

Navarro County Accident Prevention Plan

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1.0 Management Support

1.1 Safety Policy Statement

Navarro 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 Navarro 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 the policy of Navarro County to manage and conduct operations and business in a manner that offers protection to all employees and any other person that may be affected by county operations and business.

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.

1.2 Authority and Accountability Statement

Human Resources Coordinator is responsible for coordinating and administrating the Navarro 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, establishing safety goals and objectives, and generally directing safety and accident prevention activities.

The immediate supervisor of an employee has the authority to reprimand and recommend disciplinary actions for employees that violate the safety and health policies of the county.

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

2.0 Recordkeeping Component

2.1 Records and Documentation Statement

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

2.2 Injury and Illness Data

Human Resources Coordinator will maintain records of all work-related injuries and illnesses to employees.

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
- Incident/Accident Reports

2.3 Safety and Health Surveys and Inspections Program

Individual department heads will maintain and review records of all safety audits and inspections that are conducted within their respective areas. Examples of such audits and inspections include:

- Comprehensive safety survey reports as well as records to document action taken to correct identified deficiencies
- precinct barn inspections
- office inspections
- jail inspection

The retaining period will be according to the recordkeeping plan.

2.4 Safety and Related Meetings

Human Resources Coordinator will maintain accurate records of all proceedings associated with the safety and health program of Navarro 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

2.5 Training Records

Human Resources Coordinator 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
- TCOLE lesson plans
- Copies of materials distributed during the training session

All safety and health related training provided to employees of Navarro County will be documented. This documentation will be maintained as proof of attendance and reviewed to assist in determining the need for additional or repeated training for employees on an individual basis.

2.6 Accident Investigation

The need for accident investigation will be determined on a case by case basis by the direct supervisor of the employee involved. Any accidents involving injury or illness that are deemed to be investigated, shall be documented by the employee's direct supervisor.

2.7 Equipment Inspection and Maintenance

Each individual office will be responsible in maintaining records and data pertaining to equipment inspection and maintenance programs performed at or with each facility. Examples of these types of records may include:

- Daily vehicle inspections
- 3000 mile car, patrol car, and pick up truck inspections
- 250 hours 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. The documentation will be utilized to determine an effective, ongoing equipment maintenance program and to ensure compliance with regulations that require inspections on certain equipment.

3.0 Analysis

3.1 Trend Analysis

The Human Resources Coordinator will contact Texas Association of Counties Risk Control Consultant to conduct a claim analysis on an annual basis.

Trend analysis will identify recurring accidents and near miss incidents resulting in or potentially involving injury, illness, and/or property damage. The analysis will also recognize repeatedly identified hazards/violations needing corrective action to establish which program component is failing; therefore, allowing the hazard to exist.

Any trends identified during the analysis, employees will be made aware of during regular training.

Corrective measures will be implemented by individual departments.

4.0 Education & Training

4.1 Training Program Development

The purpose of the training element is to educate and familiarize employees with safety and health procedures, rules, and work practices of the county. Navarro county will require involvement and participation of all department heads, supervisors, and employees. Furthermore, the county will support the orientation and training program by allocating funding, staff, resources, and time to develop and implement this element of the program.

4.2 Ongoing Training

The training subjects, materials and the 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.

All employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable information prior to returning to any job assignment.

4.3 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.

5.0 Inspections

Navarro 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 Roof Inspections

Navarro County Maintenance Department will observe roofs of each county building one time annually.

5.2 Elevator Inspections

Navarro County will maintain contract(s) with third party vendor(s) to complete annual inspections on elevators located in the Courthouse and Detention Center.

5.3 Comprehensive Surveys

On an as needed basis, or as recommended by TAC Risk Control Consultant, a comprehensive survey will be requested and performed. These audits will identify existing and potential hazards, non-compliance issues and to evaluate the overall effectiveness of the Accident Prevention Plan.

5.4 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. This will be completed on a frequency determined by the department head. Management will allocate adequate time and resources to perform the surveys.

Employees must be notified of the hazards that pose an immediate threat of physical harm or property damage, immediately after the discovery of the condition, as well as of the measures or steps required to eliminate, correct, or control the hazard.

Management will review the inspection checklists and any other established documentation to ensure that a course of corrective action and timeline has been established for eliminating each deficiency.

Reports generated, as a result of comprehensive surveys by TAC or other state agencies, will receive immediate attention and consideration. All hazards identified and the recommendations will be acted

upon in a timely manner. All methods of addressing the issues contained in the reports will be documented in writing and a copy maintained with the survey report.

6.0 Accident Investigation

Management is committed to and will work to 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 in 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 Department Head/Elected Official will investigate work-related accidents and near miss incidents involving employees or company property to develop preventive measures and implement corrective actions.

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 Human Resources Coordinator at 903-654-3039 or jwright@navarrocounty.org. The DWC-1 and any related documentation will be provided to the Human Resources Coordinator within 24 hours, but no later than 3 days after knowledge of the accident or incident.

6.5 Department Responsibility

The department head will review any accident related documentation and evaluate the contributing factors of the accident. 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 Human Resources Coordinator.

6.6 Action by Commissioners' Court

The Commissioners' Court will provide support as needed to correct these hazards in an appropriate manner. The Commissioners' Court, with the assistance of the supervisor, will develop a timeline for correction by the department manager/foreman. The manager/foreman must post notice of the hazard or problem and take appropriate interim measures to prevent accidents from recurring.

6.7 Employer Reporting

The Human Resources 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.

6.8 Documentation

All activities and findings of the investigators will be documented and recorded for review. Accident investigation documentation may record, but is not limited to, 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)

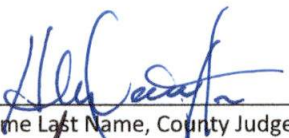
7.0 Program Review and Revision

7.1 Periodic Review and Revision of Program Components

Human Resources Coordinator will review or revise the components of the Accident Prevention Plan for effectiveness and implementation, at least annually.

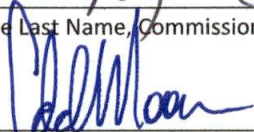
After review/revision, the Navarro County Accident Prevention Plan will be provided to Commissioners' Court for review and approval.

Signed on this the 14 Day of November, 20 22.


H. M. DAVENPORT, Jr.
First Name Last Name, County Judge


JASON GRANT
First Name Last Name, Commissioner PCT 1


Edie Perry
First Name Last Name, Commissioner PCT 2


EDIE MOORE
First Name Last Name, Commissioner PCT 3


JAMES OISEN
First Name Last Name, Commissioner PCT 4