

**Policy:**

It is the policy of the County to comply with all applicable federal, state and local health and safety regulations and to provide a work environment as free as feasible from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by management or by federal, state or local law.

**210:1 SAFETY**

1. All County employees are encouraged to incorporate safety and loss prevention in their daily activities.
2. Supervisors' safety responsibilities include:
  - a) Familiarizing themselves with all safety and health procedures relevant to the operations under their supervision;
  - b) Inspecting their work areas and equipment periodically;
  - c) Training their employees in safety matters or arranging for such training where appropriate and keeping logs of such training activities;
  - d) Identifying conditions that are recognized in the County as being unsafe; and
  - e) Completing accident reports and submitting them to Risk Management within 24 hours.
3. Employees must immediately report to their supervisor all observed safety and health violations, potentially unsafe conditions and any accidents resulting in injuries or property damage to County employees or others.
  - a) The Workers' Compensation Supervisor and Employee Report of Injury form must be completed and returned to Risk Management within 24 hours after the occurrence of any injury to a County employee.
  - b) For motor vehicle accidents involving County Vehicles, the Loss/Accident Report shall be completed and returned to Risk Management within 24 hours after the occurrence of the accident.
4. Employees are encouraged to submit suggestions to Human Resources concerning safety and health matters. Management will make appropriate awards to employees whose suggestions are both adopted and significantly enhance safety, reduce costs or increase productivity.
5. The County will provide special clothing or equipment, or reimburse for it, when such clothing or equipment is required by regulation or by County policy. Such clothing and equipment, if provided, must be used. Employees are responsible for the proper use and maintenance of such clothing and equipment and will be subject to disciplinary action for failure to comply with this obligation.
6. To the extent permitted by law, an employee may be required to pay up to the full replacement cost for any Lee County equipment or property that is lost or damaged due to misconduct, misuse or neglect on the part of the employee.
7. Supervisors must not discharge or discriminate in any manner against an employee because the employee has instituted a safety-related proceeding, has testified in such a proceeding, or has otherwise exercised any right afforded by law.

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8. Each department must meet state and federal rules and standards and be responsible for developing a set of safety rules, policies and regulations that pertain to their own particular operations. It is the responsibility of every employee to know and adhere to the safety rules and regulations, which apply to the area in which he or she is working or may be visiting.
9. While operating any motorized equipment or vehicle for county business, employees should do so free from voluntary distractions to include but not limited to eating, drinking, reading, talking and texting on cell phones, preparation of personal appearances, etc.
10. All County employees required to drive County vehicles or their own vehicle for County business, must possess a valid Florida operator's or commercial license as appropriate and maintain a safe driving record. The supervisor must certify that the employee is capable of operating all motor-powered and self-propelled equipment required in the performance of the employee's work. The use of tobacco products in a motor vehicle or motorized equipment owned or leased by Lee County is prohibited.
11. Employees and volunteers are prohibited to use electronic devices while operating any motorized equipment unless operationally required. Cell phones equipped with "Hands free" devices (e.g.: bluetooth) may be allowed at the discretion of the Department Director or designee for safety or emergency purposes or to facilitate effective County operations. Employees and volunteers will discontinue their use of any motorized equipment prior to using an electronic device for any necessary non-operational reasons.
  - a) Electronic Devices includes but is not limited to: cell phones, pagers, computers, hand held radios, and any other battery operated devices that are not intentionally installed in a vehicle by the County. Operating an MP3, iPod, or other electronic device using earphone is prohibited while operating motorized equipment,
  - b) Motorized Equipment includes but is not limited to: driving a county vehicle or personal vehicle for county business, construction equipment, and any other motor driven equipment which would require the operator's full attention.
12. To protect the public, employees shall cultivate the habit of being cautious when doing work on public streets or private property. Every precaution must be taken to warn and protect the public from damage, which would result from construction or working repairs of job site conditions. Barricades, warning signs must protect dangerous areas or persons designated to watch the area.

### 210:2 HEALTH

1. It is the policy of Lee County that employees with infectious, life-threatening, or other serious diseases may work as long as they are physically and mentally able to perform the duties of their job without posing a direct threat to their own health or that of other employees or citizens.
  - a) The County will support, where feasible and practical, educational programs to enhance employee awareness and understanding of serious diseases.
  - b) Employees afflicted with a serious disease who are able to perform essential job functions, with or without a reasonable accommodation, are to be treated no differently than any other employee. Employees with a physical or mental condition that rises to the level of a disability and who need a reasonable accommodation should inform the

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Equal Opportunity Manager or Employee Health of their need as soon as possible. The employee's medical condition will be kept confidential as required by law. (See Policy 201.)

- c) The County will maintain the confidentiality of the diagnosis and medical records of employees with serious diseases, as required by law. Information relating to an employee's serious disease will not be disclosed to other employees unless the information is, in the opinion of the County, necessary to protect the health and safety of the employee, co-worker, or others.
- d) The County will comply with applicable occupational safety regulations concerning employees exposed to blood or other potentially infectious materials. Universal precautions, engineering and work practice controls and personal protective equipment will be utilized to limit the spread of disease in the work place.
- e) Employees who refuse to work with or perform services for a person known or suspected to have a serious disease, without first discussing their concern with a supervisor or Employee Health Services, will be subject to discipline, up to and including termination.

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