

**MONTGOMERY COUNTY, TEXAS  
EMPLOYEE POLICY MANUAL  
6. SAFETY**

**6.0 SAFETY POLICY**

**PURPOSE** 6.0-1 Montgomery County is committed to protecting the safety and health of its employees. Utilizing safe work practices is an integral part of every job in the County, and supervisors are encouraged to include safety as a factor in all performance evaluations.

**RESPONSIBILITY** 6.0-2 The safety program, although administered by the Risk Management Department, is a shared responsibility between elected officials/department heads, supervisors and employees.

A. Management shall:

1. Constantly be on the alert to observe and correct safety deficiencies quickly;
2. Ensure that all employees are properly trained to safely perform their duties;
3. Ensure that all employees properly use the equipment necessary to perform their duties;
4. Enforce all safety rules and policies;
5. Counsel employees and take appropriate action related to unsafe work practices;
6. Report all on-the-job injuries and illnesses to Risk Management; and
7. Investigate or facilitate the investigation of all accidents or near accidents in their work areas.

B. Employees shall:

1. Abide by all safety rules established by Montgomery County;
2. Immediately report on-the-job injuries and illnesses to their supervisor;
3. Stop any operation or deactivate any equipment in case of imminent danger to life or health;
4. Report any unsafe acts or unsafe conditions observed to their supervisor for appropriate action; and
5. If an unsafe condition or practice is allowed to continue, report the condition or practice to the Director of Risk Management.

**RETALIATION** 6.0-3 Unsafe acts and conditions can be reported to Risk Management without fear of retaliation.