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|  | **Title**: | EMPLOYEE SAFETY | | **Policy #** | | G.3.01 |
| **Division:** | Administration, Pathology, Forensic, Investigation | | **Page:** | | Page 1 of 3 |
| **Coroner Signature:** | |  | **NAME Reference:** | | A4a,A4b,A4e,A4i, C5h,G1e | |
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**POLICY**:

The Ada County Coroner’s Office (ACCO) is committed to providing and maintaining a safe environment for all staff, in addition to supporting safe occupational practices, aligning with Occupational Safety and Health Administration (OSHA) standards.

**PROCEDURE**:

1. **General**
   1. Vaccinations, immunizations, and follow-up testing shall be made available to all *at risk* employees at no cost to the employee.
      1. The *at risk* determination shall be made by the Coroner, Chief Deputy, or their designee.
   2. Personal Protective Equipment (PPE) will be made available for the protection of staff while working in situations that warrant their use.
   3. Staff shall be made aware of potential hazards; and in addition, be trained and demonstrate proficiency in the safe practices and techniques within their area of duty.
2. **Employee**
   1. Shall comply with all ACCO safety procedures, and actively participate in identifying ways to make the office a safer place to work.
   2. For occupational exposure to blood, or other potentially infectious material (OPIM), employee must don/doff PPE that is in good working condition, in accordance with the manufacturer’s directions, and in alignment with ACCO standard operating procedure.
   3. Shall report unsafe conditions/situations as soon as reasonably possible, to the Division Supervisor.
   4. Shall report any injury/exposure sustained while in the performance of duty, to the Division Supervisor immediately.
3. **Division Supervisor**
   1. Responsible for the health and safety of employees within their division.
   2. Shall monitor the workplace for unsafe conditions, take prompt action to eliminate hazards, observe employees for unsafe actions, and respond to reports of injury/exposure.
   3. Shall notify their superior and Ada County Risk Management with reports of injury/exposure, completing appropriate documentation.
   4. Ensure employees have received training on the safe operation of equipment/tasks before beginning work, and that each employee is competent.
   5. Ensure that employees don/doff proper PPE in alignment with standard operating procedure.
   6. Offer recommendations to management regarding work practices/equipment to improve employee and workplace safety.
4. **Management**
   1. Identify and correct hazards, and plan for foreseeable emergencies.
   2. Ensure that safety practices and techniques are followed, confirming initial and ongoing training for employees and supervisors.
   3. Ensure that all incidents are fully investigated, and corrective action is taken to prevent hazardous conditions/behaviors from repeatedly occurring, maintaining a documented record of injuries and illnesses while in the performance of duty.
5. **Facility and Equipment**
   1. Necessary equipment shall be available, adequate, calibrated, and regularly maintained, in accordance with ACCO Policy: *Maintenance and Calibration.*
   2. Morgue facility
      1. Shall be equipped with the following:
         1. Appropriate PPE
         2. Biohazard receptacles
         3. Material safety data sheets (MSDS)
         4. Fire extinguisher(s)
         5. Emergency eyewash and shower
         6. First aid station(s)
      2. Shall be appropriately sized to accommodate normal and peak case load.
      3. Refrigeration unit temperature shall be checked and maintained regularly.
      4. Equipment, tables, and floors shall be kept clean and disinfected after use.
      5. Decedents shall be enclosed in a clean, disposable, body bag to prevent fluid exposure and placed within the refrigeration unit.
      6. Freezer units shall be utilized as necessary, or as directed by the Ada County Coroner, or designee.
6. **Radiation Safety** 
   1. Radiation Safety Program
      1. Intended to ensure the safety of all personnel working in areas of possible radiation exposure.
      2. Provides information aiding authorized personnel in the utilization of ionizing radiation; ensuring radiation protection and adherence to established regulations.
      3. Provides guidance on the identification of exposure limits for personnel, and the appropriate corresponding actions.
      4. A Radiation Safety Officer will be designated to ensure that radiation safety is understood and adhered to and shall promptly investigate and implement corrective actions as necessary.
   2. Personal radiation monitoring devices will be provided for all personnel working in proximity to equipment.
      1. Monitoring devices shall be worn, handled, and checked in accordance with standard operating procedure.
7. **Ergonomics - Repetitive Motion Injury (RMI)**
   1. The ACCO recognizes the importance of proper body mechanics and workplace design in the prevention of repetitive motion injuries as part of its overall health and safety effort.
   2. The ACCO will work towards designing operations that ensure procedures, tasks, and workstations do not impose undue stress and strain on employees, including:
      1. Computer workstations
      2. Morgue laboratory practices
      3. Lifting practices
   3. Employees must utilize equipment correctly and implement proper working techniques.
   4. Cooperation and communication between the Division Supervisor and employee shall be necessary to identify, address and/or correct ergonomically related issues.
   5. Employees shall cooperate in the early identification, and reporting of hazards and/or injury symptoms, or work environments.
   6. If an employee is experiencing any signs or symptoms of RMI, the employee shall report the symptoms to the Division Supervisor.
   7. Each Division Supervisor shall support, or recommend, proper training for ergonomics for staff, and respond to reports of injury, notifying Ada County Risk Management and completing the appropriate documentation as necessary.