

Safety

The personal safety and health of each employee of the County of Cottonwood and the prevention of occupationally induced injuries and illnesses is of primary importance. To the greatest degree possible, management seeks to maintain a safe and hazard-free work environment.

Employees will receive a copy of Cottonwood County's Safety Manual. Employees are to read the manual carefully and ask questions about items that are unclear. As a condition of employment, employees are required to develop safe work habits and to contribute to the safety of themselves and others. Employees refusing to follow safety rules and regulations shall be subject to disciplinary action up to, and including, termination.

To be successful, the safety program must be the shared responsibility of all employees. Employees are required to:

- Immediately report to supervisor all unsafe equipment, practices or procedures, which pose a threat to the safety of employees or others.
- Cooperate with and assist in the investigation of accidents to identify the causes and to prevent recurrence.
- Observe and promote safe work habits.
- Report injuries to supervisor immediately.

Notice of Injury to Public

Each employee shall report to the Human Resource Office any instance of injury to the person or property of a member of the public as a result of operation of Cottonwood County property under their control. They are expected also to report any instance of injury to a member of the public arising from an incident on Cottonwood County property, which comes to their attention. In all cases, the Human Resources Office must be notified of the incident.

Property Damage Reporting

An employee involved in an incident, which results in damage to Cottonwood County property must submit a report of the incident to the Human Resources Office within twenty-four (24) hours of the occurrence.

Vehicular accidents also require a copy of the Minnesota Motor Vehicle Accident Report.

In all cases, the incident must be reported to the Human Resources Office.