

I. PURPOSE

To reaffirm the Agency's commitment to providing a safe working environment and to summarize procedures for correcting potentially hazardous situations, as stated in the Agency's Illness and Injury Prevention Program. The "Santa Clara County Transportation Agency Safety Program and Procedures" and the "County of Santa Clara Occupational Injury and Illness Prevention Program" manuals are adopted as useful and applicable reference manuals until canceled or superseded.

II. POLICY

It is the Policy of the Agency to comply with all applicable federal, state and local health and safety regulations and to provide a work environment as free as possible from recognized hazards. Employees are expected to comply with all safety and health requirements, whether established by management or by federal, state or local law. The Agency will also maintain a formal Illness and Injury Prevention Program for all locations.

III. PROCEDURE AND RESPONSIBILITIES

- A. The Agency has designated the Manager of the Environmental Health and Safety Department as the Officer responsible for ensuring regulatory compliance. The Officer's responsibilities include:
 - 1. Monitoring compliance with Agency safety rules and regulations and the applicable safety and health standards established as a result of the Occupational Safety and Health Act of 1970, and any other applicable federal, state or local employee safety laws or regulations.
 - 2. Investigating, correcting and eliminating recognized unsafe and unhealthful working conditions or potential hazards.
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3. Conducting periodic informal inspections of all work areas and equipment, and any other potentially hazardous areas on Agency premises.
 4. Representing the Agency during investigations conducted by the Occupational Safety and Health Administration (OSHA) or by any other federal, state or local safety and health personnel.
 5. Organizing any environmental, safety or health training that may become necessary as required by law.
 6. Monitoring compliance with the various requirements established by any law or the organization's insurance carrier relating to posting notices, recordkeeping and retention of records.
 7. Investigating all accidents and hazardous incidents involving Agency employees or which occur on Agency premises, including preparation of required reports.
 8. Maintaining documentation surrounding formal or informal occasions where safety is discussed or training is conducted.
 9. Responding to employee reports of unsafe conditions or practices by investigating the situation and determining corrective action, as appropriate.
- B. Supervisors' safety responsibilities include:
1. Familiarizing themselves with all safety and health procedures relevant to operations under their supervision.
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2. Inspecting their work areas periodically and identifying conditions that are recognized as being unsafe and taking corrective action or notifying the Environmental Health and Safety Department as appropriate.
3. Training their employees in safety matters periodically throughout the year and when a new process, procedure, substance or piece of equipment is introduced into the workplace.
4. Reporting accidents and injuries to the Environmental Health and Safety Department upon occurrence.
5. Summoning help through "911" emergency services.
6. As required, providing the Environmental Health and Safety Department with documentation of formal or informal occasions where safety is discussed or training is conducted.

C. Employee safety responsibilities include:

1. Knowing and complying with all Safety & Health rules and procedures.
 2. Reporting all observed potential safety hazards and accidents to their supervisor (s) who will act to correct any hazard.
 3. Notifying their supervisor of any and all injuries as they occur. The employee will complete an accident/injury form and submit it to the supervisor.
 4. Summoning help through "911" emergency services.
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