

Category: 300

Number: 372

Policy: WORKPLACE SAFETY AND SECURITY

Purpose: The purpose of this policy is to promote the safety and security of St. Clair County employees, vendors and citizens. This policy is to define and serve as primary document for the County policy for workplace safety and security.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy applies to all County employees.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

St. Clair County is committed to a safe and secure environment free from workplace violence. The County has a zero tolerance for violence in the workplace, including, but not limited to, acts or threats of physical violence, intimidation, harassment and/or coercion.

In critical incidents, in which serious threat or injury may occur or is imminent, contact emergency responders immediately by dialing 911 and refer to the Emergency Response Guidelines.

DEFINITIONS:

Workplace Violence: Includes, but is not limited to, harassment, intimidation, stalking, abusive language, physical or verbal threats, physical attack, property damage and harassing or threatening communications, such as, phone calls, letters and all forms of electronic communications.

Threat: An expression or indication of intent to cause physical or mental harm. An expression constitutes a threat without regard as to whether the party communicating the threat has the present ability to carry it out and without regard as to whether the expression is contingent, conditional or future.

Physical Attack: Unwanted or hostile physical contact, such as hitting, fighting, pushing, shoving, biting, spitting or throwing objects.

Property Damage: Intentional damage to property, which includes property owned by the County, employees, visitors or vendors.

Stalking: Willful, malicious and/or repeated following of another person with the intent to place the other person in reasonable fear of their safety.

WORKPLACE SAFETY

A. Workplace Violence

1. The County will not tolerate threats, physical attacks, workplace violence, property damage, or stalking against employees, elected officials, co-workers, vendors, customers or any person working for or on behalf of the County.
2. Employees are expected to assist the general public and fellow employees in a courteous manner, but not subject themselves to abusive conduct if confronted. If a person becomes angry or abusive, the employee should courteously attempt to calm the person or ask for assistance from a supervisor.
3. If, at any point, the employee feels threatened, and in danger of imminent bodily harm, the employee should attempt to leave the scene, if it can be done safely. The employee must immediately notify the supervisor and, if warranted, emergency responders/law enforcement.
4. Any employee who, in the opinion of the immediate supervisor, poses a threat to himself or others shall be removed from the premises and shall remain off the County's premises pending the outcome of an investigation.
5. All County employees shall cooperate fully with the investigation and prosecution of workplace violence.
6. Pending the outcome of the investigation, the County will initiate an appropriate response, which may include, but is not limited to, reassignment of job duties, disciplinary action, suspension or termination of employment and/or criminal prosecution of the person(s) involved.
7. Each incident of violent behavior must be reported to the Human Resources department and/or the Administrator/Controller's office immediately.
8. Disciplinary action may result if an employee having knowledge of a suspected violent act fails to report the incident.
9. All employees shall act truthfully and responsibly when making a claim.

B. Accidents and Injuries

1. When an employee is injured during their scheduled working hours or becomes ill as a result of his or her employment it must be reported to a department head and/or supervisor as soon as possible.
2. The procedure for reporting an employee injury is outlined in Policy 387-Worker's Compensation.
3. The procedure for reporting an injury to a citizen is outlined in Policy 252-County Insurance Fund Risk Management Claims Policy.

C. Fire Safety

1. Facilities owned and operated by the County shall be equipped with strategically located fire alarms and fire extinguishers. Exit routes shall be clearly defined and posted. Employees shall be aware of the locations of fire alarms, fire extinguishers and evacuation routes signage within the building in which they work.

2. In the event an employee senses the presence of a fire, such as by seeing smoke, smelling smoke or from feeling an abnormally hot wall or door surface, a fire alarm shall be activated and the employee shall call 911.
3. An employee shall not investigate a potential fire.

D. Emergency Evacuation

1. In the event of an order to evacuate a building, employees shall do so in an orderly, calm and safe manner. An employee evacuating a building shall delay exit only long enough to retrieve immediately necessary personal items near at hand such as outerwear, purses, cell phones, etc. The employee shall make no effort to secure records, documents, files or equipment, which may delay the employee to the point his or her safety may be in jeopardy. Lights should remain on and unlocked doors left unlocked.
2. Employees must be aware of the presence of others, both employees and members of the public. The employee is to calmly indicate the need and reason to evacuate the building. The employee shall take note of employees and others who either fail to or refuse to evacuate the building and report the information to the nearest department head and/or supervisor.

E. Safety Alerts And Drills

1. All employees, vendors and visitors must exit the building in a timely and orderly manner immediately upon activation of a fire alarm. The alarm is both audible and visual.
2. Fire drills shall be conducted on an annual basis. This information will be maintained in a log to be updated by the Building and Operations department. It is the responsibility of each employee to be aware of emergency exits, evacuation procedures and outdoor rendezvous locations.

WORKPLACE SECURITY

A. Identification

1. Employee identification (ID) cards shall be issued to all full and part-time employees who work on a regularly scheduled, year round basis. Employee ID cards may also be issued to other employees who come in direct contact with the public or as requested by the department. The employee ID cards contains the following information: employee's photo, employee name, employee number and department. Some departments may require additional information as needed.
2. The employee ID card must be worn at all times when an employee is acting in an official capacity. The employee ID card shall be used as identification if requested by a member of the public or another County employee. The department head is responsible for collecting the card at the end of employment.
3. At no time shall an employee share his or her ID card with any person.

B. Building Access After Hours

1. An employee must have prior approval from his/her supervisor and building access shall be for official business only. Employee shall be responsible to ensure their key scan card allows access to the building after hours prior to date and time required. The department head is required to be aware of any and all access to the building after hours by their employees. A lost or stolen key scan card or key shall be reported to the department head, Human Resources and/or Director or Building and Operations immediately.

C. Parking And Parking Tags

1. Where possible, the County provides parking for the convenience of its employees and the members of the public doing business with the County. Employees assigned to the downtown Port Huron campus may park in either the Grand River Avenue parking lot or in the Courthouse parking lot. Department heads and/or supervisors at other County locations will inform the employees at their location of the parking arrangements.
2. Where employee parking is segregated from public parking an employee will be issued a parking tag from Human Resources to be visually displayed on a vehicle's interior rearview mirror. Vehicles without a readily visual parking tag may be ticketed and/or the vehicle may be removed at the expense of the owner.
3. The first parking tag is issued by the Human Resources department to an employee at no cost. An employee shall not be entitled to more than one parking tag at a time. Replacement of a lost or stolen parking tag may be obtained at the Human Resources department at a five-dollar (\$5.00) replacement cost. A damaged parking tag will be replaced at no charge when returned to the Human Resources department.
4. Some doors at County owned buildings are secured electronically. Entry is made by use of a key scan card. Employees with a need to enter the building, office or other secured area will be issued a key scan card. It is the employee's responsibility to securely maintain the key scan card issued to them. In the event a key scan card is lost or stolen, the employee must report the loss to the Human Resources department immediately and obtain a new key scan card. The employee shall be charged a ten dollar (\$10.00) replacement fee. A key scan card that is damaged will be replaced at no charge when the damaged key scan card is returned to the Human Resources department. Upon employment separation an employee must return the key scan card to his or her department head, supervisor or the Human Resources department.
5. Employees may be issued keys to unlock doors, padlocks or locked files/ equipment. It is the employee's responsibility to securely maintain the keys issued to them. In the event keys are lost or stolen, the employee must notify his or her department head and/or supervisor who shall determine the appropriate steps to take, which may include a replacement cost of up to five dollars (\$5.00) per key. A key that is damaged will be replaced at no charge when the key is returned to the Building and Operations department. Upon employment separation an employee must return all keys assigned to his or her department head, supervisor or the Human Resources department.

For further information, an employee may contact the Human Resources department by telephone at (810) 989-6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted: