

Tyler County
Accident Prevention Plan

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Management Support

1.1 Safety Policy Statement

Tyler County is committed to providing a safe and healthful work environment for all of its employees and others that may work, visit, or enter its facilities. The objective of the Tyler County Accident Prevention Plan is to prevent accidents, to minimize accident consequences, to reduce the frequency and severity of injuries, and to ensure the safety of employees and the public.

It is our absolute conviction that we have a responsibility to provide a safe and healthful work environment for our employees and all others that may be affected by the business we conduct. We will make an effort to provide a working environment that is free from recognized hazards.

We recognize that the success of our safety and health program is contingent and dependent upon support from the Commissioners' Court, management, and supervisors, as well as all employees of the county.

If you have any questions or concerns about employee safety and health, please contact Burtis Conner, Safety Chairman.

1.2 Safety Committee Members

Chairperson	Mike Marshall	Comm, Pct. 3	mmarshall@co.tyler.tx.us	409-283-7013
Member	Doug Hughes	Comm, Pct. 2	dhughes@co.tyler.tx.us	409-283-7013
Member	Milton Powers	County Judge	countyjudge@co.tyler.tx.us	409-283-2141
Member	Burtis Conner	Maintenance	Burtisconner@co.tyler.tx.us	409-283-7013
Member	Leann Monk	Treas/HR	lmonk.cotreas@co.tyler.tx.us	409-283-3054
Member	Jackie Skinner	Auditor	jskinner.aud@co.tyler.tx.us	409-283-3652
Member	Bryan Weatherford	Sheriff	Weatherford.sheriff@co.tyler.tx.us	409-283-2172

1.3 Authority and Accountability Statement

The Committee under the direction of Commissioners Court is responsible for coordinating and administrating the Tyler County Accident Prevention Plan. Some of the assigned duties include: directing the development of loss control policies and procedures, performing inspections, establishing and directing the county's safety training efforts, assisting with accident investigations, acting as liaison between Commissioners' Court, other elected officials, and the Safety Committee, establishing safety goals and objectives, and generally directing safety and accident prevention activities.

Employees are expected to be committed to the county health and safety program and actively assist in providing a safety and healthful workplace. Employees are to abide by the policies, procedures, and rules set forth by the program.

Recordkeeping Component

2.1 Records and Documentation Statement

Tyler 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. Tyler County will implement and maintain an active, up to date recordkeeping program.

2.2 Injury and Illness Data

Tyler County Auditor's Office will maintain records of all work-related injuries and illnesses to employees. Copies of the records will be sent to the county's Claims Coordinator's office.

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

Applicable forms or records:

- Division of Workers Compensation First Report of Injury, DWC-1
- Accident Investigation
- Accident log

2.3 Safety and Health Surveys and Inspections Program

Tyler County Treasurers Office and individual department heads will maintain and review records of all safety audits and inspections that are conducted within their respective areas. This includes comprehensive safety survey reports as well as records to document action taken to correct identified deficiencies. The retaining period will be according to the recordkeeping plan.

2.4 Safety and Related Meetings

Tyler County Treasurers Office will maintain accurate records of all proceedings associated with the safety and health program of Tyler County. Examples of forms and records of the health and safety program include:

- Agendas, minutes, records, and data, including training information used during safety meetings or other gatherings in which safety and health issues were discussed.
- 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.
- Employee injury report
- First report of injury
- Accident investigation forms
- Witness reports
- Supporting data including photographs, sketches, maps, etc.
- Plan of corrective action and records of corrective action or preventative measures implemented

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

The Treasurer 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.

2.5 Training Records

Treasurer's Office will document and maintain records of all safety and health-related training. Examples of forms or records used during training include:

- Sign in sheets
- Description of training
- Copies of presentation slides
- Copies of materials distributed during the training session

2.6 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. Responsible Person or Office will ensure proper records and documentation of all accident and incident investigation activities are maintained and reviewed according to the Accident Investigation Component.

2.7 Equipment Inspection and Maintenance

Each Office will maintain records and data pertaining to equipment inspection and maintenance programs performed at or with each facility. Examples of these types of records include:

- Vehicle inspections
- 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.

Analysis

3.1 Trend Analysis

Tyler County will consult with TAC Risk Management to review the trend analysis annually.

Education & Training

4.1 Training Program Development

Tyler County is committed to providing safety and health related orientation and training to all employees. The Safety Committee will develop, implement, and maintain a safety and health orientation and training program.

The purpose of the training element is to educate and familiarize employees with safety and health procedures, rules, and work practices of the county.

4.2 Ongoing Training

The training subjects, materials and semi-annual training schedule will be developed to comply with all applicable laws and regulations. In addition, training will be developed utilizing site specific, potential hazards, accident and incident information data, and safety training analysis.

4.3 Orientation

Orientation training will be administered to all new employees prior to the initial work assignment and to employees assigned to new or different jobs.

Orientation will consist of discussion of all county required policies, as well as job and site specific safety and health information.

4.4 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
- Subject matter
- Legible name of attendee(s)
- 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.

Inspections

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

5.1 Comprehensive Surveys

The county has arranged for each operating location to receive a comprehensive safety and health audit, at least on an annual basis. These audits will identify existing and potential hazards, non-compliance issues and to evaluate the overall effectiveness of the Accident Prevention Plan.

5.2 Safety and Health Self-Inspections

The department/office head at each location will conduct or delegate self-inspections that will cover the entire department and all equipment. 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.

Accident Investigation

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.

6.1 Hazard Correction

Whenever possible and feasible, hazards identified through accident investigation will be corrected in order to eliminate the cause of the hazard at the source. This will include, but not be limited to, the following:

- Discontinuation or removal of hazardous chemicals, materials, or substances from the workplace;
- Discontinuation of use or removal of hazardous equipment until replaced or repaired; and
- Correction of any unsafe act or conditions in existence, by service or training.

6.2 Hazard 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
- Personal protective equipment

6.3 Accident Reporting and Investigation

The supervisor or EO will investigate all work-related accidents and near miss incidents involving employees or company property to develop preventive measures and implement corrective actions and report the findings to appropriate office or safety committee.

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 investigation policy.

6.4 Employee Reporting

All county employees are required to report all accidents or incidents that occurred in the scope of their employment. All accidents and incidents must be reported to the department manager, foreman, or supervisor immediately, but no less than 24 hours. A first report of injury or DWC-1 must be filed by the injured employee, by phone, text, or email, if possible, to facilitate a quick investigation before the surrounding conditions change. Reports may be filed by contacting the County Auditor's Office at 409-283-3652. Once notified, the immediate supervisor will begin the investigation. Both the DWC-1 and the Accident Investigation Form will be provided to the claims coordinator within 24 hours, but no later than 3 days after knowledge of the accident or incident.

6.5 Investigation Timeline

It is the responsibility of the respective supervisor/manager/foreman 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. This will be referred to as a near miss.

The investigation will be conducted immediately, but no later than 3 working days after knowledge of the incident. If an investigation is not conducted in 3 working days, documentation should be kept as to why the investigation was not conducted. The investigation will be recorded on the accident investigation form by the department supervisor. Immediately upon completion (no later than 5 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 Auditor's Office.

6.6 Department Responsibility

The department head will review the investigation report and evaluate the contributing factors of the accident outlined in the report. The manager should take into consideration the causes of the accident and immediately evaluate his/her work area for similar problems. The manager/foreman 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 the Safety Committee.

6.8 Action by Commissioners' Court

The Commissioners' Court will provide support as needed to correct these hazards in an appropriate manner.

6.9 Employer Reporting

The Claims Coordinator will report the following accidents to local, state, and federal agencies as required:

- Texas Association of Counties Risk Management Pool or applicable insurance agency – fatalities, injuries, or accidents resulting in medical treatment or monetary loss.
- Texas Department of Insurance, Division of Workers' Compensation - fatalities and accidents involving five (5) or more injuries will be reported within 24 hours.
- Lost workday cases other than fatalities:
 - Covered employers report to the Texas Department of Insurance, Division of Workers' Compensation 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
 - Bloodborne pathogen exposure within 24 hours to the Texas Department of Health.

6.10 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
- Corrective action implemented or preventive measures taken (including safety and health program adjustments)

Program Review and Revision

7.1 Periodic Review and Revision of Program Components

The Safety Committee, along with TAC Risk Management, will review, at least annually, and revise the components of the Accident Prevention Plan for effectiveness and implementation.

Signed on this the ()th Day of (), ()

Milton Powers, County Judge

Joe Blacksher, Commissioner PCT 1

Doug Hughes, Commissioner PCT 2

Mike Marshall, Commissioner PCT 3

Buck Hudson, Commissioner PCT 4