

**COLUMBIA COUNTY
BOARD OF COMMISSIONERS**

APPROVED: July 21, 2009	TOPIC: <i>Communicable Disease Social Distancing Program</i>
<i>Policy Number 501.1</i>	POLICY SECTION: <i>Health and Safety</i>

I. PURPOSE

In the event of an influenza pandemic or other significant communicable disease situation, the County may implement social distancing guidelines to minimize the spread of the influenza and other communicable diseases among employees by:

- a) closing or limiting access to County offices
- b) canceling public events
- c) planning for liberal work leave policies
- d) teleworking strategies
- e) voluntary isolation of cases
- f) voluntary quarantine of household contacts
- g) alternative work schedules

These strategies will assist in containing disease and reduce the risk of infection and loss of life.

II. POLICY

Employer decisions involving employees who have communicable diseases shall be based on current and well informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease and the available alternatives for responding to an employee with a communicable disease.

The employee must be able to perform normal job duties and meet regular performance standards. In the judgment of the employer, the employee's continued presence must not pose a risk to the health of the employee, other employees or citizens. If an employee disputes the County's determination that such a risk exists, the employee must submit a statement from his or her attending physician that the employee's continued employment poses no significant risk to the employee, other employees or citizens.

The County will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. The County, however, reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the County finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

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III. COMMUNICABLE DISEASES

The County will use the Georgia Department of Human Resources' notifiable disease listing and will seek guidance on an individual case per disease and performance expectations of the affected employee(s). This guidance will come from the local public health department, in collaboration with the East Central Georgia Health District and the State Office of Epidemiology.

In the event of an outbreak (multiple cases) of an infectious disease, the county will follow each case, as defined by public health to identify those in need of voluntary isolation and/or quarantine.

The local Health Department will provide County employees with the influenza vaccine during the County's annual benefits open enrollment. The County currently pays a portion of the total cost of the influenza vaccine for employees. In addition, based on work related responsibilities, employees working in positions that may be exposed to blood borne pathogens are eligible to participate in the hepatitis vaccination program at no cost to the employee.

The County will comply with all applicable laws, statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure sufficient safeguards are maintained to provide confidentiality about employees who have communicable diseases.

IV. EMPLOYEE RESPONSIBILITY

Employees should demonstrate good hygiene habits to prevent the spread of germs.

- Wash hands frequently with soap and water.
- Cover mouth and nose with a tissue when coughing or sneezing.
- Put used tissues in a waste basket.
- Cough or sneeze into your upper sleeve if you do not have a tissue.
- Clean hands after coughing or sneezing; use soap and water or an alcohol-based hand cleaner.
- Stay at home if you are sick.

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APPROVED: July 21, 2009	TOPIC: <i>Pandemic Continuity of Operations</i>
<i>Policy Number 502.1</i>	POLICY SECTION: <i>Health and Safety</i>

I. PURPOSE

In the event of a pandemic or other catastrophic communicable disease situation, the County may implement Pandemic Continuity of Operations-Essential (COP-E) plans to minimize the spread of influenza and other communicable diseases among employees and the general public and meet the need to sustain business, the community and the nation.

II. POLICY

Disaster planning and preparedness is a fundamental of good business practice. The County must ensure the capability to continue essential operations in response to potential operational interruptions, including a pandemic influenza. In the event a Pandemic is declared, Division and Department Pandemic Mitigation Continuity of Operations Plans (COP) will be implemented to ensure continued production and delivery of vital goods and services to the citizens of Columbia County.

Delivery of Essential Services shall be considered the highest priority when high rates of absenteeism are expected. Important Services will be considered as the second most important priority. Non-Essential Services will be considered the least important priority.

Employees must be able to perform normal job duties and meet regular performance standards during a pandemic. If an employee becomes ill during a pandemic, the employee's continued presence at work will require a statement from his or her attending physician that the employee's continued presence poses no significant risk to the employee, other employees or citizens.

The County reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the County finds that, based on a medical determination, such restriction is necessary for the welfare of the person who is ill and/or the welfare of others within the workplace.

The County will comply with all applicable laws, statutes and regulations that protect the privacy of persons who have a communicable disease.

III. MANAGEMENT RESPONSIBILITY

The County must maintain production of essential goods and services while mitigating pandemic impact on business operations. Continuity of Operations Plan–Essential (COP-E) assumes pandemic-specific impacts and encourages contingency plans to identify essential functions, people and materials within and across critical sectors of the organization.

Critical Infrastructure. Systems and assets such that the incapacity or destruction of such systems and assets would have a debilitating impact on security, economics, public health, public safety or any

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combination of events. Management should identify those critical systems and alternative approaches to maintain essential business operations.

Essential Functions. Functions identified that are absolutely necessary to keep business operating during a pandemic and are critical to survival and recovery. Management should identify those essential employees and alternative approaches to maintain essential business operations.

Workforce Absenteeism. Absenteeism during a severe pandemic wave could result in 30-40 percent of the workforce being absent. Management should identify those essential employees, essential functions and prepare alternative working options through telecommuting, if possible, to ensure business operations are not interrupted.

COP-E Plan Design. Each Division is responsible for developing plans for their service areas. The plan should include preparation by categorizing services and activities as essential, important or non-essential. Staffing plans to respond during the catastrophic event should be created as well as recovery plans. The plans should be forwarded to the Emergency and Operations Director. A Continuity of Operations Essential (COP-E) Plan may be developed as follows:

Categorization of Services

- Identify individuals responsible for developing Continuity of Operations Plan at the department levels.
- Identify key contacts in the community as a resource for or to partner with the department in preparing a plan.
- Identify which services/functions are essential.
- Identify which services/functions are important, but not essential, that the department may continue during a pandemic if they are able.
- Categorize services based on whether or not face-to-face contact is necessary for that service.
- Group services/functions together for more efficiency.
- Identify technology or other resources needed to implement the COP plan and any challenges to plan implementation.

Communication

- Develop a communications plan for department employees.

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- Develop a communications plan for customers/clients/users including pandemic awareness activities, regular updates on pandemic planning and communicating during the pandemic.

Planning

- Determine which employees are essential.
- Develop a plan for supporting essential employees that includes identification of their needs for transportation and family support.
- Evaluate workplaces to determine functions that may be performed off-site via telecommuting.
- Evaluate department procedures to determine if they support or impede COP-E.

Protecting Employees

- Evaluate workplaces and develop a plan to protect employees using work practices, engineering and administrative controls and PPE.
- Identify technology and other resources needed for workplace protections.
- Identify resource gaps and challenges as well as proposed solutions and procedure modifications.
- Prioritize implementation of the plan based on functions that are essential, important or non-essential.
- Educate staff how to protect themselves from exposure to influenza and other contagious diseases outside the workplace.
- Develop standards to support the need for isolation of the sick and quarantine of the exposed.

Maintaining Sufficient Staff for Essential Operations

- Cross-train employees for essential functions.
- Develop a plan to phase down operations if insufficient numbers of personnel are available.

Supplies

- Develop a communications plan for your suppliers.

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- Identify critical supplies and the amounts needed to maintain essential services at various levels; determine whether to stockpile or develop resupply procedures.
- Develop a plan for phasing down operations if insufficient supplies are available during a pandemic.

Equipment

- Develop a communications plan for your equipment contractors and identify critical equipment.
- Evaluate maintenance procedures for critical equipment and develop alternate maintenance procedures.
- Develop a plan for phasing down operations if equipment maintenance becomes an issue.

Security

- Evaluate workplaces to determine modifications to make it easier to ensure security during a pandemic.
- Determine services that may be grouped together for more efficiency and to provide security during a pandemic.
- Develop a plan for phasing down operations if security becomes an issue during a pandemic.

Training

- Train employees in your Pandemic Continuity of Operations Plan and update training annually.
- Regularly test the readiness of staff to implement the Plan through drills and exercises.

Recovery

- Identify essential employees responsible for developing and implementing a recovery plan after each wave of a pandemic.
- Develop a plan for reopening your department, in varying stages, as each wave of the pandemic passes.

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Special Needs Populations

- Ensure the department Continuity of Operations Plan addresses individuals with special needs.

Policies and Procedures

- Amend department policies and procedures as appropriate.
- Revise department plans based on additional resources development.

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APPROVED: July 21, 2009 REVISED: June 17, 2014 <i>Policy Number 503.1</i>	TOPIC: <i>Blood Borne Pathogens</i> POLICY SECTION: <i>Health and Safety</i>
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I. PURPOSE

To ensure the safety of employees who may be exposed to Blood Borne Pathogens (BBP) and Other Potentially Infectious Materials (OPIM).

II. POLICY

The County shall provide Employees, who are in positions that may be exposed to Blood Borne Pathogens (BBP) or Other Potentially Infectious Materials (OPIM), training in the methods of exposure avoidance. Personal protective equipment will be provided when necessary to minimize personal harm to self when coming in contact with BBP or OPIM, when rendering first aid or CPR, or during an accident clean up.

III. RESPONSIBILITIES

- **Supervisor** – Ensures that all employees who may come into contact with BBP or OPIM are familiar with and follow the policies.
- **Employee** – Understands and complies with all phases of the policies and procedures for situations involving BBP and OPIM.
- **Employee** – Employees without formal first aid training must be instructed to maintain a "hands off" practice in the event of an emergency. These employees should contact a first aid responder as quickly as possible.
- **Risk Manager** – Ensures that protective equipment as specified in this policy is made available when requested, employees are trained in its use and that the equipment is properly maintained.
- **Human Resources Manager** – Ensures that employees are provided medical care and appropriate vaccinations who may have increased risk in his/her position responsibilities to be exposed, or who have been exposed, to BBP or OPIM

All employees who have been trained in first aid may come into contact with BBP or OPIM while carrying out first aid or CPR. Any employee who cleans up after a spill of blood or body fluid or OPIM may be exposed during that work.

Unless specified as a job requirement, no employee, including trained responders, is required to provide first aid, CPR, clean up or any other activity involving a possible exposure should the

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employee choose not to become directly involved. At a minimum, the employer may provide available first aid supplies to the victim or other willing responder in minor situations. For emergencies, call 9-1-1 and report the situation so that appropriate responders can be activated.

IV. WORK PRACTICE CONTROLS

The following work practice controls are recommended to minimize exposure to human blood borne pathogens:

- Gloves must be worn whenever there is a possibility of contact with human blood or body fluid.
- Personnel must wash their hands immediately after removing gloves and as soon as possible upon any contact with blood or OPIM.
- Masks must be worn whenever there is a possibility of splattering of human blood or body fluids.
- Protective clothing must be worn if soiling of exposed skin or clothing is likely.
- To minimize the risks for exchange of body fluids during resuscitation procedures, gloves and masks should be available in first aid kits.
- Spills of blood or blood-containing body fluids shall be cleaned up by trained personnel using materials in an infection control kit. The contaminated item shall be put into a biohazard bag and disposed of properly. Cleanup of any substantial spill may require outsourcing to a specialized biohazard team. Risk Management should be contacted for assistance.
- Individuals who have open lesions, dermatitis or other skin irritations should not participate in direct "patient" care activities and should not handle contaminated items. If an emergency requires participation, employees should double glove.
- Sharp objects represent the greatest risk for BBP exposure; therefore, gloves should be worn and tweezers should be used to remove glass or other sharps from the patient. Use a broom and dust pan to clean up contaminated glass or other sharp objects.
- Work flow shall be examined when an exposure incident has occurred to implement preventative measures against future incidents.

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- Gloves, resuscitation masks, infection control kits and first aid boxes are recommended to be kept in all vehicles and offices.
- Medical records are maintained by the Human Resources Department.

Employees working in positions with increased risk to BBP or OPIM exposure may request and receive the Hepatitis B vaccine as a preventive measure at no cost to the employee. The request should be submitted to the immediate Supervisor, Department Manager, Division Director or the Human Resources Manager.

V. REPORTING PROCEDURES

Whenever an incident occurs involving the potential for exposure to BBP and OPIM, a report must be made to the Human Resources Manager and Risk Manager.

- The report should be made immediately if possible, but no more than twenty-four hours after exposure.
- A workers' compensation first report of injury incident report shall be completed if an exposure incident has occurred. Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or OPIM. Contact with healthy skin does not constitute an exposure incident.
- The Human Resources Department will maintain a list of such incidents.
- All members of staff who render assistance in any situation involving the presence of blood or OPIM will have a Hepatitis B vaccine or other treatment necessary made available to them at no cost and as soon as possible after the exposure incident has occurred.
- If an exposure incident occurs, the Risk Manager will review and discuss the event at the next scheduled Safety Review Board meeting and recommendations for exposure avoidance will be submitted to the respective Division Director.

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APPROVED: July 21, 2009 AMENDED: August 17, 2010 <i>Policy Number 504.1</i>	TOPIC: <i>Safety Review Board</i>
	POLICY SECTION: <i>Health and Safety</i>

I. DECLARATION

There is hereby created a body known as the "Safety Review Board", hereafter referred to as SRB.

II. PURPOSE

- 1) To review all Columbia County vehicle accidents that result in loss, damage, or destruction.
- 2) To review all property damage or incidents resulting in loss, damage or destruction of Columbia County property in excess of \$250.00.
- 3) To review all incidents resulting in claims, torts or loss by liability of Columbia County, as it applies to property damage, loss or destruction of property and/or resulting in bodily injury to an employee due to legal and expected operations of subordinate departments of the Columbia County Commission.
- 4) To review all reported injuries to employees during the course of their employment under the provisions of Workers' Compensation.

III. MEMBERSHIP

Membership of the SRB will consist of one person appointed by each Division Director and the Sheriff, the Risk Manager, who shall serve as chairman of the SRB and the Risk Management Assistant, who shall serve in a non-voting capacity, as secretary of the SRB. Each Division Director shall also appoint an alternate member who shall attend SRB meetings when the primary appointee is not available. Members of the Safety Review Board shall consist of rank and file employees, with no more than four members being in a managerial capacity with Columbia County. No Division Director shall be included as a member.

IV. MEMBER TENURE

- 1) Appointments of members shall be for a period of two years unless rescinded by the appointing authority.
- 2) Risk Management will coordinate with appropriate divisions and /or elected officials on the first working day of January so as to allow for the alternating review of

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approximately half of the board each year. Those reviewing appointments will notify Risk Management in writing of the primary and alternate member.

V. DEFINITIONS

- 1) Gross or Willful Negligence: An intentional unreasonable act by an employee knowing the conduct will result in property damage or injury (i.e.: throwing a radio on the ground, provoking or starting a fight). For example, where the employee initiates or executes the act, knowing the possible results of his/her actions but does not care.
- 2) Negligence: Conduct that falls below the standard set by law or policy for protecting others against risk or harm. A person is negligent if he/she fails to act with a reasonable amount of care and as a result injures another person or thing. The following criterion applies:
 - a) The person has a duty or obligation to conform to a certain standard of conduct to protect others or property against unreasonable risk.
 - b) The person failed to conform to that standard.
 - c) The person's conduct is so closely related to the resulting injury or damage that it can be said to have caused it (proximate cause).
 - d) Actual damage (property or injury) results from the person's conduct.
- 3) Proximate Cause: Conduct which is the primary cause from which an injury or damage follows as a direct or immediate consequence and without which the injury or damage would not have happened.

VI. AUTHORITY

The SRB shall be empowered to:

- 1) Investigate any accidents/incidents involving employees, occurring in the course of their employment and/or equipment that results in personal injury or property loss or damage.
- 2) Investigate any accidents/incidents occurring on Columbia County property.

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- 3) Investigate and review all personal injury accidents and Workers' Compensation claims and all records and information to the same.
- 4) Make recommendations regarding policy to the Columbia County Commission through the Division Directors on matters pertaining to:
 - a) Fleet Management/Maintenance
 - b) Safe work practices
 - c) Loss prevention/security
 - d) Claims/tort reduction
- 5) Review each accident/incident to recommend the employee's actions to be either AT Fault or NOT AT FAULT. Penalties for employees found AT FAULT will be assigned in accordance with the *Appendix 1* of this section, unless modification with explanation is given. The SRB will take into consideration all disciplinary action taken by the department and/or shift level against the employee and adjust the penalty as appropriate.

Recommend disciplinary action up to and including discharge of employment or suspension of an employee for:

- a) Gross negligence that results in losses to Columbia County.
 - b) Repeated safety violations (complete documentation is required).
- 6) Review and make recommendations pertaining to all matters relating to motor vehicle and general safety relative to Columbia County owned vehicles, equipment and employees.
 - 7) To direct the attendance of employees as it shall deem appropriate for the proper determination of the facts surrounding each incident and obtain such documentary evidence as shall be needed to complete its investigation.
 - 8) The presence of a majority of the members of the SRB shall constitute a quorum at any SRB meeting. Once a quorum is established at a meeting, a quorum shall exist for the duration of the meeting. An affirmative vote of a majority of the SRB present

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and eligible to vote shall be necessary to make a formal recommendation following investigation and review of an incident. Minutes of the SRB meeting will be prepared by the Risk Management Assistant and forwarded to the County Administrator and affected Division Directors for review.

- 9) Should a member or family of a member of the SRB be subject to review by the SRB, witness to an incident reviewed by the SRB, or another conflict of interest exists, as determined by a majority vote of the other members of the SRB, the member in issue shall be removed from the review of the matter and the alternate member shall act in the place of the removed member.

VII. PENALTIES

- 1) Any department disciplinary action taken against the employee will be reported to Risk Management and Human Resources and will be made a part of the employee's accident and personnel record. The SRB will take into consideration all disciplinary action taken by the department and/or shift level against the employee and adjust penalties as appropriate.
- 2) *Appendix 1* of this section describes the categories of accident violations and penalties. The SRB may use discretion in modifying penalties based on years of service, accident history and any other information specific to the incident that they deem pertinent. Modifications will be explained and recorded in the minutes.

VIII. RESPONSIBILITIES

- 1) Employee
 - a) Report all accidents/incidents to supervisor immediately and cooperate with investigation.
 - b) Once notification letter received indicating that the incident will be reviewed by the SRB giving the date, time, and location of the meeting.
 - i. Any employee directly involved in the accident/incident has the right to appear before the SRB but is generally not required to attend.
 - ii. Employees desiring to have witnesses speak in their behalf should contact Risk Management before the scheduled meeting giving the name, department and relationship to the accident/incident of the witness. Only witnesses with first hand information will be allowed.

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- iii. Employees not able to attend the scheduled meeting may request a delay by notifying Risk Management and giving the reason.
 - iv. Prior to the meeting date: the employee should review any documentary evident, such as the incident report and/or vehicle accident report filed by the investigating law enforcement agency. **THIS REVIEW IS THE RESPONSIBILITY OF THE EMPLOYEE.**
 - 1. Incident or accident reports may be obtained from the employee’s department or by contacting Risk Management
 - 2. Law enforcement reports may be obtained from Risk Management
 - v. Employees who feel the police report is inaccurate should attempt to have the report corrected with the appropriate law enforcement agency before the SRB meeting.
 - vi. Employees should be present at the scheduled time and place for the SRB meeting. Once called, the employee will provide information as requested by the SRB, usually an explanation of the accident/incident.
- c) Review letter from Division director of the outcome of the review and the Division Director’s decision.
- d) May appeal the decision pursuant to the grievance process provisions set for the in the current Columbia County Personnel Policies. (see Appeals Process in IX, 4 of this section)
- 2) Departments
- a) Report all vehicle accidents, damage to vehicles, equipment or property using the Claims Reporting Form unless a report is made by law enforcement. Timely reporting is essential. This form may be forwarded to Risk Management through any established “chain of command” as desired by the department; however, no report should be delayed due to the unavailability of any individual approving authority.
 - b) Forward all reports to Risk Management within 24 hours.

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- i. Reports requiring additional time for investigation will be reported to Risk Management by telephone.
 - ii. Reports will include statements from any employee involved.
 - c) Allow employee to attend SRB meeting.
 - i. May request a delay for the employee based on operational necessity but must notify Risk Management of the request.
- 3) Division Directors
 - a) Appoint SRB member and alternate.
 - b) The Division Director is not required to wait for the recommendation from the SRB regarding any accident or incident should they feel that immediate action is warranted; however, any department disciplinary action taken against the employee prior to the SRB meeting will be reported to the Risk Management and Human Resources Department and will be make a part of the employee's accident and personnel record.
 - c) Review SRB recommendation and make final determination: Division Directors shall not be bound by the recommendation of the SRB. However, should the Division Director's determination deviate from the recommendation of the SRB, the Division Director shall prepare a written statement, including sound reasons, for his/her determination. A copy of the written statement shall be forwarded to the County Administrator, Risk management and Human Resources Departments to be included in the employee's personnel records.
 - d) Notify employee by letter of the outcome of the review. A copy of this letter will be sent to Risk management for inclusion in the incident file. Additionally, a copy of any AT FAULT determinations and corresponding disciplinary actions will be sent to Human Resources for inclusion in the personnel records.
- 4) Risk Management
 - a) Coordinate with Division Directors and elected officials to maintain SRB membership
 - b) Log reports, obtain appropriate documentary evidence and schedule for SRB

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- c) Prepare agenda and distribute to SRB members
- d) Notify employees and departments by letter that the accident/incident will be reviewed by the SRB giving the date, time, and location of the meeting.
- e) Notify appropriate department of witnesses to attend
- f) Have documentary evident/file available for employee review
- g) Reschedule review as appropriate due to delay requests
- h) Notify Division Director of SRB recommendation
- i) Maintain record in file of Division Director decision
- j) Process appeals as appropriate
- k) Maintain files

IX. APPEALS

- 1) Any employee whose case has been reviewed by the SRB and has been acted upon by the employee's Division Director may appeal the decision pursuant to the grievance process provisions set forth in the current Columbia County Personnel Policies.
- 2) Appeals must be submitted to Risk Management within ten (10) days of employee's receipt of written notification that the employee has been found at fault. The employee must provide written notification of the employee's desire to appeal the decision within the time frame stated above and such notification shall contain employee's type and reason for appeal.
- 3) Appeals may be requested for:
 - a) Reconsideration with no new information
 - b) Reconsideration with new information
 - c) Appeal due to financial hardship

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4) Appeal Process:

- a) The employee shall notify Risk Management as outlined in provision 2 above.
- b) If the appeal is made because of new information that was not available to the SRB at the initial ruling, the Chairman of the SRB may elect to have the case returned to the SRB and division director for reconsideration. Should the decision be upheld, the employee's written request for appeal is forwarded to the Human Resources Department for appeal through the grievance process.
- c) Appeals due to financial hardship must be supported by documentation by the employee. Failure to provide financial documentation may result in denial of the appeal.

X. EMPLOYEE FILES

- 1) Any employee involved in an accident/incident resulting in property damage will have a file maintained in the Risk Management Department. The file will consist of:
 - a) Any report of loss with which the employee is directly involved.
 - b) Any witness statement available concerning the accident/incident.
 - c) Any documentation of the accident/incident, including any invoices, estimates, pictures, or allied documents pertaining to the incident.
 - d) Record of the SRB recommendation, suggested penalties, and a copy of the notification letter from the Division Director.
- 2) Employees have the right to review their files by contacting the Risk Management Department.
- 3) Employee records will be maintained as active as long as the party is employed by Columbia County.
- 4) Records will be moved from the active file to inactive file when the employee is terminated or resigns. This file will be retained for seven (7) years after termination or resignation, at which time the complete file will be destroyed.

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**PENALTIES MATRIX
SAFETY REVIEW BOARD**

CLASS	DESCRIPTION	First Incident (3 yrs)	Second Incident (3 yrs)	Third (or more) (3 yrs)
1	Unavoidable	No Action	No Action	No Action
2	Avoidable with mitigating circumstances: (i.e.) a. Bad Weather b. Road Conditions c. Emergency Response d. Other driver action	Written Warning	Letter of Reprimand	Suspension
3	Avoidable with driver error: (Drivers action was major contributing factor)	Letter of Reprimand	Suspension	Termination of Driving Privileges / possible loss of job
4	Negligence with extreme prejudice:(i.e.) a. DUI (alcohol/drugs) b. Excessive speed c. Leaving scene of an accident d. Willful traffic violations	Suspend driving privileges for County vehicles Recommend Termination	Termination	

ADJUSTMENTS: Shown penalties are general recommendations. The SRB is allowed discretion in penalty recommendation with explainable justification. Adjustments are not automatic.

The operation of a Columbia County vehicle is a privilege not a right. If an employee is found to be negligent in their care, that privilege can be revoked.

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APPROVED: July 21, 2009	TOPIC: <i>Housekeeping / Safe Work Environment</i>
<i>Policy Number 505.1</i>	POLICY SECTION: <i>Health and Safety</i>

I. POLICY

It is the intent of the Columbia County Commission to provide for a safe work environment. While work sites shall be continuously monitored by supervisors to ensure potential hazards to employees and the public are reduced to the maximum extent possible, employees are responsible for maintaining the neatness of workspaces. Employees are required to keep their work areas clean and free of hazards.

II. HOUSEKEEPING

Good housekeeping is an important element of accident prevention. It should be of primary concern to all supervisors. Good housekeeping should be planned at the beginning of the job and carefully supervised and followed to the final clean up. Housekeeping should be the concern of each worker and not left for the "clean-up" crew. Confusion will be reduced and operations can be increased when the work area is neat and orderly at all times.

III. PROCEDURES

- 1) Plan Ahead: A predetermined and organized materials storage area is safer and cleaner than one that has been developed haphazardly.
- 2) Assign Responsibilities: If the size of the job and working force merits, a crew should be specifically detailed to clean up continuously. In any event, housekeeping should not be haphazard; duties should be assigned to one or more responsible persons.
- 3) Implement the Program: Housekeeping should be part of the daily routine with clean-up being a continuous procedure.

IV. RULES FOR HOUSEKEEPING

- 1) Storage Areas: All materials should be maintained in neat stockpiles for ease of access. Aisles and walkways should be kept clear of loose materials and tools.
- 2) Work Areas: Loose materials, waste, etc. should be cleaned up immediately. This is especially important in aisles and near ladders, ramps, stairs and machinery. Keep walking areas clear at all times, especially in high traffic areas.
- 3) Area Used by Personnel: Empty bottles, containers, and papers should not be allowed to accumulate on the job site. Trash disposal containers should be provided.
- 4) Oil and Grease: Spills of oil, grease, or other liquid should be removed immediately by putting sand or an oil-absorbing compound on them. Do not let combustible materials gather and collect

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to the point where they could constitute a fire hazard. Place all combustible items in a metal fire resistant container with a lid. Make sure flammables are stored properly and promptly disposed when empty.

- 5) Disposal of Waste: An effective means of preventing litter is to provide suitable receptacles for waste, scrap, etc. These items should be stored in a safe place, such as a covered metal container, and disposed regularly.
- 6) Protruding Nails: Protruding nails should either be removed or bent over. Cleaned lumber should be stacked in orderly piles. Workers dealing with protruding nails should wear heavy gloves and puncture-proof insoles.
- 7) Lighting: Adequate lighting should be provided in or around all work areas, passageways, stairs, ladders, and other areas used by personnel.
- 8) Defective Equipment: All equipment, especially electric cords and plugs, should be checked prior to use and defects repaired or taken out of service.
- 9) Tripping Hazards: Loose floor covering, stair treads, etc., should be examined and repaired immediately.

Make housekeeping a daily affair. Be responsible enough to thoroughly “police” your work areas for housekeeping hazards. On a busy day, any workplace can become a dangerous obstacle course if we let it get that way.

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APPROVED: July 21, 2009	TOPIC: <i>Safeguarding Equipment and Supplies / Loss Prevention</i>
<i>Policy Number 506.1</i>	POLICY SECTION: <i>Health and Safety</i>

I. PURPOSE

The purpose of this section is to provide policy and guidance on the prevention of loss of equipment and supplies by: theft, negligence, misappropriation, willful destruction or other means.

II. POLICY

Each employee of the Columbia County Commission has a direct responsibility to safeguard equipment and supplies entrusted to him or her in the performance of their official duties. To this end, every employee will take reasonable and necessary precautions to prevent the loss, destruction, damage to or misappropriation of equipment and/or supplies belonging to Columbia County.

III. APPLICABILITY

This section applies to all departments, agencies, offices or sections subordinate to the Columbia County Commission.

IV. RESPONSIBILITIES

1) Department Heads:

- a) Establish departmental policies and procedures for the accountability of property and supplies. Policies will be in writing and posted for employee notification. *Exhibit A* may be used for this purpose.
- b) Ensure their respective departments maintain an accurate listing of equipment having serial numbers, not including vehicles.
- c) Maintain a list of all serial numbered equipment in your work area or issued to personnel. This inventory will help if items are stolen or recovered after a theft.
- d) Submit an Incident Report upon learning of the loss, damage, destruction or theft of department property in excess of \$250.00 to Risk Management.

2) Supervisors:

- a) Will ensure all employees under their direct supervision are aware of departmental policies on loss prevention.
- b) Will ensure employees are trained on the proper use of assigned equipment.

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- c) Make on the spot corrections to employees abusing equipment or in violation of their departmental policies.
 - d) Are responsible for common use equipment assigned to their crew, section or team.
 - e) Periodically inspect common use equipment and equipment assigned to subordinates to ensure proper maintenance and care.
- 3) Employees:
- a) Are responsible for the proper maintenance and security of equipment assigned to him/her.
 - b) Take necessary action to prevent the loss, damage, destruction or theft of property assigned to him/her.
 - c) Report any loss, damage, destruction or theft of property assigned to them immediately to their supervisor.

V. LOST, DAMAGED OR DESTROYED PROPERTY

- 1) Employees charged with equipment, which has been lost, damaged or destroyed will report such to their supervisor.
- 2) An incident report will be filled out and submitted to the department head. Incident reports will be forwarded to the Risk Management Department.
- 3) Before liability is established it is essential the department head has the incident investigated by a disinterested party.

VI. THEFT OR VANDALISM

- 1) Property that has been stolen will be reported to the Sheriff's Office (or appropriate law enforcement agency) and an incident report submitted to Risk Management.
- 2) Property that has been vandalized will be reported to the Sheriff's Office (or appropriate law enforcement agency) and an incident report submitted to Risk Management.
- 3) The loss or theft of a Columbia County owned/purchased firearm will be reported immediately to the Sheriff's Office and an incident report forwarded to Risk Management.

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VII. PROPERTY ACCOUNTABILITY

- 1) Issued Personal Equipment:
 - a) Equipment that is issued to an employee is the responsibility of the employee to whom the equipment is issued. As such, the employee will take reasonable and necessary precautions to safeguard and maintain property issued to them.
 - b) Equipment should be inspected upon receipt for serviceability and ensure that no damage is apparent. The receiving employee will make inspections at the time of issue.
 - c) Equipment issued for the sole use by the employee will be issued on a Property Receipt Form (*Exhibit B*). A copy of this receipt should be maintained on file at the department.
 - d) Common use property, issued for short duration should be routinely inspected by the receiving employee at the time of receipt. Any damage should be immediately reported to the supervisor or person issuing the equipment.
 - e) Employees who have been issued equipment on the Property Receipt and have lost or damaged said equipment (beyond normal fare ware and tear/use) may be responsible for replacing (at the employee's expense) that equipment should they be determined negligent.

VIII. EXPENDABLE SUPPLIES

Supplies are classified into two categories: expendable but accountable (construction materials, replacement parts, consumable goods, etc.) and expendable but non-accountable (office materials: pens, paper, etc).

- 1) Accountable supplies must be traceable by audit (purchase order to work order, purchase order to job, etc). Materials in excess of job requirements must also be accountable.
- 2) Expendable supplies should be regulated to protect against misappropriation.
- 3) Consumable goods should be auditable from the time of issue to the supported activity and bank deposit (if appropriate). Items that have spoiled or must be destroyed (non-sellable) must be accounted for as an annotation on an inventory sheet or a memorandum of destruction, giving all pertinent data to include the reason for destruction.

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APPROVED: July 21, 2009	TOPIC: <i>Personal Protective Equipment</i>
<i>Policy Number 507.1</i>	POLICY SECTION: <i>Health and Safety</i>

I. GENERAL

Protective equipment, including personal protective equipment (PPE) for eyes, face, head, extremities, protective clothing, respiratory devices and protective shields and barriers, shall be provided by the respective departments, used and maintained by the employee and kept in a sanitary and serviceable condition. PPE shall not be altered in any way. *Exhibit A* of this section establishes minimum PPE required of common tasks.

II. RESPONSIBILITIES

1) Department Heads:

- a) Ensure PPE is available to employees involved in work requirements that pose a potential hazard through absorption, inhalation or physical contact.
- b) Ensure supervisors are instructed in policies relating to the use of PPE by employees.
- c) Charge supervisors with the responsibility of enforcing policies relating to the use of PPE.

2) Supervisors:

- a) Analyze job tasks to determine essential PPE.
- b) Instruct employees on the tasks requiring PPE and the minimum PPE required for the task, to include the proper use of protective equipment.
- c) Enforce policies relating to the use of PPE by employees.

3) Employee:

- a) Use PPE as directed by the supervisor or job task.
- b) Identify any potential hazard of a job task for which required PPE has not been identified and report it to your supervisor.

III. GENERAL SAFETY EQUIPMENT

- 1) Eye and Face Protection: Protective eye and/or face equipment shall be required where there is reasonable probability of injury that can be prevented by such equipment. Eye protection will be provided and used where machines or operations present the hazard or potential for injury from flying objects, or splashing liquids.

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- 2) **Respiratory Protection:** Respiratory protection will be provided by the respective department to control occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays or vapors. The primary objective will be to prevent atmospheric contamination. Respiratory protection will be provided to protect the health of the employee. Product warning labels or material safety data warning labels or material safety data sheets will prescribe the appropriate protection necessary for employee protection. Department heads are responsible for providing employee use and maintenance training as appropriate.
- 3) **Occupational Head Protection:** Helmets for the protection of heads from impact and penetration from falling and/or flying debris or objects and from limited electrical shock and burn shall meet the requirements and specifications of the American National Standard Safety Requirements for Industrial Head Protection; Z89.1-1969.
- 4) **Foot Protection:** Safety-Toe footwear shall meet the requirements and specifications established in the American National Standard Requirements for Men's Safety-Toe Footwear Z41.1 - 1967.
- 5) **Visibility Vests:** The **reflective orange vest** shall be used by all employees where enhanced visibility is required as determined by Risk Management, Division Directors, department heads or supervisors. Each division is to identify these areas and establish a policy to direct their employees in vest use. Vests with a minimum Class II rating shall also be worn by employees working within the limits of road right of ways.

IV. MINIMUM ESSENTIAL REQUIREMENTS:

- 1) Departments are responsible for determining minimum essential requirements for PPE for tasks and activities not covered in *Exhibit A*. Each Department Head shall inform the Risk Management Department of minimum essential requirements for PPE.
- 2) *Exhibit A* establishes minimum essential requirements for specific tasks which are either common to more than one department or specific requirements which have resulted in needless employee injury in the past. *Exhibit A* shall be modified from time to time to reflect current legal requirements, including those set forth in OSHA.
 - a) The Job Hazard Analysis is to be used for specific jobs. When completed, it may be used as a policy/procedure within the department. See *Exhibit B* of *Policy 406.1, Safety Training*.
 - b) Once the job or task to be analyzed is determined, the steps or procedures are listed individually in the Job Steps column.
 - c) Each step is then analyzed for potential hazards associated with that step. These are listed in the Potential Hazards column.

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- d) List the activities to be accomplished to complete the job step and include any activity or action to eliminate the hazard, in the "Prevention" column.

V. EMPLOYEE NON-COMPLIANCE/NON-USE OF PPE

Once the employee is trained in the use of personal protective equipment and clothing, if such items are not used, the employee's supervisor will take immediate corrective and/or disciplinary action. Supervisors should document corrective action and, if necessary, discipline the employee as appropriate. Failure to use proper clothing and equipment could result in suspension or termination, as appropriate. Supervisors should document any action taken against the employee. Should an employee become injured as a result of not wearing prescribed personal protective equipment, he/she may be denied compensation under Workers' Compensation.

VI. PPE FUNDING

When PPE has been determined a requirement of the job based on the POTENTIAL for injury, Columbia County will provide such PPE, as required, at no cost to the employee.

- 1) Employees who lose or negligently damage or destroy PPE will be responsible for the replacement of those items.
- 2) Items will be replaced when equipment is no longer serviceable.

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Exhibit A

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Minimum Essential Personal Protective Equipment

X = Required Protection
O = Recommended Protection

H = Head
E = Eye
F = Face
R = Respiratory
V = Vest

Job/Activity	H	E	F	Hear	R	Hand	V	Foot	NOTES
General Construction	X			O			X	X	
Traffic Control Operations / Flagging	X						X	O	
Heavy Equip Operations				O			O	O	Based on the type of operation, Depts. Establish requirement
Tractor Mowing - Unprotected Cab	X	O		X	O		O	X	
Truck Driving-CDL	O							O	Vest are recommended to be available should the driver get out at a construction site
Pesticide Spraying		X			X				To be in compliance with the manufacturers' suggested safety equipment listed on the MSDS or product warning label.
Spray Painting		X			X				See above (Pesticide)
Power Tools		X		X				X	
Air Tools		X		X				O	
Winches	X	X				X		X	
Sewer Operations	X		O		O		X	X	As directed by Director, Water and Sewerage
Push Mower with gas engine		X		X				X	

The basis for determining the need for protective equipment is, according to OSHA standards, that if the potential for injury exists then protective equipment should be used.

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<i>Policy Number 508.1</i>	POLICY SECTION: <i>Health and Safety</i>

I. GENERAL POLICY:

- 1) Columbia County vehicles are easily identified as such and thus constitute a traveling advertisement seen by many citizens. In their relationship with other motorists and pedestrians while operating vehicles, the employee controls an important influence on public relations. By applying courteous, considerate driving habits employees can build good public relations if they apply the principles of defensive driving to avoid accidents.
- 2) Only employees may drive Columbia County vehicles. Non-employee passengers are to be approved by the Department Head. Out of area trips with non-employees are to be approved by the Department Head and Risk Management Office. A rights waiver form must be signed by all non-employee passengers prior to being allowed to ride in a county vehicle.
- 3) All drivers of Columbia County vehicles will abide by the laws, regulations and directives of Georgia traffic laws, signs, signals and markings.
- 4) All drivers of Columbia County vehicles will exercise "due care" in the operation of their vehicle; specifically, the driver must operate his or her vehicle as a prudent person would in a given situation, seeking to avoid unreasonable risk of harm to themselves and others. This provision applies to emergency vehicles and non-emergency vehicles.

II. RESPONSIBILITIES:

- 1) Department Heads:
 - a) Establish policies that support safe operation of motor vehicles. Policies should include driving on improved (hard surface) roadways, unimproved (dirt/gravel) roadways and construction areas. Policies will be in written form with copies to the Risk Management Department.
 - b) Establish a training program that ensures all employees driving Columbia County vehicles are familiar with policies of Columbia County Commission, as well as the department policies.
 - c) Ensure all employees driving Columbia County vehicles attend defensive driving within 6 months of employment. Departments will maintain records of attendance.
 - d) Ensure all employees driving Columbia County vehicles have a valid state driver's license by performing a driver's license check at least once per year.
 - e) Assist in the enforcement of policies established by the Commission.

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- f) Establish a system of safety checks for motor vehicles. Safety checks are to be performed by the driver at the beginning of each driving day. (See Appendix 1 and 2 for sample daily checks).
 - g) Provide written operating procedures for emergency or specialized equipment. Procedures will be submitted to the Safety Review Board chairperson and to the Sheriff's Department for review. Such equipment includes, but is not limited to:
 - i. Sheriff's Department vehicles;
 - ii. Emergency service vehicles;
 - iii. Dump trucks;
 - iv. General Motor Pool Vehicles;
 - v. Any vehicle weighing in excess of 10,000 pounds (Gross Vehicle Weight).
- 2) Supervisors:
- a) Ensure drivers conduct daily vehicle inspections.
 - b) Ensure drivers are trained in the details of paragraph A, provisions 1 through 4, above.
 - c) Perform checks for valid driver's licenses of employees driving Columbia County vehicles at least once each quarter.
 - d) Assist in accident investigations as required.
 - e) Ensure scheduled maintenance is conducted.
- 3) Drivers:
- a) Adhere to the provisions of this section, in particular the provisions of paragraph A, above.
 - b) Ensure he/she has a valid driver's license in their possession while operating a Columbia County vehicle.
 - c) Inspect the vehicle at the beginning of each driving day. Items to inspect can be found at Appendix 1 for vehicles requiring a Class C license and Appendix 2 for CDL. Inspection check sheets provided in this manual are not intended to replace the provisions of law.

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- d) Are responsible for ensuring any and all legal requirements for safety inspections are met.
- 4) Department Safety Officers:
 - a) Ensure "pre-operation" daily checks are made.
 - b) May declare a vehicle "out of service" or "deadline" a vehicle for safety hazards.
- 5) Risk Manager:
 - a) Makes periodic inspections of any Columbia County owned vehicle to ensure safety and driver compliance with policy.
 - b) May declare a vehicle "out of service" or "deadline" as a result of a safety problem.
 - c) May temporarily suspend the driving privileges of an employee operating a Columbia County vehicle in a reckless manner. A written report of the action/conduct and description of the observation will be provided to the department head within one working day.
 - d) Conduct at a minimum, annual Motor Vehicle Report (MVR) checks for every employee authorized to operate a county vehicle or who receives a vehicle allowance.

III. DRIVER INSPECTIONS

Pre-Operations checks

- 1) Non-commercial vehicles: Safety checks will include as a minimum:
 - a) Lights
 - b) Horn
 - c) Directional Signals
 - d) Brakes, brake lights and brake fluid
 - e) Motor oil
 - f) Power steering fluid
 - g) Windshield washers and wipers

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- h) Tires (tread and inflation)
 - i) Clutch travel
 - j) Hydraulic systems
 - k) Proper latching of seat belts.
- 2) Commercial type vehicles (CDL): The minimum requirements are established by law and all drivers applying for a Commercial Drivers License (CDL) must demonstrate their knowledge of pre-trip inspections prior to being approved for a license. **Drivers are responsible for conducting all safety inspections prescribed by law**, including pre-trip inspection, during-operations inspection and end-of-the-driving-day inspection.

IV. GENERAL VEHICLE SAFETY:

- 1) Position all adjustments for safe driving before putting the vehicle into gear, including adjustment of the seat, seat belts, inside and outside mirrors, and seating positions.
- 2) Drivers of Columbia County vehicles must possess a valid state driver's license and they must be thoroughly familiar with the state and local regulations governing motor vehicle operation. The fact that an employee is operating an emergency vehicle does not absolve them from civil or criminal liability for the consequences of wanton reckless driving. The driver must be in the position to satisfy a jury that they used reasonable care and prudence in operating emergency vehicles. Even though emergency equipment has warning devices, the drivers are expected to **PROCEED WITH DUE CAUTION**.
- 3) All slow moving equipment operated in public right-of-ways shall be equipped with proper flashing lights and other devices required by the Georgia Vehicle Code.
- 4) Load Security
 - a) Supplies transported in motor vehicles shall be secured in such a manner that they will not be dislodged or fall out or forward during transit or sudden stops.
 - b) Drawers in moveable trucks shall always be secured before the truck is driven.
 - c) Ensure load capacity is not exceeded.
- 5) Drugs or any medication, which might affect the ability to drive, are not to be taken before operating vehicles. Drugs, illness, or extreme fatigue may affect ability to judge distances, speed and driving conditions.

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- 6) All persons who drive or ride in Columbia County vehicles will, in all cases, wear the installed seat belts. The number of seat belts available will establish the maximum passengers of the vehicle. Failure to wear seat belts can result in forfeiture of an assigned vehicle. Unless work duties require otherwise, **passengers will not be authorized to ride in the "bed" of pick-up trucks, dump trucks or other utility type vehicles.**
- 7) Not more than three (3) persons, including the driver, shall be permitted to ride in the front seat of any vehicle. Persons shall not be transported in any vehicle unless safe and secure seating is provided for each such person and a seat belt is available for **all** passengers.
- 8) Parking vehicle:
 - a) Unless working conditions require otherwise, parked vehicles must have motor stopped, emergency brake set, put gear in park and keys removed.
 - b) If parked on a downgrade the front wheels should be turned toward the curb. If parked on an upgrade the front wheels should be turned away from the curb. Brakes should be set and transmission left in "park" before driver's seat is vacated.
 - c) Vehicles will not be parked on the wrong side of the street facing traffic except in case of emergency.
 - d) Before leaving the curb, it is essential to see that no cars are approaching from either direction, and signals are to be used.
- 9) When backing up a vehicle, it is necessary to see that the way is clear. The driver should get out of the vehicle when necessary and inspect the area to be backed into slowly. Sound the horn while backing when necessary. If there is another employee along, he will get out and direct the backing. **Drivers of dump trucks or heavy construction equipment are required to go to the rear of their vehicle to ensure the area is clear prior to backing the vehicle. Assistance from another employee standing near the rear observing for safe clearance is the recommended procedure.**
- 10) The vehicle is never to be left unattended with the motor running (excluding emergency type vehicle). Drivers will not go further than 20 feet from any point of the vehicle while it is running. When parked and unattended, the vehicle will be locked.
- 11) Drivers must be particularly alert while driving near children. Children must be kept from playing in or around Columbia County owned vehicles. While working areas such as schools, parks, playgrounds, swimming pools, or community centers, drivers will be especially watchful for children and will drive carefully and slowly at all times.

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12) **Driver must stay within posted speed limits** and slow down when conditions warrant.

a) Drivers of vehicles pulling trailers and those requiring a CDL license shall (1) exercise great caution, (2) allow for increased following distance and (3) shall not exceed the posted speed limit.

13) The right-of-way is not to be assumed. The driver who has the last chance to avoid an accident may be the driver in the legal right. **YIELD OR STOP.**

14) A safe distance behind other vehicles is to be maintained so as to avoid tailgating and every effort made not to allow others to tailgate. If necessary, slow down, pull over to the side and let the driver pass.

15) Intentions will be signaled at least 100 feet in advance, including a change in lane and a change in direction. Avoid sudden braking.

16) Low beam headlights will be turned on during any low light period of the day such as during rainstorms and fog. Headlights should be "on" 1/2 hour before sunset until 1/2 hour after sunrise when driving. Parking lights designate a vehicle is parked. **Vehicles are never to be driven with only parking lights on.**

17) Filling tanks:

a) Motor of the equipment to be shut off.

b) No smoking near gasoline pumps.

c) Hose nozzle to be kept against the edge of filler pipe.

d) Tank not to be filled too fast or too full to avoid spilling gasoline.

V. SEAT BELTS

1. Columbia County has declared that any and all passengers, including the driver, riding in a vehicle owned by Columbia County are required to properly wear installed seat belts when operating a Columbia County vehicle. Rare exceptions may be granted by the Division Director or elected official with prior approval from Risk Management and the County Administrator.

2. A failure to use your seat belt is a serious safety violation and is not to be taken lightly. It is a known fact that seat belts can and do help reduce the severity of injuries when they are properly

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used. Proper use constitutes proper adjustments as well as proper latching of the unit. Employees who receive an auto allowance for operating their personal vehicle on COLUMBIA COUNTY business are required to wear their seat belts in their personal vehicles as well as those in county owned vehicles.

3. To bring employees into compliance with this policy:
 - (a) First Offense: Will result in a written warning;
 - (b) Second Offense: Suspension as per Personnel Policy and Procedure
 - (c) Third Offense: Will result in the loss of driving privileges for those who drive Columbia County vehicles;
 - (d) Third Offense for those who receive auto allowance: Will be the forfeiture of that allowance.

VI. ITEMS PROHIBITED FROM BEING CARRIED IN COLUMBIA COUNTY VEHICLES:

The following items are not authorized for transport in vehicles belonging to Columbia County, unless job duties require otherwise.

1. Any item classified as contraband or illegal substance
2. Firearms or weapons of any type, except by Public Safety Officers who are certified and hold a position of employment by Columbia County as a certified Public Safety
3. Alcoholic beverages

VII. REPORTING DRIVING CITATIONS/VIOLATIONS: All employees whose job requires they drive Columbia County vehicles or receive a vehicle allowance are required to report any and all traffic/moving vehicle violations to their supervisor, regardless of whether the citation was issued in the course of employment or not. Employees whose licenses are suspended will not be allowed to drive Columbia County vehicles and/or will forfeit the vehicle allowance while their licenses are suspended. A restricted permit, sometimes available during a license suspension for limited driving is not acceptable and does not alter this policy. **Employees hired as drivers (primary job duty) and whose license has been suspended may be subject to termination for loss of job qualifications. (See Personnel Policy)**

VIII. MOTOR VEHICLE RECORDS:

1. Potential Employees: Persons applying for driving positions (any position which requires the applicant to drive a Columbia County vehicle as a major function of his or her job) will be required to provide a 3-year driving history at the applicant's expense. Failure to provide the

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required motor vehicle record will disqualify the applicant from employment. Applicants holding a Georgia Drivers License may complete the appropriate authorization form and Risk Management will obtain their MVR at no cost.

Risk Management will review all MVRs. Any record that indicates violations or vehicle accidents will be forwarded to the applicable Division Director with a recommendation based on acceptable driving standards. The Division Director must review the record and recommendations and sign approval prior to hiring.

2. Employees whose license is suspended for traffic violations or Driving Under the Influence (DUI), and whose job requires they drive a Columbia County vehicle may be terminated for failure to perform job responsibilities.
3. Any employee whose job requires they drive a Columbia County vehicle or receives a vehicle allowance may have motor vehicle records requested as a condition of employment. Only Department Heads, Safety Review Board, Division Directors, Risk Management, Human Resources or Columbia County Administrator can request motor vehicle records.
4. Employees do not meet acceptable driving standards may have their Columbia County vehicle driving privileges revoked or forfeit their vehicle allowance.
 - (a) The Risk Management Department will identify employees in this category and forward the information to the appropriate Division Director. The employee will be notified in writing that his or her driving record is being reviewed and they should attend the meeting to present reasons why their driving privileges for Columbia County vehicles should not be revoked.
 - (b) The Division Director has the authority to:
 - i. Direct a Letter of Intent to terminate the employee's employment for continued unacceptable driving practices.
 - ii. Direct the employee be placed on probationary status for unacceptable driving practices (6 months to 1 year).
 - iii. Direct that the employee be terminated from employment.
 - (c) Following receipt and review of the information from the Risk Management Department, the Division Director will notify the Risk Management Department in writing of his/her decision to take action or not to take action against the employee and his/her reasons therefore. Copies of the Division Director's report will be forwarded to Human Resources for inclusion in the employee's personnel record.

**COLUMBIA COUNTY
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APPROVED: July 21, 2009 AMENDED: April 16, 2013	TOPIC: <i>Vehicle Safety</i>
<i>Policy Number 508.1</i>	POLICY SECTION: <i>Health and Safety</i>

<i>DATE:</i> _____ <i>OPERATOR:</i> _____		
<i>VEHICLE #:</i> _____ <i>SHOP #:</i> _____ <i>MILEAGE:</i> _____		
ITEM CHECKED	✓ OK	NEEDS MAINTENANCE
1. Horn		
2. Brakes (including Park)		
3. Lights: a. Head Lights b. Tail Lights c. Turn Signals d. Brake Lights e. Back up Lights f. 4 way flasher/hazard		
4. Tires: (tread/pressure)		
5. Seat Belts:		
6. Fluid Levels: a. Coolant b. Oil c. Brake d. Power Steering e. Transmission		
7. Battery		
8. Windshield Wipers and fluid		
9. Clutch		
10. Damage to interior/exterior Beginning and end of day		
11. Note any unusual noise/problem		
12. Damage : _____		

OPERATOR'S DAILY CHECKLIST

DATE TIME IN

SIGNATURE

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**DAILY VEHICLE INSPECTION
UNASSIGNED VEHICLE**

Department: _____ Vehicle #: _____

SHOP #: _____ TAG #: _____

	DATE	DRIVER	SUPERVISOR REVIEW
1			
2			
3			
4			
5			
6			
7			

INSPECTION ITEMS

ITEM	SU	M	T	W	TH	F	S
1. ENGINE COMPARTMENT: a. Belts b. Oil level c. Brake fluid d. Water/coolant e. Transmission fluid f. Hoses g. Battery h. Power steering							
2. TIRES (air/tread)							
3. LIGHTS: a. Head (Hi/Low) b. Park c. 4-Way flasher d. Turn signals e. Brake							
4. DRIVER COMPARTMENT: a. Horn b. Windshield wipers c. Mirrors d. Seat belts							
5. EXHAUST LEAKS							

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**DAILY VEHICLE INSPECTION
AIR BRAKES**

DEPARTMENT: _____ DRIVER: _____	
DATE: _____ VEHICLE #: _____ SHOP #: _____	
ENGINE COMPARTMENT	
BELTS : Alternator <input type="checkbox"/> Compressor <input type="checkbox"/> Water Pump <input type="checkbox"/> Other <input type="checkbox"/> HOSES: <input type="checkbox"/> FLUIDS: Water <input type="checkbox"/> Oil <input type="checkbox"/>	FLUIDS: Steering <input type="checkbox"/> Transmission <input type="checkbox"/> Other <input type="checkbox"/> Steering Linkage <input type="checkbox"/> Slack Adjusters <input type="checkbox"/> Leaf Springs <input type="checkbox"/> Rim Seals <input type="checkbox"/>
COMMENTS	
TIRES	
<input type="checkbox"/>	
TREAD: Check all tires for tread; front tires 4/32 inch minimum with matching tread; rear 2/32 inches - minimum. SIDEWALL: check for visible punctures, separation, bulges or cuts; PRESSURE: follow manufacture's recommended pressure.	

ELECTRICAL & BRAKES			
LIGHTS: HI Beam Low Beam Park : Front Rear Turn : Front Rear Hazard Clearance Brake	Left _____ _____ _____ _____ _____ _____ _____	Right _____ - _____ - _____ - _____ -	BRAKES: 1. Low Pressure Signal 2. Spring Brakes: 3. Air Pressure Buildup rate: 4. Air Leakage Rate: 5. Air Compressor cut in/out Pressure: (See Reverse of form)
COMMENTS			

CAB	
Doors/locks _____ Windows _____ Windshield _____ Wipers _____ Mirrors _____ Steering play (less than 2") _____ Fire Extinguisher _____ Warning Triangle _____ Gauges _____ Horn _____	COMMENTS

UNDERCARRIAGE	
Frame _____ Cross-members _____ Drive Shaft _____ Exhaust _____ Leaf Springs _____ Slack Adjusters _____ (1 in.) Mounting hardware _____ Fuel Tank _____ Damage _____ Drain air tanks to eliminate water/condensation	COMMENTS

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<p>TEST LOW PRESSURE WARNING SIGNAL: Shut the engine off when you have enough air pressure that the low-pressure warning signal is not on. Turn the electrical power on and step on and off the brake pedal to reduce air tank pressure. The low air pressure-warning signal must come on before the pressure drops to less than 60 psi in the air tank (or tank with the lowest air pressure, in dual air systems).</p> <p>If the warning signal doesn't work, you could lose air pressure and you would not know it. This could cause sudden emergency braking in a single circuit air system. In dual systems the stopping distance will be increased. Only limited braking can be done before the spring brakes come on.</p> <p>CHECK THAT THE SPRING BRAKES COME ON AUTOMATICALLY: Chock the wheels, release the parking brakes when you have enough air pressure to do it, and shut the engine off. Step on and off the brake pedal to reduce the air tank pressure. The "parking brake" knob should pop out when the air pressure falls to the manufacturer's specification (usually in a range between 20 -40 psi). This causes the spring brakes to come on.</p> <p>CHECK RATE OF AIR PRESSURE BUILDUP: With the engine at operating RPM, the pressure should build from 85 to 100 psi within 45 seconds in dual air systems. (If the vehicle has larger than minimum air tanks, the buildup time can be longer and still be safe. Check the manufacturer's specifications.) In single air systems (pre 1975), typical requirements are pressure buildup from 50 to 90 psi within 3 minutes with the engine at an idle speed of 600 - 900 RPM. If air pressure does not build up fast enough, your pressure may drop too low during driving, requiring an emergency stop. Don't drive until you get the problem fixed.</p>	<p>TEST AIR LEAKAGE RATE: With a fully charged air system (typically 125 psi), turn off the engine, release the service brake, and time the air pressure drop. The loss rate should be less than 2 psi in one minute for single vehicles, less than 3 psi in one minute for combination vehicles. Then apply 90 psi or more with the brake pedal. After the initial pressure drop, if the air pressure falls more than 3 psi in one minute for single vehicles (more than 4 psi for combination vehicles) the air loss rate is too much. Check for air leaks and fix before driving the vehicle. Otherwise, you could lose your brakes while driving.</p> <p>CHECK AIR COMPRESSOR GOVERNOR CUT - IN AND CUT - OUT PRESSURES:</p> <p>Pumping by the air compressor should start at about 100 psi and stop at about 125 psi. (Check manufacturer's specifications.) Run the engine at a fast idle. The air governor should cut -out the air compressor at about the manufacturer's specified pressure. The air compressor at about the manufacturer's specified pressure. The air pressure shown by your gauge(s) will stop rising. With the engine idling, step on and off the brake to reduce the air tank pressure. The compressor should cut-in at about the manufacturer's specified cut-in pressure. The pressure should begin to rise.</p>
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Signature: _____

**COLUMBIA COUNTY
BOARD OF COMMISSIONERS**

APPROVED: July 21, 2009 AMENDED: August 7, 2012	TOPIC: <i>Vehicle Accidents</i>
<i>Policy Number 509.1</i>	POLICY SECTION: <i>Health and Safety</i>

I. GENERAL:

In the event of a vehicle accident involving Columbia County owned vehicles, the following procedures will be followed:

1. Notify the appropriate law enforcement agency (Call 9-1-1) and follow their instructions.
2. If there is no apparent serious injury or death, the vehicle can be operated normally and it is safe to do so, remove vehicles from the roadway as required by O.C.G.A. 40-6-275. Do not leave the scene until released by the investigating officer(s).
3. The driver involved may exchange names, driver's license numbers, vehicle tag number and insurance data with the other persons involved. Also, request name, address and phone number for any witnesses. **DO NOT ADMIT FAULT. OFFER NO INFORMATION REGARDING THE RESPONSIBILITY FOR THE ACCIDENT OR WHAT SHOULD HAVE BEEN DONE TO AVOID THE ACCIDENT.**
4. Report the accident to manager/supervisor as soon as possible. The driver needs to write a statement as to what happened in the accident as soon as time permits. The manager/supervisor will collect the statement(s) from the employee involved and any employee that was a witness as well as the police report number and any other related information.
5. Manager/Supervisor will immediately notify Division Director or his/her designee.
6. All accidents will be reported to the Risk Management Department and the Human Resources Department IMMEDIATELY, by the Division Director or his/her designee.
7. Once released by the investigating officer, if the vehicle is safe to operate, it will be driven to the respective department or Fleet immediately. If the vehicle is not drivable, the Sheriff's office will call the next List Wrecker from their call list. The vehicle will be taken to Fleet Services.

II. RESPONSIBILITIES:

1. Division Directors:
 - (a) Ensure all employees are familiar with I: General, 1-7 above.
 - (b) Develop a system of notification within their respective department.

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<i>Policy Number 509.1</i>	POLICY SECTION: <i>Health and Safety</i>

- (c) Promote driver safety and vehicle accident safety including attending defensive driving classes offered by Columbia County.
- (d) Ensure a prompt department investigation is conducted into the circumstances leading to the accident.
- (e) Should Division Director determine that immediate disciplinary action is warranted, notification will be sent to Risk Management for inclusion in the Safety Review Board information.
- (f) If action is not already taken, review accidents involving division employees; consider recommendation of Safety Review Board and other relevant data to determine appropriate action and notify employee of same.

2. Safety Review Board:

- (a) Serves as the administrative board of inquiry to identify the causes of accidents involving vehicles, property damage and employee injuries in order to establish responsibility and derive means to reduce accidents involving county owned vehicles and personnel.
- (b) Reviews all accidents resulting in property damage or personal injury to employees, including vehicle accidents, to determine the cause and to establish responsibility or culpability where appropriate.
- (c) Recommends penalties based on accident details and driver history; directs retraining and establishes needed procedures when shortcomings have been identified.
- (d) Where flagrant and/or repeated violations occur, the SRB notifies the appropriate Division Director and suggests further training or disciplinary action is taken.
- (e) When appropriate, the SRB recommends reassignment to a non-driving position or the termination of the employee.

3. Manager/Supervisors:

- (a) Ensure drivers of Columbia County vehicles are trained on procedures of paragraph I: **General**, 1-7 of this section.

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<i>Policy Number 509.1</i>	POLICY SECTION: <i>Health and Safety</i>

- (b) Periodically inspect Columbia County vehicles driven by employees under their supervision to ensure driver compliance with policy to conduct daily inspections and ensure no damage goes unreported.
 - (c) Ensure any damages or accidents are reported immediately and that the Claims Reporting Form is prepared and forwarded, to include witness statements, whenever a police report is not completed.
 - (d) Ensure any common use vehicle is inspected by the driver for safety and condition prior to operation.
 - (e) Ensure any employee involved in an accident or as a witness to an accident involving a Columbia County vehicle is available to the Safety Review Board when requested.
 - (f) No manager/supervisor should deny an employee the time to attend a meeting of the safety review board.
4. Risk Management Department:
- (a) Maintains files on each driver involved in an accident and vehicle that has been damaged.
 - (b) Processes reports of the accident or incident and reports the damage.
 - (c) Depending on the scope of accident: Risk Management staff may respond to accident scene to obtain critical information, pictures and other relevant data for claim.
 - (d) Coordinates the repair of all vehicles and other county property damage.
 - (e) Coordinates claims handling functions.
 - (f) Provides administrative functions for Safety Review Board, including but not limited to notifications, agenda and minutes and Risk Manager serves as Chair.

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APPROVED: July 21, 2009 AMENDED: August 7, 2012	TOPIC: <i>Vehicle Accidents</i>
<i>Policy Number 509.1</i>	POLICY SECTION: <i>Health and Safety</i>

- III. **DAMAGED VEHICLES:** Any Columbia County vehicle that has been involved in an accident and must be towed to the Fleet Services will be under "quarantine" until released by Risk Management. No one is authorized to touch, remove items, move or remove parts, or otherwise physically alter any part of the vehicle unless authorized to do so by the Risk Management Department. The only exception would be the authorized law enforcement investigator. This provision will ensure protection of physical evidence for potential liability. In the event that there are work-related items in the vehicle needed for the immediate day-to-day operation then approval from the Division Director or their designated representative must be obtained.

**COLUMBIA COUNTY
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APPROVED: July 21, 2009 AMENDED: August 7, 2012	TOPIC: <i>Vehicle Accident Investigation</i>
<i>Policy Number 510.1</i>	POLICY SECTION: <i>Health and Safety</i>

- I. PURPOSE:** The purpose of this section is to establish a policy, guidelines and assign responsibility for the investigation of accidents or damage to vehicles owned by Columbia County.
- II. REQUIRED INVESTIGATIONS:** A Georgia Motor Vehicle Accident Report or Incident Report will be completed for the following:
1. Any traffic accident or non-traffic incident involving a Columbia County owned vehicle.
 2. Any traffic or non-traffic accident involving a non-motorized secondary vehicle (i.e.: trailer) that receives damage or causes damage to public or private property.
 3. Any county vehicle which receives damage as a result of vandalism, an unreported previous accident or is otherwise damaged without the immediate knowledge of the primary driver or department (for common use vehicles).
- III. RESPONSIBILITIES:**
1. Division Directors:
 - (a) Establish procedures to appoint an investigating employee for any accident identified in Section II above.
 - (b) Ensure employees designated as drivers are informed of their reporting responsibilities for vehicle accidents.
 - (c) Ensure an accident investigation is initiated as soon as practical and results are forwarded to the Risk Management Department within 24 hours of the accident. Notify Risk Management and explain delay if report cannot be completed within the specified time frame.
 2. Department Safety Officers:
 - (a) Reviews all department accident reports for completeness and accuracy.
 - (b) Recommends changes in department policy or driving practices as appropriate.
 - (c) Coordinates with the Risk Management Department for technical assistance as required.

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<i>Policy Number 510.1</i>	POLICY SECTION: <i>Health and Safety</i>

3. Driver:

- (a) Reports any accident or damage to Columbia County owned vehicles to Manager/Supervisor immediately. The Manager/Supervisor will immediately notify the division director or his/her designee.
- (b) Assists in the investigation by writing a full description of the accident or circumstance of damage.
- (c) Inspects Columbia County vehicle before work each day.

IV. ACCIDENT REPORT: Any person having an accident in a Columbia County vehicle will have a Georgia Motor Vehicle Accident report filled out by the Police or Sheriff's Office in the jurisdiction where the accident occurred.

V. WITNESS STATEMENTS:

- 1. Written statements will be obtained from the employee driver and any Columbia County employee involved in the accident.
- 2. Prior to submitting the witness statement with the report, it will be reviewed to ensure the statement is complete and contains all details of the accident. Critical elements which should be answered in the statement are: Who, What, When, Where and How.

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APPROVED: July 21, 2009	TOPIC: <i>Claims</i>
<i>Policy Number 511.1</i>	POLICY SECTION: <i>Health and Safety</i>

I. PURPOSE

To establish policy, procedures and guidance in response to claims, torts, potential law suits or any allegations of damage or injury by employees or equipment belonging to, or under contract by Columbia County Commission.

II. GENERAL POLICY

- 1) No person employed by Columbia County will accept responsibility for damages or injury to persons or property owned by the public.
- 2) All incidents of damage to property or equipment or injury to the general public will be reported to the Risk Management Department by telephone, and followed up with the Columbia County Incident Report, Sheriff Office Incident or Accident Report.
- 3) Any employee knowing of an incident (injury or damage) which involves an employee or equipment of Columbia County and the general public will report the incident immediately to his / her supervisor.
- 4) File all claims of damage and injuries on the ACCG-IRMA Claims Reporting Form in this section. Send this form and any statements or reports about the incident to the Risk Management Office as soon as reasonably possible after the incident.
- 5) Injuries received during the course of employment will be reported and the procedures for Workers' Compensation will be followed.
- 6) Any incidents of theft will be reported to the appropriate law enforcement agency as well as following the procedures of this section.
- 7) The Risk Management Department will not accept claims from employees for the loss, theft, damage or destruction of personal property not directly related to Columbia County operations and for which Columbia County would have legal liability.

III. RESPONSIBILITIES

- 1) Risk Management:

Serves as the primary department under the Columbia County Commission for processing claims, torts, settlements and lawsuits against Columbia County and its subordinate departments.

**COLUMBIA COUNTY
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APPROVED: July 21, 2009	TOPIC: <i>Claims</i>
<i>Policy Number 511.1</i>	POLICY SECTION: <i>Health and Safety</i>

2) Department Heads:

- a) Establish procedures for the reporting of all claims:
 - i. Property damage, loss or theft of Columbia County owned property;
 - ii. Damage to property owned by the public;
 - iii. Injury to the public by Columbia County equipment, personnel or injury to the public within Columbia County facilities.
- b) Notify Risk Management in writing of any Columbia County equipment that is lost through damage or theft, specifically:
 - i. Property listed as fixed asset,
 - ii. Property with a serial number;
 - iii. Any communication-type equipment;
 - iv. Any media-type property (i.e. cameras, TVs, radios, stereos, and projectors):
 - v. Computer/word processor-type equipment;
 - vi. Equipment under lease or contract;
 - vii. Machinery/power tools;
 - viii. Property valued in excess of \$99.00 that is not by its nature expendable.
- c) Ensure supervisors are familiar with reporting responsibilities/procedures.
- d) Implement necessary policies to reduce loss or injury.

IV. PROCEDURES:

- 1) Any employee having knowledge of an incident involving Columbia County property or operations that could lead to a claim against Columbia County will report the incident to their supervisor as soon as possible.

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<i>Policy Number 511.1</i>	POLICY SECTION: <i>Health and Safety</i>

- 2) Risk Management should be notified, as soon as possible, by the designated department representative of any injuries to the public with implications of Columbia County involvement. A written report should be completed and forwarded immediately following the incident.
- 3) A Sheriff's Office Incident or Accident Report and an ACCG-IRMA Claims Reporting Form will be completed and forwarded to the Risk Management Department as soon as possible after the incident. If the department investigation is not complete within the prescribed time, the department representative should contact Risk Management.
- 4) Recovery/replacement of department losses will be coordinated through Risk Management.
- 5) Risk Management will replace lost, stolen, or damaged equipment (non-vehicle) on a case-by-case basis. Generally, replacement is limited to department equipment if the equipment is necessary to the entire department's operation.

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APPROVED AND ADDED: September 20, 2011	TOPIC: <i>Employee Emergency Medical Procedures</i>
<i>Policy Number 512.1</i>	POLICY SECTION: <i>Health and Safety</i>

I. POLICY

For any life threatening or serious medical emergency, call 911 or a designated Emergency Medical Services EMS number. Employees attending an individual with a medical emergency should direct another employee to call 911 or Emergency Medical Services. An employee shall be stationed at the emergency location or building entrance to keep the area clear of other vehicles and to direct Fire Department first responders and/or the EMS crews to the individual with the medical emergency until all emergency units leave the site.

Employees attending an injured/ill employee or another designated employee must advise the injured/ill employee's immediate Supervisor, Department Head, Human Resources or the County Administrator during or immediately after the medical emergency. In addition, the attending employee should advise his/her own Supervisor or Department Head immediately during or after the medical emergency. The injured/ill employee's immediate Supervisor or Department Head will notify Human Resources of the medical emergency; Human Resources will contact the employee's designated emergency contact person.

Employees with non-life threatening minor injuries or illnesses should be treated at an urgent care center if necessary.

II. PROCEDURES

Medical emergencies in the workplace are very rarely properly planned for and are seldom expected. An individual's level of preparedness could mean the difference between life and death if there were a medical emergency at work. Learning the basics will help employees respond quickly and calmly in the face of chaos and could save a life.

Life threatening emergencies will require ambulance transport. If an injured or ill employee is transported by ambulance to a medical facility, the employee's immediate Supervisor or Department Head will contact Human Resources immediately and request a staff member to notify the employee emergency contact person of the situation. If the employee refuses ambulance transport based on the recommendation of the EMS, have him or her sign a form indicating he/she has refused to be transported by the ambulance service to a medical facility for treatment. Send the signed refusal for transport form to Human Resources to be maintained in the employee confidential medical file.

Employees with training can perform CPR, first aid and/or use an AED, if needed, until emergency medical transport arrives for them. Employees will not transport the seriously ill or injured employee in a county or personal owned vehicle under any circumstances. Following is a list of emergencies that require ambulance transport:

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<i>Policy Number 512.1</i>	POLICY SECTION: <i>Health and Safety</i>

- Seizure
- Chest Pain
- Cardiac Arrest
- Stroke
- Choking
- Moderate/severe respiratory distress
- Respiratory arrest
- Altered mental state
- Severe allergic reaction
- Diabetic emergency
- Severe abdominal pain (especially for females of child bearing age)
- Serious heat related injury
- Any severe injury such as hemorrhage that cannot be quickly controlled with direct pressure, amputations, head injuries, penetrating injury to the chest or abdomen, snake bites

Stay calm. In any emergency medical situation, do not panic. Remain calm, cool and collected.

Assess the Situation. Quickly assess the scope of the injuries and collect information. If an injured person is conscious, ask him/her to tell you if anything hurts and observe where on the body he/she may be physically injured. Do not move an injured person, especially if reporting pain, unless there is imminent danger.

Call 911. If a person is severely injured, immediately call 911. If there is any doubt as to whether Emergency Medical Services (EMS) is needed, it is better to err on the side of caution. Stay calm and provide your address, location in the building, phone number, name and any information you have gathered about the injuries.

Report the Situation to the Appropriate Authority. Notify management immediately about the situation.

Administer First Aid and CPR. CPR or first aid should be performed by a trained person skilled in the use of personal protective equipment (PPE). If there is no skilled person, wait for emergency professionals. Do not administer medical treatment or medications. Use PPE and be careful not to come in contact with blood, vomit or other bodily fluids.

**COLUMBIA COUNTY
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APPROVED AND ADDED: September 20, 2011	TOPIC: <i>Risk Identification and Assessment for New or Expanded Programs</i>
<i>Policy Number 513.1</i>	POLICY SECTION: <i>Health and Safety</i>

- I. **PURPOSE:** In order to adequately evaluate the desirability of programs and facilities, exposures for potential loss must be considered. The purpose of this section is to provide policy and guidance for the identification and assessment of risk from new or increased exposures due to expansion of existing programs or venture into new programs or facilities.
- II. **POLICY:** The diversity of programs, duties and responsibilities of all county departments requires that each department be committed to and responsible for safety and risk management within their respective areas. However, the Risk Management department personnel have the expertise and dedicated focus to managing risk and should be consulted in the initial stages of consideration of all new, expanded or revised programs.
- III. **APPLICABILITY:** This section applies to all departments, agencies, offices or sections subordinate to the Columbia County Commission.
- IV. **PROCEDURES:** The Division Director or his/her designee will notify the Risk Management Department when significant changes to county operations and/or programs are under serious consideration.

The Risk Management Department will work with the department to identify the loss exposures and assess the associated risk for such program. If the risk exposure is significant, additional recommendations may be submitted as a means of reducing and/or controlling the risk as well as identifying methods to finance any losses.

The risk evaluation and recommendations will be included when submitting the final proposal for consideration.

Examples of changes which require risk evaluation include but are not limited to:

- Outsourcing services that were previously provided by county employees
- New volunteer programs, work/study or internship programs
- Joint ventures with other governmental agencies or private partners
- New/different facilities: swimming pools, skate parks, race tracks
- New/different vehicles or equipment: boats, jet skis, crane, horses, aircraft, etc.
- Providing day care for employees children

The final acceptance of any risk evaluations or recommendations shall be the responsibility of the Division Director.

- V. **NON COMPLIANCE:** Failure to obtain the risk evaluation may result in approval delay or rejection for the proposal. Should a program be implemented without the required risk evaluation and a loss results, the associated costs may be charged directly to the program's budget.