




COUNTY OF SAN BENITO

HUMAN RESOURCES DEPARTMENT



481 FOURTH STREET, HOLLISTER, CA 95023 (831) 636-4000 FAX: (831) 636-4010
EMAIL: HUMANRESOURCES@COSB.US  WWW.SBCHR.US

San Benito County Personnel Policies and Procedures Key Selections

Return this form to the Library Department

I acknowledge receipt of the packet containing the following key policies:

- Harassment and Sexual Harassment in the Workplace
- **6.12.2 – Anti-Harassment, Discrimination, Retaliation Policy** from the San Benito County Policies and Procedures Handbook
- Whistleblower Protection
- San Benito County ID badge Policy
- Electronic Communications and Information Technology Policy
- San Benito County Injury and Illness Prevention Program
- **6.12.4 – Alcohol and Drug Free Workplace Policy** from the San Benito County and Procedures Handbook

Furthermore, I understand that I am required to read and understand the information contained within this packet and am required to follow the policies and procedures of San Benito County. I understand that if I have any questions, I may contact Human Resources at 636-4000.

Print Name: _____ Date: _____

Signature: _____

Department Representative Signature: _____



REQUEST TO UTILIZE VOLUNTEER FORM

Requesting Department: _____

Date: _____

Volunteer's name: _____

Explanation of duties: (Please explain specific duties and activities volunteer will be performing and what specific physical activities volunteer will be performing.)

Identify the specific worksite(s) volunteer will be assisting at. If more than one site identify all.

Please provide estimate of time volunteer will be assisting:

Hours per day: _____

Specific days:
(check 1 or more)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M	T	W	TH	F

Identify specific county employee who will supervise and be responsible for this volunteer's orientation, training conduct and performance:

Supervisor's name: _____
Supervisor's job title: _____

DOES THIS VOLUNTEER REQUIRE FINGERPRINT RECORD: YES ___ NO ___
IF A FINGERPRINT RECORD IS REQUIRED, EXPENSES WILL BE CHARGED TO DEPARTMENT.

Department certification of qualifications:

I hereby attest that this volunteer is qualified and capable of performing those tasks that will be assigned to him or her while in my department:

DEPARTMENT HEAD NAME

DEPARTMENT HEAD SIGNATURE

(FOR HUMAN RESOURCES USE ONLY)

Approved: Denied:

COUNTY ADMINISTRATIVE OFFICER


Reason for Denial: _____

DATE



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Volunteer Records Information

Name: _____

Address: _____

Phone Numbers: Cell: _____

Emergency Contact: _____
(Name, Phone)

Social Security: _____

Driver License #: _____

**Please attach a copy of CA Identification Card or Driver License (ID)

Email Address (required): _____

EDUCATION: Highest Year Completed : _____

Schools Attended:

College, Business or Trade School: _____

Major: _____ Year Received Degree _____

Major: _____ Year Received Degree _____

Major: _____ Year Received Degree _____

Work Here Thrive Here"



Print Form **Reset Form**

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

ORI (Code assigned by DOJ)

Authorized Applicant Type

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Agency Authorized to Receive Criminal Record Information

Mail Code (five-digit code assigned by DOJ)

Street Address or P.O. Box

Contact Name (mandatory for all school submissions)

City State ZIP Code

Contact Telephone Number

Applicant Information:

Last Name

First Name Middle Initial Suffix

Other Name: (AKA or Alias)

Last Name

First Name Suffix

Date of Birth Sex Male Female Nonbinary/Unspecified

Driver's License Number

Height Weight Eye Color Hair Color

Billing Number (Agency Billing Number)

Place of Birth (State or Country) Social Security Number

Misc. Number (Other Identification Number)

Home Address Street Address or P.O. Box

City State ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

Your Number: OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI
(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number: Original ATI Number
(Must provide proof of rejection)

Employer (Additional response for agencies specified by statute):

Employer Name

Street Address or P.O. Box Telephone Number (optional)

City State ZIP Code Mail Code (five digit code assigned by DOJ)

Live Scan Transaction Completed By:

Name of Operator Date

Transmitting Agency LSID ATI Number Amount Collected/Billed



REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170



REQUEST FOR LIVE SCAN SERVICE

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



REQUEST FOR LIVE SCAN SERVICE

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

¹ Written notification includes electronic notification, but excludes oral notification

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b)

⁴ See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)



COUNTY OF SAN BENITO

HUMAN RESOURCES DEPARTMENT



To: All Employees
From: Human Resources
Subject: Harassment and Sexual Harassment in the Workplace Policy and Complaint Procedure

San Benito County is committed to providing a workplace free of harassment based on such factors as race, color, religion, national origin, ancestry, age, medical condition, marital status, handicap status, veteran status and sex (including sexual preference orientation, sexual harassment, and pregnancy).

San Benito County has a zero tolerance harassment policy.

Harassment includes verbal, physical and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Some examples include: racial slurs; ethnic jokes; posting of offensive statements or posters, or cartoons; or other similar conduct. Sexual harassment includes solicitation of sexual favors, unwelcome sexual advances, or other verbal, visual, or physical conduct of a sexual nature. Not only is this conduct prohibited by the County's personnel rules, but also by state and federal law.

If you believe you have been subjected to conduct which may constitute harassment, you should promptly report the offensive conduct to your department head. If your complaint concerns your department head, you should contact Human Resources/Risk Management who, in turn, will advise you and resolve the issues surrounding the complaint. Management personnel who receive such complaints or observe harassing conduct should inform Human Resources immediately. The County emphasizes that you are not required to complain first to your department head if he/she is the individual who is harassing you.

Every complaint of harassment will be investigated thoroughly, promptly, and in a confidential manner. All complaints will be treated seriously. In addition, the County will not tolerate retaliation against any employee for making a complaint to their department head or Human Resources.

If harassment is established following a complaint and subsequent investigation, the County will discipline the offender. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including termination, depending upon the circumstances.

If you should have any questions about the County policy on harassment, or the procedure for filing complaints, please contact Human Resources/Risk Management at (831) 636-4000.

I acknowledge that:

- San Benito County strongly disapproves and will not tolerate harassment of employees by managers, supervisors or co-workers.
- If I believe I have been subjected to conduct which may constitute harassment, I should promptly report the offensive conduct to my department head. If my complaint concerns my department head, I should contact the Human Resources, who in turn, will advise me and resolve the issues surrounding the complaint. The County emphasizes that I am not required to complain first to my department head if he/she is the individual who is harassing me.
- Every complaint of harassment will be investigated thoroughly, promptly, and in a confidential manner.
- If harassment is established following a complaint and subsequent investigation, the County will discipline the offender. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including immediate termination, depending upon the circumstances.

I understand that, as a San Benito County Employee, the above applies to me.

Print Name: _____

Signature: _____

Date: _____

6.12.2 ANTI-HARASSMENT, DISCRIMINATION, RETALIATION POLICY

a. Purposes

The purposes of this policy are to emphasize the County's commitment to keeping its workplace free of harassment, discrimination and retaliation, to define and provide examples of the conduct that is prohibited, to summarize the respective responsibilities for preventing, reporting, investigating, and responding to violations and to give clear warning of the serious consequences that violators will face.

A copy of this policy shall be provided to all persons who are subject to it, and shall be posted on County bulletin boards in all County facilities.

b. Policy

All of the following are prohibited by this policy:

1. Discrimination or harassment in any aspect of County employment based on any legally protected characteristic or status, including race, religious creed, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or any other basis protected by applicable federal, state and local laws;
2. Retaliation for opposing, filing a complaint about, or participating in an investigation of any such harassment or discrimination;
3. Aiding, abetting, inciting, compelling, or coercing any such discrimination, harassment or retaliation, or attempting to do so.

The County will take all reasonable steps necessary to prevent such misconduct from occurring, and to remedy and punish any occurrence. Any County employee found having engaged in any such misconduct will be subject to disciplinary action up to and including and will be deemed to have acted outside the course and scope of the employee's employment.

This policy applies to all County employees, supervisors, volunteers, interns, vendors, contractors, applicants for County positions, and third parties.

The policy shall not be interpreted or applied in any manner that would be inconsistent with any applicable State or Federal law or regulation or increase the legal liability of the County.

c. Reporting Discrimination, Harassment or Retaliation

Any County employee, supervisor, volunteer, intern, vendor, contractor, or applicant who becomes aware of any discrimination, harassment or retaliation prohibited by this policy shall report it immediately to the employee's Department Head or Personnel Officer. Supervisors receiving reports under this policy must report it immediately to the Personnel Officer. Under no circumstances shall such a report be required or expected to be made to the person who engaged in the misconduct that is subject to this report. Under those circumstances, the employee may also report to another Department Head or the County Administrative Officer.

The responsibility to report conduct prohibited by this policy arises even if the conduct is directed toward someone else and even if the person toward whom it is directed does not want it reported.

Reports may be made orally or in writing, free of requirements as to form.

Employees shall not be exposed to retaliation for making a complaint.

Because reports of conduct prohibited by this policy will be treated as serious charges, the making of a deliberately false report may subject the maker to disciplinary action.

Reports of harassment, discrimination or retaliation, will be treated confidentially, to the extent possible to investigation and address the complaint and take any appropriate corrective action.

d. Investigation and Resolution

The County will investigate all reported violations of this policy in a timely and impartial manner. The Personnel Officer is responsible for administering the complaint procedure, conducting the investigation, documenting and tracking the progress of the investigation, and reporting the results to the County Administrative Officer.

Any supervisor, manager, department head who receives a report of, or who becomes aware of, conduct prohibited by this policy shall promptly report it to the Personnel Officer.

Upon receiving the report, the Personnel Officer shall conduct a prompt, full, and fair investigation, or delegate that responsibility to a qualified County employee or private investigator. The person performing the investigation shall, within a reasonable period of time:

1. Interview the complainant, the accused, and any other person the investigator believes to have knowledge relevant to the charges;
2. Gather and review any documentary, electronic, or physical evidence relevant to the charges;
3. Consult with legal counsel as needed;
4. Determine whether the charges can or cannot be substantiated; and
5. Develop recommendations for appropriate remedial and/or disciplinary action, if any.

The Personnel Officer is responsible to tracking the progress of the investigation. Upon completion of the investigation, the Personnel Officer shall communicate the results of the investigation to the Administrative Officer, the complainant, the accused, and, as appropriate, all others directly concerned. If any misconduct is found, appropriate remedial actions and resolutions will be taken against the accused. All investigations will be closed in a timely manner.

Employees shall not be exposed to retaliation for participating in an investigation.

To the extent permitted by law, confidentiality shall be maintained with respect to the complainant, the information gathered during the investigation, and the results of the investigation.

e. Outside Administrative Agencies

In addition to the remedies described in these Rules, the U.S. Equal Employment Commission and the California Department of Fair Employment and Housing provide administrative complaint and investigation processes as to harassment, discrimination or retaliation on the basis of a protected status. The toll-free telephone number for each office is listed below:

California Department of Fair Employment and Housing 1 (800) 233-3212

<http://www.dfeh.ca.gov/>

U.S. Equal Employment Opportunity Commission 1 (800) 669-4000

<http://www.eeoc.gov/>



COUNTY OF SAN BENITO

HUMAN RESOURCES DEPARTMENT



Whistleblower Protection for Employees

General

It is the intent of San Benito County to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the County and provides the County with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

Reporting Responsibility

It is the responsibility of County employees working on behalf of San Benito County to comply with all applicable laws and regulations and to report violations or suspected violations in accordance with the County's Whistleblower Procedure.

No Retaliation

No County employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. A County employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. The California Whistleblower Protection Act is intended to encourage and enable employees and others to raise serious concerns within the County prior to seeking resolution outside the County.

Reporting Violations

County employees should share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations to Human Resources, who have specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with speaking with a supervisor or other manager, individuals should contact Human Resources directly.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Reports of violations or suspected violations will be kept confidential to the extent possible under California law and consistent with the need to conduct an adequate investigation. County employees are advised such records may be requested and released under public records law.

Handling of Reported Violations

Human Resources will notify the sender and acknowledge receipt of the reported violation or suspected violation within 10 business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Interpretation of Policy

Should there be any question of the interpretation of the provisions of this plan it shall be the responsibility of the Personnel Manager to decide the intent of the conditions set forth in this plan.

Reviewed and signed by: _____
Employee Date

APPROVED AS TO LEGAL FORM
SAN BENITO COUNTY COUNSEL
Terra F. Chaffee 3/29/11
DEPUTY COUNTY COUNSEL DATE



COUNTY OF SAN BENITO

HUMAN RESOURCES DEPARTMENT



San Benito County ID Badge Policy

The purpose of this policy is to enhance the security of the County of San Benito operated facilities as well as provide proper identification of County employees to the public, other agencies, vendors and customers while conducting County business.

All regular and temporary San Benito County Employees will be issued a County Identification Badge. All employees are expected to display their badges while on County time.

Department Heads are responsible for ensuring that all employees of their departments comply with the guidelines set forth in this policy. Any departmental policy regarding ID badges will be understood to supplement this County policy and not supplant it.

Disaster Service Workers

Per Government Code, County Employees become Disaster Service Workers in the event of a disaster and upon request by the County Administrative Officer. The Employee ID Badge will serve as County Disaster Service Worker identification.

Special Circumstances

The Human Resources Division reserves the right to issue ID Badges under special circumstances. Misuse of County ID Badges Any misuse of County ID Badges will be subject to discipline.

Obtaining ID Badges

It is the Department's responsibility to request for the new employee on his/her first day of employment to have a photo taken through Human Resources. (With the exception of the Sheriff's Office employees who will have department-issued ID)

Lost or Stolen ID Badges

Lost, stolen or misplaced County ID Badges must be reported by the employee or the employee's department as soon as possible, but no later than the beginning of the next County business day, to Human Resources at (831) 636-4000.

Replacement Badges

Employees are to arrange for replacement cards with Human Resources. Costs for replacement cards will be charged back to the employees' departments.

Retrieval of ID Badges

ID Badges are the property of San Benito County and must be returned to the County upon separation from service. It is the responsibility of the department to take the following actions for employees leaving County service:

- Retrieve the individual's ID badge prior to separation.
- Return to County Human Resources

Any determination of intent or meaning of any provision of this policy shall be made by the Human Resources Division of the Internal Services Department.

Print Name: _____ Date: _____

Signature: _____ Job Title: _____

Name on Badge: _____

6.12.6 ELECTRONIC COMMUNICATIONS AND INFORMATION TECHNOLOGY POLICY

a. Purpose

This policy establishes the County's guidelines regarding the appropriate use of Electronic Communications and Information Technology (IT) Resources.

b. Scope

This policy applies to all County employees and any temporary County personnel, interns, contractors, volunteers or any other individuals performing work on the County's behalf. This policy governs devices and resources including, but not limited to, the Internet, E-mail, voice-mail, County-owned cellular telephones, personal digital assistants, smartphones, tablets, computers/laptops, telecommunications devices, video and audio equipment, wireless networks, data systems telecommunications equipment, transmission devices, data processing or storage systems, servers, networks, input/output and connecting devices, software, documentation, copiers, scanners and printers that support electronic communication services.

c. Policy

The County encourages the use of Electronic Communications and IT Resources to share information in support of its mission of public service and to conduct its business. Electronic Communications and IT Resources must be used in compliance with applicable statutes, regulations, and County policies including those that require a work environment free from discrimination and harassment. Electronic communications should conform to the same standards of propriety and response as any other verbal or written communication at the County. Employees are expected to use common sense and judgment to avoid any communication which is disrespectful, offensive, harassing or illegal.

The County, as a provider of access to its Electronic Communications and IT Resources, reserves the right to specify how those resources will be used and administered to comply with this policy. Employees may be subject to disciplinary action for using the Electronic Communications and IT Resources in a manner other than for their intended purposes, or in a manner that violates applicable laws, rules and policies.

Employees and other users of Electronic Communications and IT Resources may create criminal and civil liability for themselves and the County by using outside or third party systems in an offensive, defamatory or illegal manner and in such event employees and other users may be subject to disciplinary action up to and including termination.

Privacy Limits: Employees do not have a right to, nor should they expect, privacy while using any County office equipment, electronic communication device or IT resource. To the extent that employees wish their private activities to remain private, they should avoid using the County's office equipment, computer, internet, email, copiers, cell and land lines, etc., for personal incidental use. Any use of the County's Electronic Communications and IT Resources is made with the understanding that such use is generally not secure, is not private, and is not anonymous.

San Benito County
Employee Personnel Policies and Procedures

All communications transmitted via the County's Electronic Communications and IT Resources, whether or not related to personal or confidential matters, are subject to monitoring, at the County's discretion. The existence of passwords and "message delete" functions do not restrict or eliminate the County's ability or right to access Electronic Communications and IT Resources.

Additionally, the County may be required to produce information transmitted or stored in its Electronic Communications and IT Resources pursuant to a court order, subpoena, or statute. In response to requests for such disclosure, it may be necessary to examine communication that users may consider to be personal to determine if they are subject to disclosure.

Use of the County's Official Email System: The County's email system is an official communication tool for County business. An official email address is established and assigned by the County to employees. All County communications sent via email will be sent to this address. County employees must use the official County email, instead of their private email address (such as gmail, yahoo, hotmail, etc.) when communicating County business via email.

Incidental Personal Use: Electronic Communications and IT Resources are provided by the County to facilitate the performance of County work. However, incidental personal use is permitted if the use:

1. Involves minimal additional expense;
2. Does not interfere with the County's mission or operations; and
3. Does not interfere with the user's employment or other obligations to the County.

Incidental personal use of Electronic Communications and IT Resources shall take place during the employees' personal time. Employees shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the County unless appropriately authorized to do so.

Employees are expected to abide by this and other rules and regulations and to be responsible for their own personal and professional conduct. Supervisors have the responsibility to ensure the appropriate use of resources within the organization. Personal incidental use of the County's Electronic Communications and IT Resources is a privilege and may be limited or revoked by a supervisor or Department Head at any time.

The County is not responsible for any loss or damage incurred by an individual as a result of personal use of the County's Electronic Communications and IT Resources.

Restrictions: It is not possible for any Internet access provider to fully manage the types of information accessible by its systems and users, especially with regard to content limitations.

Nonetheless, the County reserves the right to restrict access to any data source, at its sole discretion. These restrictions do not imply an approval of other nonrestricted sources.

Without exhausting all the possibilities, the following are examples of inappropriate use of the County's Electronic Communications and IT Resources:

San Benito County
Employee Personnel Policies and Procedures

1. Any use that may, for a reasonable person, create or further a hostile attitude or give offense on the basis of race, religious creed, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or any other basis protected by applicable federal, state and local laws.
2. Exposing others unwillingly, either through carelessness or intention, to material which is offensive, obscene or vulgar. This includes information which could create an intimidating, offensive or hostile work environment.
3. Sending messages or information which is in conflict with applicable law or County policies, rules or procedures.
4. Communicating confidential County information to unauthorized individuals within or outside of the County.
5. Attempting to access unauthorized data or break into any system.
6. Engaging in theft or the unauthorized copying of electronic files or data.
7. Intentionally misrepresenting one's identity for improper or illegal acts.
8. Engaging in the creation, downloading, viewing, storage, copying, or transmission of materials related to gambling, weapons, terrorist activities, and other illegal or prohibited activities, except when necessary for research within the scope of a job assignment.
9. Acquiring, using, reproducing, transmitting, or distributing software or other material protected by national or international copyright laws, trademarks, or other intellectual property rights.
10. Engaging in personal private business activities or outside employment, including consulting for pay, sales or the sale of goods or services.
11. Performing acts that are wasteful of computing resources or that unfairly monopolize resources is prohibited. These acts include, but are not limited to: the creation, copying or transmission of chain letters, hoaxes, advertisements, solicitations, or other unauthorized mass mailings.
12. Engaging in recreational use of the County's Electronic Communications and IT Resources that interferes with the ability of the employee or other users to conduct County work. This includes but is not limited to downloading or uploading recreational software, games, music or shareware.
13. Connecting personal equipment such as a laptop that is not owned by the County to the County network without express approval of the IT Manager.
14. Giving another person an employee's password without the Department Head's or designee's prior knowledge and approval.

Consequences for Misuse: Unauthorized or improper use of Electronic Communications and IT Resources may result in loss or limitations on the use of equipment or services, disciplinary action up to and including termination, criminal penalty or financial liability for the cost of use or loss/damage to equipment or other infrastructure.

San Benito County
Employee Personnel Policies and Procedures

Electronic Access Outside of Normal Schedule: It is the general policy of the County that all work by non-exempt employees shall, as much as possible, be completed during the employee's normally scheduled work day or shift. As such, employees are not required or expected to check their email outside of work hours. Employees who spend more than a minimal amount of time accessing emails (i.e. more than ten minutes in a day) must obtain pre-approval by the supervisor and report the time as time worked.

d. Procedures

Employees are responsible to:

1. Use IT resources in accordance with this policy and coordinate with IT prior to downloading any software on County computers.
2. Ensure that incidental personal use of IT resources is limited to personal time, does not interfere with the operations of the County or official business and involves minimal additional expense.
3. Notify their supervisor if they have reason to believe IT resources are being used for anything other than authorized purposes.

Supervisors are responsible to:

1. Counsel employees and ensure that IT resources are being used appropriately.
2. Immediately notify the Department Head when they are made aware of potential misuse of IT resources.

San Benito County

Injury and Illness Prevention Program

- San Benito County cares about its employees -

San Benito County

Injury and Illness Prevention Program

INTRODUCTION

The San Benito County Injury and Illness Prevention Program has been developed in compliance with Section 6401.7 of the California Labor Code and Title 8, Section 3203 of the California Code of Regulations. The San Benito County Injury and Illness Prevention Program promotes both the safety and health of San Benito County employees, and a safe and healthful workplace.

The San Benito County Injury and Illness Prevention Plan was compiled in order to:

- Heighten awareness of safety responsibilities and attitudes,
- Reinforce efforts to create and maintain workplace safety,
- Provide some guidelines to both current and new employees for operating safely,
- Standardize some procedures,

Sources used in preparation include CalOSHA Guide to Developing Your Workplace Injury and Illness Prevention Program, CalOSHA Workplace Injury & Illness Prevention Sample Programs, Guide to CalOSHA California Occupational Safety & Health Program, County-wide Safety Committee, and County departmental safety guidelines.

In a constant effort to achieve excellence, recommendations for revisions are always welcome. Please forward any recommendations to the County Safety Officer.

PURPOSE

The purpose of the San Benito County Injury and Illness Prevention Program is to reduce workplace injury and illness of San Benito County Employees. It is a reflection of San Benito County's commitment to maintain an injury-free, illness-free workplace, and comply with applicable laws and regulations governing workplace safety.

The strength of the commitment is demonstrated by the involvement of all levels of employment. This program is everyone's responsibility. It provides the basis for the blended effort to identify and eliminate conditions and practices that reduce the benefits of a safe and healthful work environment.

San Benito County

Injury and Illness Prevention Program

POLICY

It is the policy of the Board of Supervisors of the County of San Benito to provide a safe and healthful workplace by establishing guidelines and procedures for the maintenance of an on-going Injury and Illness Prevention Plan in compliance with the California Code of Regulations. Response to safety concerns will be given the highest priority at every level of the County.

In compliance with California law, and to promote the concept of a safe workplace, the County maintains an Injury and Illness Prevention Program (IIPP)

The prevention of accidents is an objective affecting all levels of the County and its activities. It is, therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every employee is responsible for the safety of herself or himself as well as others in the workplace. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported.

PASSED AND ADOPTED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN BENITO THIS 24th DAY OF OCTOBER, 2017 BY THE FOLLOWING VOTE:

Ayes:	Supervisor(s):	De La Cruz, Botelho, Medina, Rivas, Muenzer
Noes:	Supervisor(s):	<i>none</i>
Absent:	Supervisor(s):	<i>none</i>
Abstain:	Supervisor(s):	<i>none</i>

By: *[Signature]*
 Jaime De La Cruz, Chair

ATTEST:
 Chase Graves, Clerk of the Board

APPROVED AS TO LEGAL FORM:
 San Benito County Counsel's Office

By: *[Signature]*
Deputy Clerk
 Date: *10/24/17*

By: *[Signature]*
 Shirley L. Murphy, Deputy County Counsel
 Date: *Oct. 16, 2017*

San Benito County

Injury and Illness Prevention Program

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San Benito County

Injury and Illness Prevention Program

1. NAMED PERSON

The Board of Supervisors hereby designates the County Administrative Officer (CAO) as the County Safety Officer to develop and maintain an effective Injury and Illness Prevention Program for the County of San Benito.

RESPONSIBILITIES

Board of Supervisors

The Board of Supervisors is ultimately responsible for the health and safety of all San Benito County employees.

County Safety Officer

At the direction of the Board of Supervisors, The CAO is responsible for implementing and maintaining the County's Injury and Illness Prevention Program (IIPP). To assist in the fulfillment of the County Safety Officer responsibilities, the CAO may delegate County Safety Officer related duties to a member of his/her staff. As Administrator of the IIPP, he or she will:

- Provide direction in safety and health matters to department managers, the County Safety Committee, and other appointed safety personnel;
- Act as liaison between department managers, the County Safety Committee, and the Board of Supervisors;
- Monitor the effectiveness of the program; and
- Recommend, review, and authorize modifications to the IIPP.
- Hold each Department Head accountable for follow-through of the IIPP.

County Safety Coordinator

The County Safety Coordinator assists the County Safety Officer in ensuring that all provisions of the IIPP are implemented and maintained and shall:

- Assist in the development of guidelines. Develops and coordinates special programs to promote employee safety and welfare;
- Arrange safety and health inspections;
- Review accident investigations and make necessary recommendations;
- Review injury/near misses/hazard trends;
- Establish a system for maintaining records of inspection, hazard abatement and training;

- Advise Department Heads and Department Safety Representatives (DSR's) on safety and health policy issues;
- Plan, organize and coordinate countywide safety training to supplement departmental safety training.

Department Heads

Every Department Head provides leadership by his/her participation, example and demonstrated commitment to workplace safety and health and shall:

- Provide a safe and healthful working environment for employees of his/her department;
- Designate a Department Safety Representative to provide assistance with the IIPP;
- Monitor the effectiveness of the IIPP and make recommendations for changes;
- Ensure that all employees are available to participate in safety meetings and safety committee activities;
- Train managers and supervisors on potential departmental safety and health hazards;
- Ensure that each manager and supervisor is inspecting, recognizing and evaluating workplace hazards on a continuing basis;
- Ensure that current and new employees receive IIPP training; including regularly scheduled safety training;
- Actively participate in incident and facility investigations;
- Ensure that each report of an incident or hazard is responded to within appropriate timeframes; and ensure that hazards are abated and unsafe practices are corrected within appropriate timeframes.

Managers and Supervisors

Managers and Supervisors are an integral component in maintaining an injury-free, illness-free workplace and complying with applicable laws and regulations governing workplace safety. Employees in these positions are responsible for the safety of their subordinates. Managers and Supervisors are responsible for ensuring that employees know and abide by the IIPP and doing all within their control to assure a safe workplace in their area. In order to fulfill these responsibilities, managers and supervisors shall:

- Provide a safe and healthful working environment for employees of his/her department;
- keep abreast of safety and health regulations affecting operations they supervise;
- conduct appropriate safety orientation and scheduled safety training;
- evaluate safety training needs and make recommendations to the Department Head;

- provide the necessary personal, protective equipment and train staff on the proper usage of the equipment;
- conduct investigations immediately upon notification of an injury, accident, near-miss or safety hazards;
- work together with the Department Head and DSR on all safety related issues;
- take appropriate action to abate hazards and to correct unsafe practices.

All Employees

All employees are responsible for complying with safe and healthful work practices. Employees shall:

- Follow all safety instructions, verbal and/or written;
- report immediately all workplace injuries, accidents, and safety hazards to their supervisor;
- accomplish duties using safe work practices;
- do not perform jobs for which safety training has not been provided;
- attend all required safety training.

County-wide Safety Committee

Communication is an essential and required component of any IIPP. It is required in the California Code of Regulations that all employees are informed on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the County of hazards at the worksite without fear of reprisal.

San Benito County elects to use a labor/management safety and health committee to help facilitate communication and comply with the communication requirement made up of DSR's. Hence, the County-wide Safety Committee is established. To be in substantial compliance, the committee shall:

- Meet on a quarterly basis;
- prepare and make available to affected employees, written records of the safety and health issues discussed at the committee meetings;
- review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances; and note trends that may require training and monitor hazard remediation efforts;
- review and evaluate employee safety suggestions and pass them along to the appropriate department or individual for approval or implementation;
- make recommendations for countywide safety training and assist with coordination of safety activities;

- conduct safety activities such as evacuation drills and inspections.

2. SAFETY RECOGNITION & COMPLIANCE

All County employees are responsible for complying with the requirements of the IIPP. The County's system of ensuring compliance includes the practices described below.

- Each employee will be provided a copy of the County IIPP and Code of Safe Practices developed specifically for his/her department or safety division and will be trained in the provisions of both, including the consequences of noncompliance.
- Employees who follow a safe and healthful work practice and employees who fail to follow safe and healthful work practice will have this fact recognized and documented on their performance evaluations.

In addition, a County Department can be nominated for their safety efforts throughout the calendar year. The Risk Manager and Safety Coordinator will review each nomination form and according to the criteria established by Trindel Insurance Fund, a winner will be determined and all nominees will be recognized at a Board Meeting in Spring of each year. Recipient will receive a certificate of recognition and an award provided by Trindel.

San Benito County is committed to maintaining a safe and healthful working environment. Failure to follow safe work practices and/or procedures, or violation of safety rules and/or directive, may result in disciplinary action up to and including termination.

3. SAFETY COMMUNICATION

Managers and Supervisors are responsible for communicating with all employees about occupational safety and health in a variety of forums. Such forums of communication may be verbal or written, formal or informal, and group or individual.

New Employee Orientation

New employee orientation includes a discussion of department safety and health policies and procedures. Human Resources will provide each new employee with a copy of the IIPP in the new hire packets and will go over its provisions.

Safety Meetings

All employees are required to actively participate in safety meetings at least once a month within their departments. During these meetings, the following issues may be discussed:

- New hazards that have been discovered in the workplace;
- Causes of recent accidents, injuries and/or near misses and the methods adopted by the department to prevent similar incidents in the future;
- Any health or safety issue deemed by the department's supervisors, managers, DSR's, department head or county safety officer to require reinforcement or action.

All employee safety meetings shall be documented. Documentation is the agenda and roster for each meeting. Original roster and minutes stay with the department and a copy is sent to the Safety Coordinator of San Benito County.

County Wide Safety Committee

San Benito County elects to use a labor/management safety and health committee to help facilitate communication and comply with the communication requirements. This committee is referred to as the County wide Safety Committee. The membership of the County wide Safety Committee consists of Department Safety Representatives (DSR's) and the Safety Coordinator for San Benito County.

County wide Safety Committee shall meet quarterly. Meeting dates may be set to coincide with the visits of the Trindel Safety Officer. The County wide Safety Committee makes decisions and recommendations based upon consensus of the membership.

In compliance with Section 6401.7 of the California Labor Code and Title 8, Section 3203 of the California Code of Regulations, the County wide Safety Committee Shall:

- Prepare and make available to affected employees, written records of the safety and health issues discussed at the committee meetings.
- Review results of the periodic, scheduled worksite inspections.
- Review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submit suggestions to the Department Head for the prevention of future incidents.
- Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by

the County wide Safety Committee, the County wide Safety Committee may conduct its own inspection and investigation to assist in remedial solutions.

- Submit recommendations to the Department Head to assist in the evaluation of employee safety suggestions.

Postings

Each department manager will ensure that safety committee minutes and other required safety information are posted in areas of the department commonly used by all employees, such as employee break rooms and safety boards. Blank hazard report forms are also readily available at these locations. In addition, managers and supervisors are encouraged to post safety tips or bulletins on safety boards.

Incident/Near Miss/Hazard Report Forms

Each department will ensure that Incident/Near Miss/hazard report forms are readily available to all employees and that employees may report hazards anonymously and without fear of reprisal. Incident/Near Miss/Hazard report forms should be submitted to the Department Safety Representative, Supervisor or Managers for action. All incident reports will be logged and reviewed at the next quarterly County wide Safety Committee Meeting. Copies of all incidents will be sent to the Trindel Insurance Fund Safety Officer.

Employee Reporting of Workplace Hazards

Employees are encouraged to report work place hazards. Employees reporting workplace hazards shall document the incident/near miss or hazard using the Incident/Near Miss Hazard Report form (submission of the report in a format other than the Incident/Near Miss/Hazard Report form does not negate the report). Employees shall inform their Supervisor/Manager or DSR immediately. Employees who wish to remain anonymous may report unsafe conditions or hazards without identifying themselves. No employee shall be disciplined or discharged for reporting any workplace hazard or unsafe condition.

4. HAZARD IDENTIFICATION AND ASSESSMENT

Inspection of the workplace is the primary tool to identify unsafe conditions and practices. While all employees are encouraged to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation. These situations include, but are not limited to, Scheduled Periodic Inspections discussed in this section.

The Department shall check schedule for timing of inspections. The following locations shall be inspected semi-annually during the months listed below. Each Department shall conduct its own inspections and utilize the County Safety Inspection Report Form.

DEPARTMENT/WORKSITE	LOCATION	INSPECTION MONTHS
Administration	481 4 th Street	February and August
Ag. Building	3220 Southside Road	February and August
Ag. Ext.	3220 Southside Road	February and August
Assessor	440 5 th Street	April and October
Auditing	481 4 th Street	February and August
Behavioral Health	1131 San Felipe Road	March and September
Child Support	2320 Technology Parkway	March and September
Clerk/Recorder/Elections	440 5 th Street	April and October
Council of Governments	330 Tres Pinos Road	April and October
County Counsel	481 4 th Street	February and August
District Attorney	490 4 th Street	May and November
Historical Park	Airline Highway	April and October
Human Services Agency	1111 San Felipe Road	March and September
Information Technology	420 Park Hill	March and September
Jail	710 Flynn Road	February and August
Juvenile Hall	708 Flynn Road	February and August
Library	470 5 th Street	March and September
Maintenance Shop	Behind Library	March and September
Migrant Camp	3235 Southside Road	March and September

Office of Emergency Services	471 4 th Street	February and August
Probation	400 4 th Street	May and November
Public Health Department	439 4 th Street	March and September
Public Works Yard	3220 Southside Road	March and September
RMA	2301 Technology Parkway	March and September
Sheriff	2301 Technology Parkway	February and August
Tax/Treasurer	440 5 th Street	April and October
Veteran's Memorial Park	Memorial Drive	April and October
Veteran's Services	649 San Benito Street	April and October
Victim Witness	490 4 th Street	May and November

Along with each scheduled, periodic inspection, the Department will evaluate the severity of the hazard identified, and if it cannot be abated immediately, the estimated date abatement will begin.

Hazard Inspections

An inspection report based on a scheduled and formal inspection is considered complete when it:

- Identifies hazards that exist or may develop in the workplace,
- Describes how to correct those identified hazards, and
- Initiates steps to prevent hazard recurrence

Each department shall conduct its own scheduled, periodic inspections and complete the County Safety Inspection Form. The Department Head shall sign the inspection report and keep the original but forward a copy to the County Safety Coordinator.

Depending on the degree of hazard identified, there may be requirements for additional periodic inspections scheduled on a daily, weekly or monthly basis.

Managers and Supervisors are responsible for conducting safety inspections of their work areas on a continual basis. These inspections are unscheduled and informal.

A written response based on the inspection shall be posted in the Department or affected area within seven working days of the date of the Hazard Report was received.

Hazard Abatement

If the reported hazard is considered an immediate hazard by the Department Safety Representative, Department Head, or County Safety Officer shall take immediate action to abate the hazard.

Imminent Harm: When such a hazard exists which the County cannot abate immediately without endangering employees and/or property, personnel shall be removed from the area of potential exposure. Access shall be limited only to personnel trained to correct the hazardous condition. All employees involved in correcting the hazardous condition shall receive appropriate training and shall be provided the necessary safeguards and protective equipment.

5. INVESTIGATIONS OF INCIDENT/NEAR MISS/INJURY

Through investigation of accidents, near miss (a near miss is an incident, which could have resulted in a serious injury or significant property damage) and injury situations can provide information vital to the success of the IIPP. The purpose of an investigation is to determine the cause or causes of the incident, not to fix blame.

The procedures for investigating an incident/near miss/injury are stated below:

- Department Head, DSR, Supervisor/Manager or employee will visit the scene of the incident as soon as possible after it occurs, while facts remain fresh in people's minds and before witnesses forget important details (not to exceed seven working days).
- If possible, interview the injured employee and witness at the scene and have them reenact the incident.
- Interview everyone with knowledge of the incident. Conduct interviews individually and as privately as possible.
- Document details graphically, using sketches, diagrams, and photos as needed. Take measurements when appropriate.
- Focus on causes and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
- If a third party or defective product contributed to the incident, gather all evidence.
- Take immediate corrective action or forward recommendations for corrective action to your Department Head and/or Department Safety Representative and take steps to prevent recurrence pending abatement.
- Record the findings of the investigation and actions taken. Distribute copies of the completed incident report to your Supervisor/Manager, Risk Manager and Safety Coordinator for San Benito County.

Notification required by law shall be carried out by the County Administrative Office.
Example: All fatal accidents shall be reported to OSHA within eight (8) hours.

6. HAZARD REMEDIATION

Unsafe or unhealthy work conditions; practices or procedures shall be corrected in a timely manner based on the severity of the hazards.

Once the investigation is complete and the facts relating to the occurrence are known, speedy action to mitigate any identified hazard or prevent a recurrence of the accident is the responsibility of the Department Head. The Department Head can request assistance from the County Safety Officer, Risk Manager and/or Safety Coordinator for San Benito County.

7. TRAINING AND INSTRUCTION

All County employees including managers and supervisors will receive training and instruction on general and job-specific safety and health practices. Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the workplace. Training and instruction will be provided as follows:

- When the IIPP is first implemented to new employees during their initial orientation;
- to all employees assigned to new positions for which they have not previously been trained;
- as required by regulatory standards whenever new potentially hazardous substances, processes, procedures, or equipment are introduced into the workplace;
- all employees shall receive safety training whenever the Department becomes aware of a new or previously unrecognized hazard;
- to supervisors to familiarize them with the health and safety hazards to which their staff may be exposed; and
- to all employees with respect to hazards specific to their job assignments.

Supervisors and Managers should assess safety-training needs of the Department; discuss such needs with the Department Head, DSR and/or Safety Coordinator for San Benito County to implement any approved training.

8. RECORD KEEPING

The department will retain records of hazard inspections, safety meeting rosters, records of injuries, illnesses and “near-miss” incidents, 300 OSHA log, safety suggestions and safety training material for at least 7 years. Copies of all documents are to be sent to Safety Coordinator where they will be retained as required by law.

Departments will retain equipment inspection logs and material safety data sheets (MSDSs) as required by law.

Safety and Leadership training taken by employees will be entered into the Trindel Database identifying employee, date of training and instructor name and permanently retained.

Occupational Hearing testing records will be retained by the Safety Coordinator as required by law.

All Department Safety Representative (DSR) Safety Committee rosters, minutes, issues raised and discussed will be retained as required by law by Safety Coordinator.

All worker medical records shall be retained by Human Resources as required by law.

9. CODE OF SAFE PRACTICES

San Benito County has established the following general safety rules designed to prevent accidents and injuries.

1. All accidents and injuries must be reported at the time of occurrence.
2. Failure by an employee to comply with the safety rules will be grounds for corrective disciplinary action.
3. Report all unsafe conditions and equipment to the supervisor or department head.
4. Report all accidents, illnesses, and injuries to the supervisor and department safety representative.
5. In the event of fire, sound the alarm and evacuate along established escape routes.
6. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit. Gather at the designated rally point.
7. Only trained employees may attempt to respond to a fire or other emergency.
8. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.
9. Materials, including flammables and combustibles, and equipment shall not be stored under or in front of doors, stairways, exits, or fire extinguisher locations.
10. All spills shall be wiped up promptly, using appropriate materials.
11. Work areas including areas under or around desks shall be kept free of boxes or debris, and trash shall be placed in appropriate receptacles.

12. Inspect your work area before beginning work, identify potential hazards, inform the supervisor of any hazards found, and take appropriate actions to abate or correct them.
13. Adequate aisle space shall be maintained, and storage of materials on the floor shall be avoided.
14. File cabinet drawers shall be opened one at a time and closed when work is finished.
15. Proper lifting and carrying techniques and appropriate equipment shall be used.
16. All electrical equipment shall be plugged into appropriate wall receptacles or into appropriate power bars. Three-pronged plugs should be used to ensure continuity of ground.
17. Keep individual heaters at work areas clear of combustible materials such as drapes or waste from wastebaskets. Use new heaters that are equipped with tip-over switches. Use of heaters with supervisor's permission only.
18. Care will be taken to properly secure electric cables and cords to avoid trips and falls.
19. All equipment such as fans, paper cutters, and shredders shall have built in guards to prevent cuts and abrasions.
20. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
21. Use of ladders or step stools shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working conditions.
22. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior are not allowed at the workplace.
23. Work stations, including monitors, chairs, and keyboards, shall be adjusted as appropriate for employee comfort and to relieve physical strain and unnecessary exertions, to the extent possible.
24. Monitor background and screen lighting should be compatible.
25. Use rest periods provided to relax eyes and body to prevent conditions associated with intensive computer use.
26. Files, materials, and supplies shall be stored in such a manner to prevent damage to the articles or injury to personnel when they are moved.
27. Equipment such as scissors and staplers should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
28. Chemicals will be properly labeled and stored to prevent accidental misuse and spills.
29. Employees shall use hand carts and other mechanical material handling devices for heavy loads.
30. Use proper lifting and carrying techniques and equipment. Do not attempt to carry or move more than can be safely handled.

31. Employees must wear a seat belt and shoulder harness while operating vehicles, including cars, trucks, and field equipment. Observe proper speed limits and practice defensive driving.
32. Employees working in hot environments shall wear appropriate clothing and protective devices.
33. No open flames in work area unless associated with task.
34. Loose or frayed clothing, long hair, dangling ties, or finger rings shall not be worn around moving machinery or other places where they may become entangled.
35. The County prohibits smoking in any County owned or leased facility or vehicle.
36. All employees will comply with posted "No Smoking" signs.

Each Department shall develop their own codes of safe practices that is specific to the job duties and safety needs of the department. Codes of safe practices are regularly added to and modified as necessary. They may not cover every possible work situation and are not a substitute for good judgment and a positive safety attitude.