

Converse County Road & Bridge Department Policy

Establishing Safety Year, Personal Protective Equipment, and Appearance Guidelines

I. Purpose

- a. To help retain our professional image and public confidence, all employees of Converse County Road & Bridge are required to have a neat, clean appearance at all times.
- b. To establish rules for appearance which reflect positively upon individual competency, efficiency, and pride as a member of Converse County Road & Bridge.
- c. To establish rules for adhering to proper personal protective equipment (PPE) as per federal guidelines and to keep employees of Road & Bridge safe and protected during shifts.
- d. For the purpose of this policy, “Eligible Employee” is defined as:
 - i. Employees employed during the safety year of June 1 – May 31; and
 - ii. Employees who are classified as a full-time or half-time employee; and
 - iii. Employees who have worked at least 1,040 hours out of the safety year period; and
 - iv. Employees who do not have any disciplinary actions and/or probationary periods pending against them.

II. Rules & Regulations

- a. All eligible employees are required to wear proper PPE for specific work areas, duties, and seasons.
 - i. Safety-toe boots meeting ASTM F2413 Standards, safety glasses, and/or safety shields must be worn at all times within the designated areas.
 1. All eligible employees who are required to wear safety-toe boots and/or safety eyewear may purchase and be reimbursed up to \$150.00 per safety year for approved safety-toe footwear and/or safety eyewear.
 - ii. High-visibility apparel conforming to ANSI/ISEA 107 Standards must be worn at all times while operating company vehicles and working on County roads.
- b. All Road & Bridge employees shall report any incident including personal injury and/or property damage to their immediate supervisor at the time of the incident, or within a reasonable timeframe taking all safety precautions into consideration. Supervisors are responsible for reporting the incident to the Road & Bridge Superintendent within a reasonable timeframe.
 - i. Failure to report an incident may result in disciplinary action, up to and including termination.
 - ii. All incidents will be reviewed by a non-biased panel as appointed by the Road & Bridge Superintendent on a case-by-case basis.
 1. This panel will submit recommendations to the Road & Bridge Superintendent regarding their findings, which identify if the incident was preventable or non-preventable.
 - a. If preventable, the employee may be subject to disciplinary action as determined by the Road & Bridge Superintendent. Furthermore, the panel will submit potential solutions in order to avoid the incident in the future.
 - b. If non-preventable, the employee will not be subject to disciplinary action. Furthermore, the panel will submit potential solutions in order to avoid the incident in the future.

III. Safety Bonus Eligibility

- a. All eligible employees who adhere to the provisions within this policy and meet the eligibility as defined above will receive a safety bonus as determined each year through budgetary considerations.

Employee Signature

Date