

DuPage County Environmental, Safety, Health & Property Loss Control Program Safety Responsibilities of Employees

Employees:

All employees are responsible to learn and comply with all safety, fire prevention, security, environmental, health rules and regulations applicable to their work.

It is their further responsibility to support the County in providing a safe place to work, and to the best of their ability protect themselves, co-workers and the public against injuries or illnesses.

Each individual employee will be responsible for, but not limited to:

1. Protection of self, coworkers, the public and property from injury or physical damage to the best of their ability.
2. Full compliance with applicable provisions of the DuPage County Environmental, Safety, Health & Property regulations and other supervisory instructions.
3. Only performing work/operations that they have been specifically trained and instructed to do safely.
4. Employees have the right to refuse to perform a job assigned if they feel their safety or the safety of their co-workers is jeopardized. They then must explain to their supervisor why they feel they cannot perform the job safely.
5. Immediately upon discovery employees shall report all safety, fire, security, environmental and health hazards or conditions to supervisors.
6. Immediately report all injuries or physical damage to their supervisor, no matter how slight, and complete all necessary forms within 24 hours of the injury / damage.
7. Employees are required to wear and utilize all prescribed Personal Protective Equipment, safety equipment and apparel. They should exercise due care in maintaining the PPE , equipment and apparel in a safe and sanitary condition.
8. Cooperating during an injury or incident investigation.
9. Violations of established safety guidelines/policies or procedures may result in corrective action up to and including termination of employment.