

County of Cumberland Board of Chosen Freeholders	Policy Number: 4.12	Pages: 1 of 2
Chapter: General Procedures		Effective Date: June 1993
Subject: Employee Safety		

I. POLICY:

The Board of Chosen Freeholders is vitally interested in the prevention of employee injuries and illnesses. Studies have proven that 85% of all accidents are the result of unsafe actions on the part of the employee rather than due to the physical conditions at the workplace. To control and minimize accidents, Cumberland County will maintain an employee safety program. The County of Cumberland shall comply with Federal, State and Local Statutes relating to job safety and health.

II. DEFINITIONS:

Personal Protective Equipment: Any item identified as necessary in protecting an employee while in the performance of his/her duties. (i.e. hard hats, steel tipped shoes, rubber gloves, back support belts, goggles, etc.)

III. PROCEDURE:

A. Every individual who supervises, directs or controls the work of others shall be responsible for the safety of those employees. Additionally, the supervisor shall be responsible for the safety of equipment and property within his/her control.

B. Department heads shall:

1. Identify personal protective equipment for staff.
2. Insure equipment is utilized by staff.
3. Train employees in proper use and maintenance of the protective equipment.

C. The 1980 change in the New Jersey Worker's Compensation Act provides for an exclusion of benefits for an injury caused by an employee's willful failure to make use of a provided protective device. Department heads shall:

1. Advise employees of the requirement to use protective equipment

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2. That failure to use equipment is cause for loss of benefits

- D. Every employee has the ultimate responsibility for their own health and safety. Employees must observe all rules, regulations and instructions relative to the safe and efficient completion of their jobs. Every employee required to use protective equipment shall sign the “Worker’s Compensation Notice” which is to be placed in the employee’s personnel file. An employee’s failure to utilize protective equipment is grounds for disciplinary action.
- E. Department Heads shall strive to maintain the workplace free from health hazards. The workplace shall be kept in a clean and orderly condition. Department heads shall:
1. Identify and eliminate potential safety hazards as quickly as possible.
 2. Advise employees to report potential safety hazards to their supervisor or department head immediately.
 3. Maintain a record of identified safety hazards. The record shall indicate, at minimum:
 - a. Date hazard identified
 - b. Nature of hazard
 - c. If necessary, date request was made for repairs or replacement
 - d. Date hazard was eliminated