

San Patricio County Accident Prevention Plan



Drafted and Maintained by:
San Patricio County
Department of Emergency Management & Safety
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Adoption & Execution

This Accident Prevention Plan is administered by the Emergency Management and Safety Department of San Patricio County, Texas; and is under the direction and authority of the San Patricio County Commissioner's Court. This plan applies to all County Employees and Departments.


This Accident and Prevention Plan is hereby approved. This plan is effective immediately and supersedes all previous versions and editions of the San Patricio County Safety Policy.



 County Judge


12/7/2020

 Date



 Precinct 1 Commissioner

 Date



 Precinct 2 Commissioner

12/07/20

 Date

 Precinct 3 Commissioner

 Date



 Precinct 4 Commissioner

12/7/2020

 Date



 Emergency Management & Safety Director

12/7/20

 Date

Management Component

Safety Policy Statement

San Patricio County is committed to providing a safe and healthful work environment for all our employees and others that may work, visit or enter our facilities. The objective of our Accident Prevention Program is to prevent accidents and minimize their consequences, and to reduce the frequency and severity of injuries.

It is our policy to manage and conduct operations and business in a manner that offers maximum protection to all employees and any other person that may be affected by our operations and business.

It is our absolute conviction that we have the responsibility for providing a safe and healthful work environment for our people and all others that may be affected as we conduct our business. We will make every effort to provide a working environment that is free from any recognized or potential hazard.

We recognize that the success of our safety and health program is contingent and dependent upon support from the Commissioner's Court, Elected and Appointed officials, department heads, supervisors: as well as all employees of the county.

The Safety Committee will establish avenues to solicit and receive comments, information, and assistance from employees about safety and health. If you have any questions or concerns about employee safety and health, please contact the individual appointed by the County as the contact for these issues, the Emergency Management and Safety (EMS) Director, assisted by the Safety Specialist.

Authority and Accountability Statement

San Patricio County Employee Handbook, Approved and Adopted by Commissioner's Court on July 13, 2020, Section 1, D - Safety and Health Employee Responsibility.

Standards of Best Practice

All employees of the County are expected to use best practices and safety guidelines including OSHA regulations as minimal guidance in developing the various safety programs that are reasonably necessary for their departmental operations and associated risks.

Guidance for use of policies means that All Employees will follow the standards provided in the most current OSHA regulations (and other appropriate regulations). In addition, and as a supplement, all employees are expected to use available national standards, such as American National Standards Institute (ANSI), National Fire Protection Association (NFPA), National Institute for Occupational Safety and Health (NIOSH), National Electric Code (NEC), the American Water Works Association, the Chlorine Institute, or the Compressed Gas Association, to develop safety programs.

The EMS Department has organized, developed and implemented Standard Operating Procedures and Requirements for many of the job functions and common operating environments. A list of these is found at the end of this plan. These documents will be updated as industry standards and best practices change and

develop; as part of an annual and ongoing review. When no regulations or standards exist, all employees are encouraged to review comparable industry best practices to develop safety programs.

Responsibilities

Emergency Management & Safety Department

The Emergency Management and Safety (EMS) Department, led by the EMS Director, is responsible and will be held accountable for coordinating and administering the County Accident Prevention Plan. The Director may appoint a Personnel Safety Specialist to carry out the day to day administration of the Personnel Safety Program. The Personnel Safety Specialist shall be responsible for compliance with this policy, the Accident Prevention Plan and with all SOP's related to this policy, other duties and responsibilities shall include, but not limited to, the following:

- Overseeing and administering the County Personnel Safety Committee, and maintaining all documentation for the committee and any sub-committees
- Developing effective written safety policies, programs and procedures aimed at reducing Incidents and Accidents by creating a safe and healthful work environment;
- Assisting Elected and Appointed Officials, department heads, supervisors and employees in developing safe work practices or guidelines for all operations and maintain copies of associated safety procedures in a central location accessible to each employee; and
- Conduct comprehensive and methodical post-accident investigations for all work-related and near-miss incidents involving employees or County property focusing on evaluating the root causes and preventive actions.
- Working with employees to determine appropriate PPE for defined job functions, provision for/replacement of, and training to ensure Employees wear, use and maintain PPE appropriately.
- Ensuring job safety training requirements as outlined in the department's SOP's and other applicable policies are met;
- Ensuring new Employees are trained in safety policies, programs and procedures prior to beginning work and periodically provide training and refresher courses in safety and health methods, procedures and policies to maintain awareness.
- Ensure Employees maintain proper certifications for their position;
- Conducting periodic safety audits/assessments of employee activities, facilities, and work sites with associated recommendations, mitigating actions, and follow-up to assess and eliminate/reduce risk.

Elected Officials, Department Heads, and Supervisors

Elected Officials, Department Heads and supervisors have the responsibility to ensure that their employee's safety and health risks are anticipated, recognized, evaluated, and controlled consistently to ensure employees are properly protected. Responsibilities will include the following:

- Establishing a working environment that ensures Employees are free to report unsafe conditions and unsafe acts through open means of communications without fear of reprisal;
- Implementing Appropriate department safety policies programs, procedures and standards to support the policy;
- Consistently applying and enforcing existing safety and health rules, methods, procedures, policies and standards;
- Shall appoint a Department Safety Liaison to actively participate in the County Safety Committee meetings;
- Ensuring Catastrophic Events are reported to the Safety Committee by contacting the appropriate member or other means to ensure full assistance in managing the injuries;
- Establishing, monitoring, supporting and communicating measurable and achievable Accident prevention goals and objectives;

- Shall begin incident investigation by gathering evidence, e.g. photos, statements, etc., and completing the proper document to report the incident;
- Requiring and supporting the use of electronic reporting of all departmental accidents and injuries to the Appropriate centralized reporting system. This will serve as an avenue for ongoing measurement of the Accident statistics and safety-related practices of departments.
- Authority to reprimand and recommend disciplinary actions against employees that violate the safety and health policies of the County.
- Coordinating with the EMS Department for provision/replacement of PPE and ensuring Employees wear, use, maintain, and are trained in its use.

Employees

Employees are responsible and will be held accountable for providing the County with a commitment to the safety and health program, abiding by the policies, procedures and rules set forth by the program, and becoming actively involved in the program to assist in providing a safe and healthful workplace for all involved. Responsibilities will include the following:

- Understanding and adhering to all department safety policies, programs, procedures and practices;
- Using and maintaining PPE and protective clothing when appropriate or required;
- Immediately report accidents, injuries, or near misses to the appropriate supervisor and work with supervisors in compiling the facts and circumstances of the work-related investigation. Assist in determining the root cause of the incident and any corrective actions to prevent recurrence; all county employees shall follow the accident investigation procedures.
- Report and make suggestions to supervisor or DSL regarding unsafe work practices or hazardous conditions;
- Actively participate in the Department Safety Committee (DSC) and the associated meetings, as requested;
- Attend mandatory safety and health education and training courses. Seek opportunities for additional safety and health education and training;
- Comply with all safety and health requirements mandated by this policy, department procedures and/or by federal, state or local laws.
- Employees who willfully violate this policy or department safety procedures may be subject to disciplinary action appropriate for the offense, up to and including indefinite suspension or termination, in accordance with established departmental policies or procedures. Employees who are disciplined for violations under this Policy shall have all rights afforded to them by the policies dictate in the Employee Handbook, local, state and federal laws, and/or other applicable regulations, codes, agreements, and standards.

Safety Committee

San Patricio County has established a worker/management safety committee; to fulfill its mission of protecting all employees and visitors of the county. The Safety Committee Meets regularly, as defined in the Safety Committee Bylaws; and will provide information and recommendations to management and employees about occupational health and safety conditions and best practices. The committee will also provide a forum for the exchange of information and a learning environment for all departments.

All County Departments will participate in the County Safety Committee, under guidance of the EMS Director and Safety Specialist; to provide a collaborative environment to administer the Accident Prevention Plan and

any associated Standard Operation Procedures/Guidelines. The organization of the Safety Committee includes:

- The EMS Director, or their designee, will chair the Committee, convene all administrative functions and oversee the establishment of the Committee. Future changes to any activities of the Committee, such as authority or reporting structure, shall be managed by the EMS Department.
- The Executive Board is made up of a Chairperson, Vice-Chairperson, Medical Representative, Fire Representative and Secretary.
- The voting members of the Committee consist of the Department Safety Liaisons and the Executive Board, as defined by the Bylaws of the Committee.
- The committee is responsible for the following:
 - Reviewing, reporting and assessing methods, procedures and processes for safety related activities of each department
 - Participating in writing, reviewing and supporting implementation of new/revised SOPs.
 - Providing support to departments in finding solutions to identify safety concerns and develop effective programs through supervisor and employee training

Department Safety Liaison (DSL)

Department Heads shall appoint a Department Safety Liaison for the purpose of creating and promoting a proactive safety culture in the workplace and reducing on-the-job injuries and illnesses. The DSL shall meet with the Safety Committee when they convene bi-monthly. The DSL's responsibilities will include, but will not be limited to the following:

- Identifying departmental hazards, safety issues, safe work practices, inspecting department's workplace, and maintaining/encouraging proactive safety culture; and
- Reviewing workplace accidents/injuries/illnesses, and motor vehicle accidents, and providing recommendations to leadership on preventing future losses.
- Developing and maintaining the department's SOP's and files relating to the department's safety and health programs and issues. At a minimum this must include, but is not limited to:
 - Reestablishing department safety standard operating procedures (confined space entry, personal protective equipment (PPE), lock-out/tag-out, etc.) and safety goals;
 - Maintain copies of audits, inspections, and DSC meetings;
 - Prescribed safety forms (copies of blank safety forms, mandatory state posters, etc.);
 - Accident report log, reporting procedures, and completed Accident report forms outlined in this policy;
- Recommended term of a DSL is no less than 1 year and no more than 3 years. Some departments may have multiple Department Safety Liaisons.

Recordkeeping Component

Records and Documentation

San Patricio County believes that the only valid means of reviewing and identifying trends and deficiencies in a safety program is through an effective recordkeeping program. The recordkeeping element will be essential in tracking the performance of duties and responsibilities under the program. The county will implement and maintain an active, and updated recordkeeping program.

Enforcement and Compliance

Emergency Management and Safety department will maintain and review records of all safety audits and inspections that are conducted within the respective area.

Applicable forms and records:

- Comprehensive safety survey reports as well as records to document action taken to correct identified deficiencies;
- Monthly precinct barn inspections; monthly vehicle log, maintenance log
- Monthly office inspections; and
- Monthly jail inspection.

All inspection information will be retained in the department where the information originated, copies will be provided to the Safety Department and retained in accordance to the recordkeeping plan.

Injury and Illness Data

The EMS Department, in conjunction with the County Treasurer and the Personnel Department, will maintain records of all work-related injuries and illnesses to employees. Copies of the records will be sent to the county's EMS Department.

The following records apply only to work-related injuries and illnesses.

Applicable forms or records:

- Employee injury report (if applicable);
- Texas Workers' Compensation Commission form DWC-1, Employer's First Report of Injury;
- Accident log;
- Accident/incident investigation report;
- Witness statements;
- Insurance company loss runs; and
- Any additional forms that may apply.

Safety and Health Surveys and Inspections Program

The Safety Specialist will maintain and review records of all safety audits and inspections that are conducted within the respective area. Applicable forms and records:

- Comprehensive safety survey reports as well as records to document action taken to correct identified deficiencies;
- Monthly precinct barn inspections;
- Monthly office inspections; and
- Monthly jail inspection.

All inspection information will be retained in the department where the information originated. The retaining period will be according to the recordkeeping plan.

Safety Committee and Related Meetings

The EMS Department will maintain accurate records of all proceedings associated with the safety and health program of this county. Applicable forms and records:

- Agendas, minutes, records and data, including training information used during safety meetings or other gatherings in which safety and health issues were discussed; and
- These records will include the name of the recorder, date, a list of attendees, details of the topics discussed, and action or corrective measures suggested, recommended, or implemented.

The EMS Department will keep a record of all proceedings, as well as appropriate management or other designated staff actions affecting the safety and health program.

A recorder will be designated as responsible for keeping minutes or records at each meeting. During each subsequent meeting, the record of minutes for the previous meeting will be reviewed, discussed and resolved.

Training Records

The EMS Department will document and maintain records of all safety and health-related training. Applicable forms or records:

- Sign-in sheets
- Minutes
- Copies of materials distributed during the training session.

All safety and health-related training provided to employees of this county will be documented. This documentation will be maintained as proof of attendance and reviewed to assist in determining the need for additional or repeated training for employees on an individual basis.

Records and documentation of training will include the presenter's name, date of training, topic or subject, printed name and signature of all participants.

The person providing the training is responsible for generating the documentation. The training record will become part of the employee's permanent training file and will be maintained by the EMS Department.

Accident Investigation

All accidents and near-miss incidents resulting in injury or illness to a person, property damage of any magnitude, or the potential for either, will be investigated and documented.

The EMS Department will ensure proper records and documentation of all accident and incident investigation activities are maintained and reviewed according to the Accident Investigation Component.

Applicable forms and records:

- Employee injury report;
- Accident investigation forms;
- Witness reports;
- Supporting data including photographs, sketches, maps, etc.; and
- Plan of corrective action and records of corrective action or preventive measures implemented.

Equipment Inspection and Maintenance

The responsible department, and the EMS Department, will maintain records and data pertaining to equipment inspection and maintenance programs performed at or with each facility.

Applicable forms and records:

- Daily vehicle inspections;
- 3,000 mile car, patrol car, and pick-up truck inspections; and
- 250 hours heavy equipment inspections.

Accurate records will be maintained involving all routine inspections and maintenance procedures performed on equipment for the county. This documentation will be reviewed by those responsible for maintaining equipment. The documentation will be utilized to determine an effective, ongoing equipment maintenance program and to ensure compliance with regulations that require inspections on certain equipment.

Analysis Component

The EMS Department of San Patricio County will review and analyze all records and documentation pertaining to the safety and health program. This review will be conducted on a quarterly basis. The analysis will focus on hazard analysis and recognition of developing trends.

Trend Analysis

Trend analysis will identify recurring accidents and near-miss incidents resulting in or potentially involving injury, illness, and/or property damage. The analysis will also recognize repeatedly identified hazards/violations needing corrective action to establish which program component is failing, therefore, allowing the hazard to exist.

The EMS Department will provide information and recommendations for corrective measures for trends developing in their areas to the Commissioner's Court. They will also follow-up to assure the corrective measures were implemented. Information regarding recommendations will be part of the regular safety meetings.

Employees will be made aware of developing trends and hazard exposures as they are recognized.

All immediate supervisors will provide analysis information of their respective departments to the EMS Department for the development of the monthly analysis report for the commissioners' court.

The Safety Specialist maintaining the accident log will utilize all injury and illness documentation. The log will be utilized to prepare the quarterly report to the Commissioners' Court. The report will be made available during the last commissioners court meeting of the quarter.

Education and Training Component

San Patricio County is committed to providing safety and health-related orientation and training to all employees. The EMS Department, along with the Personnel Department, will develop, implement and maintain a safety and health orientation and training program.

Training Program Development

The purpose of the training element is to educate and familiarize employees with safety and health procedures, rules and work practices of the county. The county will require involvement and participation of all department heads, supervisors and employees. Furthermore, the county will support the orientation and training program by allocating funding, staff, resources and time to develop and implement this element of the program.

Ongoing Training

The training subjects, materials and the training schedule will be developed utilizing site-specific, potential-hazards, accident and incident information data, and safety-training analysis.

All employees will receive safety training. The date and topic of the training will be posted as part of the training schedule. The county will include the training schedule as part of the Accident Prevention Plan.

All Elected and Appointed Officials and Department Heads will work with the EMS Department to ensure that their employees are adequately trained for their assigned job duties.

All employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable information prior to returning to any job assignment. Training of an employee is the responsibility of the employee's supervisor, as well as the employee, to ensure their ability to safely perform their job duties.

New Hire/Transfer Orientation

New Hire Orientation training will be administered to all new employees prior to the initial work assignment and to employees assigned to new or different jobs. The EMS Department, along with the Personnel Department, will ensure that all new hires received a basic overview of the County's safety policies and procedures. All County Departments will ensure that new hires have an introduction to facilities and procedures specific to their department.

This orientation will consist of a discussion of all county-required and departmental policies, as well as job- and site-specific safety and health information. The orientation topics will be listed on the suggested safety orientation checklist.

All new employees will be given a tour of the facility where they will be working and an opportunity to pose questions to expedite the familiarization process. New employees will not be released to an individual job assignment until it has been determined by the Personnel Department that the employee has met the minimum safety requirements.

The orientation and subsequent training sessions will include, but not be limited to, the following:

- Hazards associated with the work area;
- Hazards of the job or task assignment;
- Emergency procedures;
- Personal protective equipment;
- Hazard communication (hazardous chemicals and materials);
- Specific equipment operation training;
- Employee reporting requirements; and
- Accident investigation (supervisors and other designated personnel).

Documentation

All safety and health-related training administered or provided by the county will be documented with the following minimum information:

- Date of training session;
- Instructor or presenter name(s);
- Subject matter;
- Legible name of attendee(s); and
- Signature of acknowledgement of attendance.

All training records and documentation will be retained within the department where they were generated. Individual training records will be maintained for the current year, plus five more years. Copies of the training records will be sent to the EMS Department for retention and use in the analysis process.

A training schedule will be included in the Accident Prevention Plan. Any employees missing a scheduled training session will be required to make up that session as soon as they return to work. The elected official, department head, or designee will follow up to assure the make-up session(s) are completed.

Audit/Inspection Component

The EMS Department has implemented a program to identify, correct and control hazards on an ongoing basis. This program will utilize multiple resources to ensure effectiveness.

Comprehensive Surveys

The county has arranged for each operating location to receive a comprehensive safety and health audit by a safety specialist from TAC, at least on an annual basis. These audits will identify existing and potential hazards, non-compliance issues and evaluate the overall effectiveness of the Accident Prevention Plan. The EMS Department will work with TAC to review these audits and develop an improvement plan to address any issues or deficiencies identified during the audits.

Safety and Health Self-Inspections

The department head for each department will conduct self-inspection that will cover the entire department and equipment. Some inspections will be conducted weekly or monthly. All inspections will be conducted on an ongoing basis without interruption. Management will allocate adequate time and resources to perform the surveys.

Each location will develop and maintain inspection checklist(s) specific to the operation. The list will be developed utilizing a general inspection checklist and will be evaluated and updated with hazards that are identified during the inspections and other pertinent data as it is acquired.

Checklists will be used and maintained and include the name of the person performing the evaluation and the date the inspection takes place. Management, upon completion, will review the self-inspection checklist. All discrepancies identified during the survey will be evaluated as soon as possible.

Employees must be notified of the hazards that pose an immediate threat of physical harm or property damage immediately after the discovery of the condition, as well as of the measures or steps required to eliminate, correct or control the hazard.

Monthly safety and health property inspections will include, but not be limited to, the following:

- Comprehensive survey reports and records of action taken to correct deficiencies;
- Monthly precinct barn inspections;
- Monthly office inspections; and
- Jail Inspections'

Safety and health equipment inspections will include, but not be limited to, the following:

- Daily vehicle inspections;
- 3,000 mile car, patrol car and pick-up truck inspections; and
- 250 hours heavy equipment inspections.

Management will review the inspection checklists and any other established documentation to ensure that a course of corrective action and timeline has been established for eliminating each deficiency. Follow up will occur to assure that proper corrective action was taken.

Reports generated, as a result of comprehensive surveys by TAC, the EMS Department, or other state agencies, will receive immediate attention and consideration. All hazards identified and the recommendations made will be acted upon in a timely manner. The EMS Department will follow up to assure that proper corrective action was taken to eliminate the identified condition. All methods of addressing the issues contained in the reports will be documented in writing and a copy maintained with the survey report.

Management is committed to and will correct or control all hazards identified through the accident investigation or the hazard identification programs. All identified hazards will receive a timely response.

Hazard Correction & Control

When identified hazards cannot be eliminated, the hazard will be effectively controlled by engineering, administrative procedures, work practices, personal protective equipment, or any suitable combination of these measures.

- Engineering controls;
- Administrative procedures; and
- Personal protective equipment.

Accident Reporting and Investigation

The EMS Department will investigate all work-related accidents and near-miss incidents involving employees or company property to develop preventive measures and implement corrective actions.

All items on the designated accident investigation form will be addressed in detail as soon as possible following the accident/incident. The information acquired will be used and reviewed by management, supervisors and effected employees to establish all contributing factors and causes.

All county employees must follow the Accident Reporting and Investigation Procedure.

Employee Reporting

All county employees are required to report all accidents or incidents that occur in the scope of their employment. All accidents and incidents must be reported to the department head, foreman, or supervisor immediately, but no less than 24 hours after the accident or incident occurs. An employee injury report or DWC-1 must be filed by the supervisor and provided to the EMS Department within 24 hours, but no later than three days after knowledge of the accident or incident.

Phone contact by the injured employee is encouraged, if possible, to facilitate a quick investigation before the surrounding conditions change. The telephone number to report incidents is 361-587-3560, the EMS Department. Once notified, the immediate supervisor will begin the investigation.

Investigation Timeline

It is the responsibility of the respective supervisor/department head to begin gathering evidence, e.g. photos, statements, etc. The severity of the accident should dictate the extent of the investigation. In some cases it may be necessary for the supervisor/foreman to investigate and report accidents or incidents where no injuries or other losses occurred.

The investigation will be conducted immediately, but no later than three working days after knowledge of the incident. The investigation will be recorded on the Department Safety Liaison's accident investigation report by the department supervisor.

In cases of incidents involving a motor vehicle or heavy machinery, the direct supervisor will require the involved employee(s) submit to a drug screening, within 24 hrs. Vehicular accidents, no matter how minor, must be reported to the County Sheriff's Office for completion of an official accident report. The Sheriff's Office will then notify the EMS Department and the County Auditor and transmit copies of the accident report. In cases where a Sheriff's Office vehicle is involved, the Texas Department of Public Safety will be contacted to investigate, and the official report will be transmitted to County Judge, the EMS Director and the department head.

Immediately upon completion (no later than five days after knowledge of the incident), the report will be sent to the department head and, if applicable, copies of the final report should be forwarded to the EMS Department.

Department Responsibility

The department head will review the investigation report and evaluate the contributing factors of the accident outlined in the report. The department head should take into consideration the causes of the accident and immediately evaluate his/her work area for similar problems. The manager/supervisor will take immediate action to either eliminate or control the identified problems. Notification of corrections, as well as problems that cannot be corrected immediately will be sent to the department head and EMS Director, if applicable.

Action by Commissioners Court

The Commissioners' Court will provide funding, as needed, to correct identified hazards in an appropriate manner. The commissioners court, with the assistance of the EMS Department and the supervisor, will develop a timeline for correction by the department head. The department head/supervisor must post notice of the hazard or problem, for viewing of employees, and take appropriate interim measures to prevent accidents from recurring.

Employer Reporting

The County Treasurer will report the following accidents to local, state, and federal agencies as required: Texas Department of Insurance Workers' Compensation Division—fatalities and accidents involving five (5) or more injuries will be reported within 24 hours.

- Covered employers report to the Texas Department of Insurance Workers' Compensation Division using form DWC-1, Employer's First Report of Injury;
- Non-fatal cases without lost workdays which result in transfer to another employment, require medical treatment other than first aid, involve loss of consciousness, or restriction of work motion. This category also includes any diagnosed occupational illnesses which are reported to the employer but are not classified as fatalities or lost workday cases; and
- Bloodborne pathogen exposure within 24 hours to the Texas Department of Health.

Documentation

All activities and findings of the investigators will be documented and recorded for review.

Accident investigation documentation will record, as a minimum, the following information:

- Date and time of occurrence;
- Location of the occurrence;
- Name of person(s) conducting the investigation;
- Job assignment or duties being performed at time of incident;
- Details of how the accident occurred;
- Description of any equipment affected or involved;
- Names and comments of witnesses;
- Indirect, underlying, or contributing factors (including fault or failure in safety and health program elements);
- Name of person(s) involved, job title, area assigned date of birth, sex;
- Nature and severity of injury or illness;
- Name of immediate supervisor of employee;
- Special circumstances or encumbrances;
- Injury, part of body affected;
- Direct cause; and
- Corrective action implemented or preventive measures taken (including safety and health program adjustments).

Program Review and Revision

The EMS Director or other designated representative will review, at least annually, and revise the components of the Accident Prevention Plan for effectiveness and implementation.

Periodic Review and Revision of Program Components

The components of the Accident Prevention Plan will be reviewed in **October of each year** to identify insufficiencies or component failure. Each component will be audited individually with the findings documented and recorded. This documentation will be used to identify trends in the program element deficiency and to track improvement modifications. This documentation will be maintained for review. Corrective measures will be taken as needed to re-emphasize or restructure the Accident Prevention Plan to perform at the optimum effectiveness.

Special attention will be devoted to areas and criteria that demonstrate failure in a program component, introduction of new procedures, processes or equipment.

Information will be solicited from area supervisors and employees to determine the effectiveness of each program component, and obtain assistance in developing adjustments and corrections.

On a monthly basis, until the completion of the final audit, the EMS Director designated by the county will be responsible for developing an Accident Prevention Plan Implementation status report. The report will be provided to the commissioners' court on the last regularly scheduled commissioners court meeting of each quarter, with a copy of the report to be sent to a TAC safety specialist, via fax or email. The purpose of this is to recognize the departments who are performing well and to encourage poor performers to improve.

List of Standard Operating Procedures & Guidelines

This is a list of SOP/Gs in development, or in place. These documents are intended to give step-by-step instructions for certain procedures relevant to the County Departments, or to provide an overview guideline for industry best practices. These are not a replacement for industry standards or best practices, and all employees should strive to use the most up-to-date information and guidance available.

- 1 - Incident Reporting and Investigation Procedure
- 2 - Facilities Audits and Inspections Procedure
- 3 - Hazardous Materials Guidelines
- 4 - Heavy Machinery Use Guidelines
- 5 - Emergencies on County Property (*In Development*)
- 6 - General Housekeeping & Storage Guidelines
- 7 - Post Incident Drug Testing Procedure (*In Development*)
- 8 - PPE and Supply Request Procedure
- 9 - Safe and Healthy Lighting Guidelines (*In Development*)
- 10 - Safe Ladder Use Guidelines (*In Development*)
- 11 - Safe Lifting Guidelines (*In Development*)
- 12 - Safe Noise Guidelines (*In Development*)
- 13 - Vehicle Safety Guidelines (*In Development*)

List of Forms and Documents

- 250 Hour Heavy Equipment Inspection
- 3,000 Mile Vehicle Inspection
- Accident Prevention Plan Implementation Status Report
- Annual Review of Accident Prevention Plan
- Daily Equipment Inspection
- General Safety Inspection
- Hazard Communication Checklist
- Incident Investigation Report
- Inspection Checklist and Report
- Inspection Schedule
- Jail Inspection Checklist and Report
- Precinct Yard Inspection
- Quarterly Analysis Report
- Safety Inspection Guide Office Hazards
- Safety Meeting Record
- Safety Orientation Form
- Sample Recordkeeping Plan
- Sample Training Schedule
- Specialized Training Schedule
- Training Documentation