

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

SAFETY AND HEALTH

**SECTION 5.10
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- A. Work safety and health is a primary concern of the County. The safe and healthful performance of all work assignments is the responsibility of both supervisors and employees. It is their responsibility to ensure that all safety equipment is used and all safety procedures/practices are observed.

- B. Any employee found to be negligent in the operation of equipment, resulting either in damage to the equipment or an accident, shall be subject to discipline as prescribed in this manual. Any employee found to be reckless in the operation of equipment, resulting in either damage to equipment or an accident, shall be subject to discipline up to and including termination.

- C. All employees, including supervisors, are charged with the responsibility of reporting any hazardous condition or practice in the workplace.

- D. Supervisors found to be negligent in requiring the use of prescribed safety equipment may be subject to discipline, up to and including termination.

- E. When a safety or health related injury, incident, or spill involving an employee occurs during working hours, the employee(s) involved shall, in addition to any workers' compensation forms required, complete an "Incident Report/OSHA 101. This form shall be completed whether or not an injury occurs. The employee shall sign the form and forward same to the Sandusky County Personnel Office as soon as it is completed, but no later than the end of the day following the incident.