Documentation Statement	
Injury and Illness Data	
Safety and Health Surveys and Inspections Program	
Safety and Related Meetings	
Training Records	
Accident Investigation	
Equipment Inspection and Maintenance	
ANALYSIS COMPONENT	7
Trend Analysis	
EDUCATION & TRAINING COMPONENT	8
Training Program Development	
Ongoing Training	
Orientation	
Documentation	
AUDIT INSPECTION COMPONENT	10
Comprehensive Surveys	
Safety and Health Self-Inspections	
ACCIDENT INVESTIGATION COMPONENT	12
Hazard Correction	
Hazard Control	
Engineering Controls	
Accident Reporting and Investigation	
Employee Reporting	
Investigation Timeline	
Department Responsibility	
Action by Commissioners Court	
Employer Reporting	
Documentation	
PROGRAM REVIEW & REVISION COMPONENT	16
Periodic Review and Revision of Program Components	

TABLE OF CONTENTS (continued)

FORMS SECTION	17
250 Hour Heavy Equipment Inspection	
3,000 Mile Vehicle Inspection	
Accident Prevention Plan Implementation Status Report	
Annual Review of Accident Prevention Plan	
Daily Equipment Inspection	
General Safety Inspection	
Hazard Communication Checklist	
Incident Investigation Report	
Inspection Checklist and Report	
Inspection Schedule	
Jail Inspection Checklist and Report	
Precinct Yard Inspection	
Quarterly Analysis Report	
Safety Inspection Guide Office Hazards	
Safety Meeting Record	
Safety Orientation Form	
Sample Recordkeeping Plan	
Sample Training Schedule	
Specialized Training Schedule	
Training Documentation	

MANAGEMENT COMPONENT

RESOLUTION

The Commissioners' Court of Burnet County Texas, meeting in regular session on the 24th day of April, 2012, among other proceedings considered the following resolution:

WHEREAS, the County Judge and the County Commissioners are concerned with the safety of employees and the public; and

WHEREAS, injuries cause suffering and financial loss to employees, their families, and the public and cause a drain on tax dollars which are needed to provide essential services,

NOW, THEREFORE, BE IT RESOLVED, that the Burnet County Commissioners' Court, Burnet County, Texas hereby proclaim that every effort will be made to reduce the frequency of injuries by encouraging and supporting compliance with all safety ordinances, regulation, and laws. In addition, the Commissioners' Court will create and monitor a method for accomplishing the objectives of this resolution. This will be done through the efforts of the Safety Coordinator and the Safety Committee.

DONE IN OPEN COURT, this 24th day of April, 2012, the Burnet County Commissioners' Court does hereby adopt, accept, and place into effect this policy the Burnet County Accident Prevention and Safety Policy and it shall be in effect from this day forward until rescinded by official order or resolution of the Burnet County Commissioners' Court.

Donna Klaeger, County Judge

Bill Neve, Comm. Pct. 1

Russell Graeter, Comm. Pct. 2

Ronny Hibler, Comm. Pct. 3

Joe Don Dockery, Comm. Pct. 4

ATTEST:

Janet Parker, County Clerk

MANAGEMENT COMPONENT

Accident Prevention/Safety Policy Statement

Burnet County is committed to providing a safe and healthful work environment for all our employees and others that may work in, visit or enter our facilities. The objective of our Accident Prevention Program is to prevent accidents and minimize their consequences, and to reduce the frequency and severity of injuries.

It is our policy to manage and conduct operations and business in a manner that offers maximum protection to all employees and any other person that may be affected by our operations and business.

It is our absolute conviction that we have the responsibility for providing a safe and healthful work environment for our people and all others that may be affected as we conduct our business. We will make every effort to provide a working environment that is free from any recognized or potential hazard.

We recognize that the success of our safety and health program is contingent and dependent upon support from the Commissioners' Court, management, and supervisors, as well as all employees of the county.

The Loss Control Committee will establish avenues to solicit and receive comments, information, and assistance from employees about safety and health. If you have any questions or concerns about employee safety and health, please contact the Loss Control Coordinator.

MANAGEMENT COMPONENT CONTINUED

Safety Committee Members

- 1. _____
Name Dept. Phone
- 2. _____
Name Dept. Phone
- 3. _____
Name Dept. Phone
- 4. _____
Name Dept. Phone
- 5. _____
Name Dept. Phone
- 6. _____
Name Dept. Phone
- 7. _____
Name Dept. Phone

MANAGEMENT COMPONENT CONTINUED

Authority and Accountability Statement

The Loss Control Coordinator is responsible and will be held accountable for coordinating and administrating the County Accident Prevention/Safety Plan. Some of the assigned duties include: directing the development of loss control policies and procedures, performing inspections, establishing and directing the county's safety training efforts, assisting with accident investigations, acting as liaison between the commissioners court, other elected officials, and the Loss Control Committee, establishing safety goals and objectives, and generally directing safety and accident prevention activities.

The responsibility for loss prevention administration is delegated to the departmental Safety Committee members, acting in an advisory capacity to department managers and supervisors within the county. Some of the assigned duties include: participating in Loss Control Committee meetings, assisting with development of safety policies, conducting or assisting with accident investigations, evaluating and recommending corrective actions to prevent accidents and injuries, assisting with establishing safety goals and objectives, and conducting departmental safety inspections. Department heads, with the assistance of the Safety Committee members, are responsible and will be held accountable to ensure that all employees in their departments follow all safety and health policies, procedures, and rules established by the county. They are also responsible for administering training and guidance to employees in their departments.

The immediate supervisor of the employee has the authority to reprimand and recommend disciplinary actions against employees that violate the safety and health policies of the county.

Employees are responsible and will be held accountable for providing the county with a commitment to the safety and health program, abiding by the policies, procedures and rules set forth by the program, and becoming actively involved in the program to assist in providing a safe and healthful workplace for all involved.

RECORDKEEPING COMPONENT

Records and Documentation Statement

Burnet County believes that the only valid means of reviewing and identifying trends and deficiencies in a safety program is through an effective recordkeeping program. The recordkeeping element will be essential in tracking the performance of duties and responsibilities under the program. The county will implement and maintain an active and updated recordkeeping program.

Injury and Illness Data

The Burnet County Human Resources Office will maintain records of all work-related injuries and illnesses to employees. Copies of the records will be sent to the county's claims coordinator's office.

The following records apply only to work-related injuries and illnesses.

Applicable forms or records:

- Employee injury report (if applicable);
- Texas Workers' Compensation Commission form DWC-1, Employer's First Report of Injury;
- Accident log;
- Accident/incident investigation report;
- Witness statements;
- Insurance company loss runs; and
- List any additional forms that may apply to this section.

Safety and Health Surveys and Inspections Program

The Elected Official/Department Head will maintain and review records of all safety audits and inspections that are conducted within the respective area.

Applicable forms and records:

- Comprehensive safety survey reports as well as records to document action taken to correct identified deficiencies;
- Monthly precinct barn inspections;
- Monthly office inspections; and
- Monthly jail inspection.

All inspection information will be retained in the department where the information originated. The retaining period will be according to the recordkeeping plan.

RECORDKEEPING COMPONENT CONTINUED

Safety and Related Meetings

The Loss Control Coordinator will maintain accurate records of all proceedings associated with the safety and health program of this county.

Applicable forms and records:

- Agendas, minutes, records and data, including training information used during safety meetings or other gatherings in which safety and health issues were discussed; and
- These records will include the name of the recorder, date, a list of attendees, details of the topics discussed, and action or corrective measures suggested, recommended, or implemented.

The Loss Control Coordinator will keep a record of all proceedings, as well as appropriate management or other designated staff actions affecting the safety and health program.

A recorder will be designated as responsible for keeping minutes or records at each meeting. During each subsequent meeting, the record of minutes for the previous meeting will be reviewed, discussed and resolved.

Training Records

The Loss Control coordinator will document and maintain records of all safety and health-related training.

Applicable forms or records:

- Sign-in sheets; and
- Copies of materials distributed during the training session.

All safety and health-related training provided to employees of this county will be documented. This documentation will be maintained as proof of attendance and reviewed to assist in determining the need for additional or repeated training for employees on an individual basis.

Records and documentation of training will include the presenter's name, date of training, topic or subject, printed name and signature of all participants.

The person providing the training is responsible for generating the documentation. The training record will become part of the employee's' permanent training file and will be maintained by the Burnet County Human Resources Office.

RECORDKEEPING COMPONENT CONTINUED

Accident Investigation

All accidents and near-miss incidents resulting in injury or illness to a person, property damage of any magnitude, or the potential for either will be investigated and documented.

The Loss Control coordinator will ensure proper records and documentation of all accident and incident investigation activities are maintained and reviewed according to the Accident Investigation Component.

Applicable forms and records:

- Employee injury report;
- Accident investigation forms;
- Witness reports;
- Supporting data including photographs, sketches, maps, etc.; and
- Plan of corrective action and records of corrective action or preventive measures implemented.

Equipment Inspection and Maintenance

Elected Officials/Department Heads will maintain records and data pertaining to equipment inspection and maintenance programs performed at or with each facility.

Applicable forms and records:

- Daily vehicle inspections;
- 3,000 mile car, patrol car, and pick-up truck inspections; and
- 250 hours heavy equipment inspections.

Accurate records will be maintained involving all routine inspections and maintenance procedures performed on equipment for the county. This documentation will be reviewed by those responsible for maintaining equipment. The documentation will be utilized to determine an effective, ongoing equipment maintenance program and to ensure compliance with regulations that require inspections on certain equipment.

ANALYSIS COMPONENT

Trend Analysis

The Safety Committee of Burnet County will review and analyze all records and documentation pertaining to the safety and health program. This review will be conducted on a quarterly basis. The analysis will focus on hazard analysis and recognition of developing trends.

Trend analysis will identify recurring accidents and near-miss incidents resulting in or potentially involving injury, illness, and/or property damage. The analysis will also recognize repeatedly identified hazards/violations needing corrective action to establish which program component is failing, therefore, allowing the hazard to exist.

The Safety Committee will provide information and recommendations for corrective measures for trends developing in their areas. They will also follow-up to assure the corrective measures were implemented. Information regarding recommendations will be part of the regular safety meetings.

Employees will be made aware of developing trends and hazard exposures as they are recognized.

All immediate supervisors will provide analysis information of their respective departments to the Safety Committee for the development of the annual analysis report for the Commissioners' Court.

The claims coordinator maintaining the accident log will utilize all injury and illness documentation. The log will be utilized to prepare the quarterly report to the Commissioners' Court. The report will be made available during the last Commissioners' Court meeting of the each quarter.

EDUCATION & TRAINING COMPONENT

Training Program Development

Burnet County is committed to providing safety and health-related orientation and training to all employees. Burnet County will develop, implement and maintain a safety and health orientation and training program.

The purpose of the training element is to educate and familiarize employees with safety and health procedures, rules and work practices of the county. The county will require involvement and participation of all department heads, supervisors and employees. Furthermore, the county will support the orientation and training program by allocating funding, staff, resources and time to develop and implement this element of the program.

Ongoing Training

The training subjects, materials and the training schedule will be developed utilizing site-specific, potential-hazards, accident and incident information data, and safety-training analysis.

All employees will receive safety training. The date and topic of the training will be posted as part of the training schedule. The county will include the training schedule as part of the Accident Prevention Plan.

All employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable information prior to returning to any job assignment

Orientation

The orientation training will be administered to all new employees prior to the initial work assignment and to employees assigned to new or different jobs.

The orientation will consist of a discussion of all county-required and departmental policies, as well as job- and site-specific safety and health information. The orientation topics will be listed on the suggested safety orientation checklist. All new employees will be given a tour of the facility and an opportunity to pose questions to expedite the familiarization process. New employees will not be released to an individual job assignment until it has been determined by the Elected Official/Department Head that the employee has met the minimum safety requirements.

The orientation and subsequent training sessions will include, but not be limited to, the following:

- Hazards associated with the work area;
- Hazards of the job or task assignment

EDUCATION & TRAINING COMPONENT

- Emergency procedures;
- Personal protective equipment;
- Hazard communication (hazardous chemicals and materials);
- Specific equipment operation training;
- Employee reporting requirements; and
- Accident investigation (supervisors and other designated personnel).

Documentation

All safety and health-related training administered or provided by the county will be documented with the following minimum information:

- Date of training session;
- Instructor or presenter name(s);
- Subject matter;
- Legible name of attendee(s); and
- Signature of acknowledgement of attendance.

All training records and documentation will be retained within the department where they were generated. Individual training records will be maintained for the current year, plus five more years. Copies of the training records will be sent to the Burnet County Human Resources Department for retention and use in the analysis process.

A training schedule will be included in the Accident Prevention/Safety Plan. Any employees missing a scheduled training session will be required to make up that session as soon as they return to work. The elected official, department head, or designee will follow up to assure the make-up session(s) are completed.

AUDIT/INSPECTION COMPONENT

Burnet County has implemented a program to identify, correct and control hazards on an ongoing basis. This program will utilize multiple resources to ensure effectiveness.

Comprehensive Surveys

The county has arranged for each operating location to receive a comprehensive safety and health audit by a safety specialist from TAC, at least on an annual basis. These audits will identify existing and potential hazards, non-compliance issues and evaluate the overall effectiveness of the Accident Prevention/Safety Plan.

Safety and Health Self-Inspections

The Elected Official/Department Head at each location will conduct self-inspection that will cover the entire department and equipment. Some inspections will be conducted weekly or monthly. All inspections will be conducted on an ongoing basis without interruption. Management will allocate adequate time and resources to perform the surveys.

Each location will develop and maintain inspection checklist(s) specific to the operation. The list will be developed utilizing a general inspection checklist and will be evaluated and updated with hazards that are identified during the inspections and other pertinent data as it is acquired.

Checklists will be used and maintained and include the name of the person performing the evaluation and the date the inspection takes place. Management, upon completion, will review the self-inspection checklist. All discrepancies identified during the survey will be evaluated as soon as possible.

Employees must be notified of the hazards that pose an immediate threat of physical harm or property damage immediately after the discovery of the condition, as well as of the measures or steps required to eliminate, correct or control the hazard.

Monthly safety and health property inspections will include, but not be limited to, the following:

- Comprehensive survey reports and records of action taken to correct deficiencies;
- Monthly precinct barn inspections;
- Monthly office inspections.

AUDIT/INSPECTION COMPONENT

Safety and health equipment inspections will include, but not be limited to, the following:

- Daily vehicle inspections;
- 3,000 mile car, patrol car and pick-up truck inspections; and
- 250 hours heavy equipment inspections.

Management will review the inspection checklists and any other established documentation to ensure that a course of corrective action and timeline has been established for eliminating each deficiency. Follow up will occur to assure that proper corrective action was taken.

Reports generated, as a result of comprehensive surveys by TAC or other state agencies, will receive immediate attention and consideration. All hazards identified and the recommendations made will be acted upon in a timely manner. The Loss Control Coordinator will follow up to assure that proper corrective action was taken to eliminate the identified condition. All methods of addressing the issues contained in the reports will be documented in writing and a copy maintained with the survey report.

ACCIDENT INVESTIGATION COMPONENT

Management is committed to and will correct or control all hazards identified through the accident investigation or the hazard identification programs. All identified hazards will receive a timely response.

Hazard Correction

Whenever possible and feasible, hazards identified in each department will be corrected in order to eliminate the cause of the hazard at the source. This will include, but not be limited to, the following:

- Discontinuation or removal of hazardous chemicals, materials or substances from the workplace;
- Discontinuation of use or removal of hazardous equipment until replaced or repaired; and
- Correction of any unsafe act or conditions in existence, by service or training.

Hazard Control

When identified hazards cannot be eliminated, the hazard will be effectively controlled by engineering, administrative procedures, work practices, personal protective equipment, or any suitable combination of these measures.

- Engineering controls;
- Administrative procedures; and
- Personal protective equipment.

Accident Reporting and Investigation

The Safety Committee will investigate all work-related accidents and near-miss incidents involving employees or company property to develop preventive measures and implement corrective actions.

All items on the designated accident investigation form will be addressed in detail as soon as possible following the accident/incident. The information acquired will be used and reviewed by management, supervisors and effected employees to establish all contributing factors and causes.

All county employees must follow the accident investigation policy.

ACCIDENT INVESTIGATION COMPONENT CONTINUED

Employee Reporting

All Burnet County employees are required to report all accidents or incidents that occur in the scope of their employment. All accidents and incidents must be reported to the department manager, foreman, or supervisor immediately, but no less than 24 hours after the accident or incident occurs. An employee injury report must be filed by the supervisor and provided to the Human Resources Department within 24 hours for filing DWC-1, but no later than three days after knowledge of the accident or incident.

Phone contact by the injured employee is encouraged, if possible, to facilitate a quick investigation before the surrounding conditions change. The immediate supervisor should be contacted as soon as possible. Once notified, the immediate supervisor will begin the investigation.

Investigation Timeline

It is the responsibility of the respective supervisor/manager/foreman to begin gathering evidence, e.g. photos, statements, etc. The severity of the accident should dictate the extent of the investigation. In some cases it may be necessary for the supervisor/foreman to investigate and report accidents or incidents where no injuries or other losses occurred.

The investigation will be conducted immediately, but no later than three working days after knowledge of the incident. The investigation will be recorded on the loss control coordinator's accident investigation report by the department supervisor. Immediately upon completion (no later than five days after knowledge of the incident), the report will be sent to the department head and, if applicable, copies of the final report should be forwarded to the Loss Control Coordinator.

Department Responsibility

The department head will review the investigation report and evaluate the contributing factors of the accident outlined in the report. The manager should take into consideration the causes of the accident and immediately evaluate his/her work area for similar problems. The manager/foreman will take immediate action to either eliminate or control the identified problems. Notification of corrections, as well as problems that cannot be corrected immediately will be sent to the department head and risk manager, if applicable.

ACCIDENT INVESTIGATION COMPONENT CONTINUED

Action by Commissioners' Court

The Commissioners' Court will provide funding as needed to correct these hazards in an appropriate manner. The Commissioners Court, with the assistance of the supervisor, will develop a timeline for correction by the department manager/foreman. The manager/foreman must post notice of the hazard or problem and take appropriate interim measures to prevent accidents from recurring.

Employer Reporting

The Human Resources Department will report the following accidents to local, state, and federal agencies as required:

- Texas Department of Insurance Workers' Compensation Division—fatalities and accidents involving five (5) or more injuries will be reported within 24 hours.

ACCIDENT INVESTIGATION COMPONENT CONTINUED

Lost workday cases other than fatalities:

- Covered employers report to the Texas Department of Insurance Workers' Compensation Division using form DWC-1, Employer's First Report of Injury;
- Non-fatal cases without lost workdays which result in transfer to another employment, require medical treatment other than first aid, involve loss of consciousness, or restriction of work motion. This category also includes any diagnosed occupational illnesses which are reported to the employer but are not classified as fatalities or lost workday cases; and
- Bloodborne pathogen exposure within 24 hours to the Texas Department of Health.

Documentation

All activities and findings of the investigators will be documented and recorded for review.

Accident investigation documentation will record, as a minimum, the following information:

- Date and time of occurrence;
- Location of the occurrence;
- Name of person(s) conducting the investigation;
- Job assignment or duties being performed at time of incident;
- Details of how the accident occurred;
- Description of any equipment affected or involved;
- Names and comments of witnesses;
- Indirect, underlying, or contributing factors (including fault or failure in safety and health program elements);
- Name of person(s) involved, job title, area assigned date of birth, sex;
- Nature and severity of injury or illness;
- Name of immediate supervisor of employee;
- Special circumstances or encumbrances;
- Injury, part of body affected;
- Direct cause; and
- Corrective action implemented or preventive measures taken (including safety and health program adjustments).

PROGRAM REVIEW & REVISION COMPONENT

Periodic Review and Revision of Program Components

The Loss Control Coordinator or other designated representative will review, at least annually, and revise the components of the Accident Prevention/Safety Plan for effectiveness and implementation.

The components of the Accident Prevention/Safety Plan will be reviewed in January of **each year** to identify insufficiencies or component failure. Each component will be audited individually with the findings documented and recorded. This documentation will be used to identify trends in the program element deficiency and to track improvement modifications. This documentation will be maintained for review. Corrective measures will be taken as needed to re-emphasize or restructure the Accident Prevention/Safety Plan to perform at the optimum effectiveness.

Special attention will be devoted to areas and criteria that demonstrate failure in a program component, introduction of new procedures, processes or equipment.

Information will be solicited from area supervisors and employees to determine the effectiveness of each program component, and obtain assistance in developing adjustments and corrections.

On a monthly basis, until the completion of the final audit, the safety coordinator designated by the county will be responsible for developing an Accident Prevention/Safety Plan Implementation status report. The report will be provided to the Commissioners' Court on the last regularly scheduled Commissioners' Court meeting of each month, with a copy of the report to be sent to a TAC safety specialist, via fax or email. The purpose of this is to recognize the departments who are performing well and to encourage poor performers to improve.

FORMS SECTION

250 Hour Heavy Equipment Inspection
3,000 Mile Vehicle Inspection
Accident Prevention Plan Implementation Status Report
Annual Review of Accident Prevention Plan
Daily Equipment Inspection
General Safety Inspection
Hazard Communication Checklist
Incident Investigation Report
Inspection Checklist and Report
Inspection Schedule
Jail Inspection Checklist and Report
Precinct Yard Inspection
Quarterly Analysis Report
Safety Inspection Guide Office Hazards
Safety Meeting Record
Safety Orientation Form
Sample Recordkeeping Plan
Sample Training Schedule
Specialized Training Schedule
Training Documentation