

# **CHAPTER 5      THE DEPARTMENT**

# **RESPONSIBILITIES**

## **DEPARTMENTAL RESPONSIBILITY FOR SAFETY**

Each department is responsible for implementing an effective safety program, with all levels of management contributing to ensure that employees are aware of the safe operation/condition of their job assignment and work area. All managers and supervisors are responsible for maintaining a minimal-risk work environment in the areas under their control. The degree of effort and focus required varies depending on the nature of the work performed. While managers and supervisors may assign responsibility and delegate authority to others, they are accountable for those preventable oversights and errors within their areas which result in injury, illness, or property damage affecting employees, the general public, or county/private property.

A department Injury and Illness Prevention Program should include:

1. The appointment of a permanent Department Safety Representative for that department will represent the department on the Safety Review Team and takes lead responsibility within the department.
2. A written departmental injury and illness prevention program designating the person(s) responsible for implementing the safety program, and specifically designed for the department's Cal/OSHA compliance.
3. Health Standards and all rules, regulations, and orders be applicable to his/her own actions and conduct.
4. A system for identifying and evaluating workplace hazards, including investigating the cause of accidents, illness, and exposures.
5. Methods and procedures for correcting workplace hazards at the job site.
6. An occupational training program covering hazards basic to all types of employment and those unique to each worker's job assignment.
7. A communication system that enables employees to freely discuss safety and health problems.
8. A system to ensure employee compliance with safe and healthful work practices.
9. Maintenance of a record-keeping system documenting implementation operation and a periodic review of the plan.