

Iowa County, Iowa
Policy Manual

Title: General Safety Rules	Reference #: SA002
Section: Safety	Date Effective/Revised: 7/1/2016
Department (s): All	Approved By: Board of Supervisors

The use of any controlled substances or alcohol is never allowed during working hours. Any employee found to be under the influence will not be allowed on the job and shall be subject to disciplinary action.

Employees taking prescription or over-the-counter medications that could impair assigned work shall report this fact to the supervisor as required by the Alcohol and Controlled Substances Policy.

Smoking is prohibited in all county buildings, vehicles, anywhere there might be a danger to equipment, materials or co-workers and locations where “No-Smoking” signs are posted.

All hazardous conditions or deficiencies, no matter how minor, shall be reported to the department head/supervisor immediately. Such matters must also be corrected immediately.

All injuries, no matter how minor, must be reported to the department head/supervisor, immediately or at absolute most, within 24-hours.

All work areas (inside and outside, including vehicles) must be kept clean and organized at all times. Spills are to be cleaned up immediately.

County equipment/tools will only be operated by employees who have been specifically trained to use them.

Employees must use all county approved safety equipment and personal protective equipment in specified work areas as well as clothing suitable for the particular work they are doing.

Employees shall check to ensure that all guards and other protective devices are in proper place before beginning work. Such guards are never to be removed except when authorized to make repairs or adjustments and must be replaced immediately.

Employees should use assisted lifting devices or obtain assistance from co-workers when lifting heavy objects.

Any practical jokes, horseplay or other acts that could endanger the safety and well-being of employees or county property, are prohibited.