

 <p style="text-align: center;">County of Sacramento Department of Health Services Division of Behavioral Health Services Policy and Procedure</p>	Policy Issuer (Unit/Program)	BHS-CMH-YDF
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Title: Safety in the Workplace		Functional Area: Safety
Approved By:		
Matthew Quinley, LCSW Health Program Manager		Christopher Eldridge, LMFT Mental Health Program Coordinator

Background/Context:

The Juvenile Justice Institutions Mental Health Team (JJIMHT) is committed to creating a work environment that is safe, healthy and injury-free to the extent that the nature of the work reasonably permits. Our employees are our most valuable assets, and their safety and health is a priority. Safety is essential to all business functions and should never be compromised under any circumstance. Every employee has a responsibility to maintain our work environment including reporting hazards and working toward preventing accidents.

Purpose:

The County has an established Injury and Illness Prevention Program (IIPP). The objective of this policy and procedure is to describe the protocol JJIMHT members will follow to support the provision of a workplace that is free from recognized hazards, the safeguarding of work activities, to promote the health and wellbeing of all employees.

Details:

1. Responsibilities
 - A. County Executive is responsible for the continuing implementation of the IIPP in all County places of employment.
 - B. Agency Administrators are responsible for the continuing implementation of the IIPP within their respective Agencies under their direction and control.
 - C. Department Directors and Elected Department Heads are responsible for the continuing implementation of the IIPP within their respective Departments under their direction and control. Departments may elect to implement or may have in place an effective IIPP specific to their respective operation(s). In any case, the provisions of those programs shall be no less stringent than the requirements of the Countywide IIPP.
 - D. County Safety Officer is responsible for the development of the countywide employee health and safety compliance program; he/she shall coordinate the work of other representatives necessary to affect a proactive program. He/she shall ensure all County employee health and safety efforts are in compliance with

applicable laws, standards and rules. He/She shall maintain adequate resources to effect the ready availability of media, information, training materials, forms and other things necessary to carry out the countywide employee health and safety program campaign.

- E. Managers, Supervisors and Lead Workers are responsible for carrying out the duties and responsibilities relative to occupational health and safety programs as they apply to the work being carried out within their respective areas of direction and control. They shall exercise due diligence in familiarizing themselves with the hazards associated with the conduct of work within their respective workplace(s). They shall take an active role in injury and illness prevention for workers under their direction and control and shall ensure workers under their direction and control are provided with appropriate training, work aids, safeguards, equipment and resources to ensure health and safety in their work.
- F. Employees (which include temporary staffing firm agents, interns, on-call and volunteers) are responsible for carrying out their work in a safe and healthful manner and as dictated by any writing, directive, program, policy, procedure or training they receive relative to the nature of their work and the conduct of their employment.

2. Compliance

- A. All County employees are expected to comply with the provisions of the Countywide IIPP and any other applicable employee health and safety program(s), procedure(s) or directive(s) as a condition of employment.
- B. Any employee who willfully disobeys employee health and safety program(s), procedure(s) or directive(s) may be subject to progressive discipline in accordance with civil services rules and established personnel procedures.

3. Communication

- A. The County and JJIMHT encourage all employees to communicate known or perceived hazards to their immediate chain-of-command without fear of reprisal.
 - i. JJIMHT Program Coordinator for matters within the purvey of County Division of Mental Health and/or
 - ii. Supervising Probation Officer (SPO) for matters within purvey of the County Probation Department.
 - iii. For the purpose of communication, the County has established a Safety Suggestion/Hazard Observation program, wherein employees are encouraged to fill out the appropriate form and submit the form to their chain-of-command. These forms are available on the "w" drive in the forms folder.

4. General Safety in the Workplace

- A. Aisles, hallways and stairways shall be kept clear of obstructions and all exits shall be kept clear and well-lighted. Fire extinguisher access shall be kept clear of obstructions.
- B. Equipment and work aids shall be used for their intended purposes only. Misuse of equipment and work aids can cause injury to staff and damage the equipment.

- C. Employees should inform their supervisor prior to performing any work duty in which they may need assistance in order to avoid accidents, injury or illness.
 - D. Employees must use a step stool to reach high objects. Always use proper lifting techniques. Never attempt to lift or push heavy objects. Use appropriate material handling equipment and/or request assistance.
 - E. Work areas shall be maintained in a neat and orderly manner. Trash and refuse are to be thrown in proper waste containers. Any Protected Health Information (PHI) must be placed in the locked box for destruction—Do NOT place PHI in trash receptacles and “personal” shred boxes kept in cubicles for disposal at the end of the shift are prohibited.
 - i. Plugging several power strips together is prohibited.
 - ii. Burning candles and incense is prohibited.
 - iii. Decorative fountains, fish bowls/aquariums are prohibited.
 - iv. Personal warming plates/cup warmers and other heat sources or other electrical devices using water are prohibited in personal workspaces.
 - F. Employees must consider others in the work place prior to using or displaying items such as:
 - i. Personal fans
 - ii. Radios or other items that make noise
 - iii. Pollinating plants and/or plants that emanate an odor
 - iv. Wearing colognes, perfumes, using air fresheners, etc.
 - v. Any other items prohibited by other County policies and procedures
 - G. Desk and cabinet drawers shall not be left open. Do not open more than one upper drawer at a time as this may result in the cabinet tipping over.
 - H. Supplies shall be stored safely to avoid accident or injury. Heaviest items shall be stored closest to the floor and lightweight items stored above. Material shall not be stacked precariously on top of file cabinets or other high places.
 - I. Cleaning solvents and flammable liquids shall be stored in appropriate containers. Do not store any combustible material near heat generating equipment.
 - J. Broken furniture, equipment and/or other safety hazards should be reported immediately to a supervisor.
 - K. Place computers, multi-function machines (i.e. copier/scanner/fax) in “energy saving” mode and turn off lamps and any small appliances at the end of your shift to avoid overheating. Any appliances and electrical equipment in need of repair should be unplugged and reported immediately to a supervisor.
 - L. Smoking is not permitted inside any County leased or owned facility or within 20 feet of a doorway or open window.
5. Vehicle safety
- A. When operating a motor vehicle while on County business, the driver shall obey all laws and rules of the road, and avoid distracting activities.
 - B. If an employee is involved in an accident while conducting County business in a County or personal vehicle, he or she must contact their supervisor or program manager immediately.

- C. In the event of an accident, your supervisor will provide employees with the necessary documents to be completed immediately and sent to Risk Management within 24 hours.

Reference(s)/Attachments:

County of Sacramento Policy and Program Regarding Countywide Injury and Illness Prevention

Safety Suggestion/Hazard Observation Form

Related Policies:

BHS-CMH-YDF-03-03-Facility Maintenance Requests

BHS-CMH-YDF-03-05-Workplace Violence

BHS-CMH-YDF-03-06 Adverse Incident Reports

BHS-CMH-YDF-09-01-Countywide Personnel Policies and Procedures

BHS-CMH-YDF-10-07-Workers' Compensation Claims

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