

WEBB COUNTY

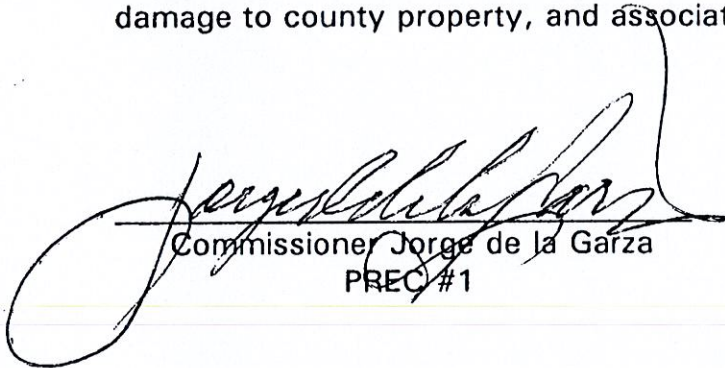
SAFETY MANUAL

SAFETY POLICY STATEMENT

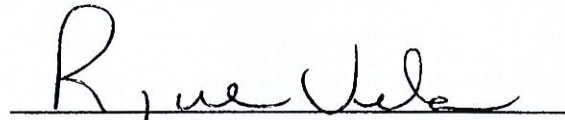
The Court of Commissioners for the County of Webb recognizes the importance of providing a safe environment for its employees and citizens. In an effort to provide the safest possible working environment for county employees and the public that uses county facilities, the Court of Commissioners has established a formal Safety Program.

In order for this Safety Program to be successful requires the cooperation and participation of all employees. Therefore, all county employees are responsible for safety and it is expected that they will perform their jobs and conduct themselves in compliance with applicable safety policies, procedures, and standards.

The County of Webb Safety Manual outlines minimum safety requirements for each department and office. Individual departments and offices are encouraged to take all necessary steps to improve safety within their respective organization. By working together, we can provide a safer environment that reduces unnecessary injuries, damage to county property, and associated costs.

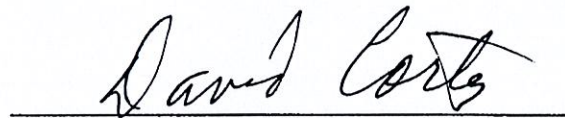


Commissioner Jorge de la Garza
PREC #1

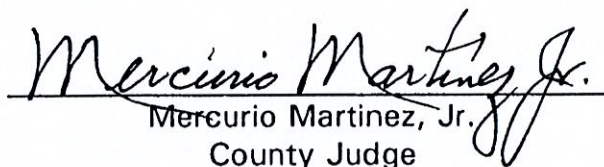


Commissioner Roque Vela
PREC #2

Commissioner Rick Reyes
PREC #3



Commissioner David Cortez
PREC #4



Mercurio Martinez, Jr.
County Judge

TABLE OF CONTENTS

SAFETY POLICY STATEMENT	1
EXECUTIVE SAFETY COMMITTEE	2
SAFETY RESPONSIBILITIES	3
GENERAL SAFETY RULES	7
EMERGENCY PREPAREDNESS	11
USE OF PERSONAL PROTECTIVE EQUIPMENT	14
ACCIDENT REPORTING PROCEDURES	15
MOTOR VEHICLE SAFETY	17
RESPONSIBILITY FOR COUNTY VEHICLES	20
CONDUCTING A SAFETY INSPECTION	21
- Safety Inspection Report Form	22
CONDUCTING AN ACCIDENT INVESTIGATION	26
EMPLOYEE COUNSELING	28
- Safety Procedures Counseling Record	29

EXECUTIVE SAFETY COMMITTEE

In an effort to promote safety throughout all levels of Webb County, the Court of Commissioners supports the formation of a County-wide Executive Safety Committee.

The purpose of the Executive Safety Committee will be:

- To create and maintain an active interest in safety issues.
- Serve as an effective means for the communication of safety issues.
- Review accident data, records, and reports on safety issues.
- Discuss and review safety issues. Develop recommendations that may address these safety issues in an advisory capacity.
- Provide input for the further improvement of the safety program.
- Provide feedback from County departments on safety training issues and review appropriate safety training programs for employees.

The Risk Manager will be responsible for the selection of employees to serve on the Executive Safety Committee. Membership will be on a volunteer basis and be for a specified time period. Committee membership will be on a rotating basis. The selection of members will attempt to provide a broad representation of management, supervisors, and employees from throughout the County. The Risk Manager and a representative from the County Attorney's office will serve as permanent members of the Executive Safety Committee in a non-voting capacity.

PENDING COMMISSIONERS COURT APPROVAL

EXECUTIVE SAFETY COMMITTEE

In an effort to promote safety throughout all levels of Webb County, the Court of Commissioners supports the formation of a County-wide Executive Safety Committee.

The purpose of the Executive Safety Committee will be:

- To create and maintain an active interest in safety issues.
- Serve as an effective means for the communication of safety issues.
- Review accident data, records, and reports on safety issues.
- Discuss and review safety issues. Develop recommendations that may address these safety issues in an advisory capacity.
- Provide input for the further improvement of the safety program.
- Provide feedback from County departments on safety training issues and review appropriate safety training programs for employees.

The Risk Manager will be responsible for the selection of employees to serve on the Executive Safety Committee. Membership will be on a volunteer basis and be for a specified time period. Committee membership will be on a rotating basis. The selection of members will attempt to provide a broad representation of management, supervisors, and employees from throughout the County. The Risk Manager and a representative from the County Attorney's office, **and the Building Maintenance Director** will serve as permanent members of the Executive Safety Committee in a non-voting capacity. **A Sergeant at Arms will be voted upon by the Committee. If the Sergeant of Arms misses more than three (3) meetings within the year, then a replacement will be elected.**