Spartanburg County is committed to providing a safe working environment. All employees should be safety-conscious, follow safety rules, and immediately alert management to any conditions in the workplace that are believed to be unsafe or unhealthy. All employees are expected to abide by safe work practices and adhere to general safety rules to ensure their safety as well as the safety of coworkers.

Accident prevention is important to the well-being of Spartanburg County’s employees and citizens. It also is a factor in the County’s overall operating expenses. Should an accident occur, employees will consider how the accident could have been prevented and take the necessary steps to prevent a similar accident in the future. It is the responsibility of each employee to conduct all tasks in a safe and efficient manner, complying with all local, state and federal safety and health regulations, programmatic standards, and any special safety concerns identified by Spartanburg County for use in a particular area. Violation of a safety rule, policy, or otherwise engaging in unsafe practices may result in disciplinary action, up to and including termination.

More comprehensive safety policies are contained in the Safety Program Manual that is available to each employee in the work area and/or on the County’s intranet site. Such Manual should be used in conjunction with the information provided in this Handbook.

9.1 SAFETY RULES

Spartanburg County is committed to the safety of its employees, property and equipment. However, the most important part of safety is YOU. It is each employee’s responsibility to abide by the safety rules; these rules are made for each employee’s protection.

Our employees perform a wide range of functions in various locations. The following is not a complete list of safety rules and these rules are not intended as a substitute for common sense and good judgment. Although some safety rules apply only to specific positions, all employees are expected to comply with the following rules:

- Use common sense in performing your duties.
- Report any and all work injury/illness to your supervisor or the Risk Manager immediately.
- Report any and all unsafe conditions to your supervisor or the Risk Manager immediately.

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• Do not use any equipment, vehicles or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect your judgment.

• Keep your work area neat and tidy.

• Use mechanical devices or request assistance in lifting heavy loads.

• Do not use tops of cabinets or bookcases for extra storage or displays.

• Be sure that aisles or exits are kept clear; do not let cords interfere with walkways.

• Keep paper clips, tacks, pins and other objects off the floors.

• Store all sharp objects properly when not in use.

• Open and close doors cautiously and use extra caution at blind hallway intersections.

• Open only one file cabinet drawer at a time to avoid tip-over. Cabinets also should be loaded from bottom to top and emptied in the reverse order.

• Report or clean up all spills immediately.

• Only use approved step stools, platforms or approved ladders for climbing.

• Report or replace frayed electrical cords.

• Hard-toed shoes must be worn when working on jobs where heavy objects may fall or as otherwise required by assigned job duties.

• Safety goggles or glasses and hearing protection will be provided when necessary. These protective devices must be used when breaking out concrete or asphalt, grinding, using a cutting torch, welding, sanding, using chisels, chipping slag, breaking rock, handling hazardous materials, operating loud power tools and machinery and as otherwise required by assigned job duties.

• Wear clothes suited for the job. This means hard-soled work shoes, shirts and long pants where appropriate. If working around equipment with moving parts, jewelry should be removed before reporting to the job.

• Locate the first aid kits that are available in the work area.

• All gasoline and petroleum-based products shall be stored in approved safety cans or the original manufacturer’s container.

• Know where fire extinguishers are located and know how to use them if you need to.

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• Read and maintain copies of all Safety Data Sheets supplied with hazardous materials and abide by the instructions.

• Use tools only for intended purposes. Do not use broken or dangerously dull tools. Defective materials or tools must be turned in and must not remain on the job. Do not attempt to operate special machinery or equipment without permission and instructions.

9.2 SAFETY DATA SHEETS (SDS)

Spartanburg County will keep Safety Data Sheets (SDS) on all hazardous substances and materials in designated areas within each department. Employees should help ensure that SDS are kept in the respective areas or report missing SDS to the immediate supervisor or the Risk Manager.

9.3 TOBACCO-FREE ENVIRONMENT

Spartanburg County is committed to providing a safe and healthy work and living environment for its employees and customers. Smoking and/or the use of tobacco products in any form and the use of e-cigarettes regardless of whether they contain tobacco is permitted only in specifically designated areas of County property. Smoking and/or use of tobacco products in any form and the use of e-cigarettes regardless of whether they contain tobacco is prohibited at all times in County-owned or -leased vehicles. Smoking and/or use of tobacco products in any form and the use of e-cigarettes regardless of whether they contain tobacco is not permitted at any time while providing service to County customers or otherwise conducting County business regardless of location. If an employee has a question about the designated area location, the employee’s immediate supervisor can assist. A violation can be subject to disciplinary action up to and including discharge. See Chapter VII, Section 7.8.

9.4 DRUG AND ALCOHOL (SUBSTANCE ABUSE) POLICY FOR EMPLOYEES

A. STATEMENT OF PURPOSE

A.1 Spartanburg County (County) is firmly committed to a safe, healthy and productive work environment free of accidents and injuries resulting from the misuse of alcohol or drugs. The unlawful or improper presence or use of drugs or alcohol in the workplace presents a danger to everyone. For these reasons, the County has established the following substance abuse policy. As provided below, drug and alcohol testing is an integral part of our substance abuse policy. Compliance with the policy is required as a condition of continued employment with the County.

A.2 This policy applies to all County employees, including employees in managerial or supervisory positions. Employees in positions subject to Department of Transportation testing are covered by a separate policy.

A.3 The County maintains a policy of non-discrimination and will endeavor to make

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• Absenteeism: Tardiness and excessive use of sick leave
• Staff Turnover: Substance-abusing employees have disorganized lives. Many quit rather than face detection. Others transfer or are fired because of poor or unsafe performance.
• Lower Productivity and Work Quality: As with alcohol abusers, substance-abusing employees perform at about two-thirds of their actual work potential. Shoddy work, rework and material waste may be evident. For drivers, decreased mental and physical agility and concentration causes increased cargo damage or passenger complaints, missed schedules, incomplete or lost shipments and more traffic accidents.
• Equipment Breakdown: Again, substance-abusing employees often do not maintain their equipment, either because they have lost interest in their job, or look forward to having equipment declared out of service as a means of avoiding work.
• Poor Morale: Chronic substance abusers create the same atmosphere as alcohol abusers in the workplace. Non-drug using employees often view them as poor team workers and a hazard to the safety of others.
• Increased Accidents and Near Misses: Substance abusers are 3.6 times more likely to be involved in an accident. Even small quantities of controlled substances in the system can cause a deterioration of alertness, clear-mindedness and reaction.

9.7 DRIVING RECORDS

Any employee who is required as a condition of employment to possess and maintain a valid driver’s license must inform his/her direct supervisor immediately (no later than the employee’s next work day) in the event that the driver’s license is denied, expired, suspended or revoked.

Review of driver’s license status will be conducted periodically by the Risk Manager. Any employee that is found not insurable by the insurance carrier would therefore be relieved of his/her current driving position. For employees who drive vehicles in the course of job duties for the County, an accident, citation for D.U.I., D.W.I., or any other serious driving violation or citation (even those occurring off duty) may create an unacceptable driving record. An unacceptable driving record may result in an employee not being allowed to drive a County vehicle or other discipline, up to and including immediate separation from employment.

9.8 VEHICLE AND DRIVER SAFETY

The safety and well being of employees is of critical importance to Spartanburg County. Each employee has a responsibility to not only protect himself/herself when on the road but also to help protect others. Employees that are required to drive on County business at any time will be expected to consistently follow all the policies and procedures below.

Only authorized employees may operate County vehicles. If a County vehicle incurs any damage while under the responsibility of a particular employee, that employee must report the damage immediately and may be responsible for paying some or all of the repair costs, to be determined in the County’s sole discretion.

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Likewise, if an employee receives a citation for any violation while operating a County vehicle, the employee is responsible for paying any fine or penalty incurred and may be subject to discipline, up to and including immediate separation. All such violations or citations must be reported to the employee’s immediate supervisor immediately. Failure to immediately report a violation or citation may result in disciplinary action including, immediate separation from employment. In addition, if an employee is driving a personal vehicle while on County business and is involved in an accident, the employee must report the accident to the Risk Manager even if no injuries occurred.

An employee who drives either a personal or a County vehicle in the course of his/her job duties must report in writing to his/her supervisor any citation, D.U.I., D.W.I., violation or accident that occurs at any time after beginning employment with the County. Failure to report such incidents within 48 hours of occurrence (i.e., accident or receipt of citation, not conviction on the charges) may result in discipline, up to and including immediate separation from employment.

Spartanburg County recognizes that seat belts are extremely effective in preventing injuries and loss of life. Spartanburg County cares about its employees, and wants to make sure that no one is injured or killed in a tragedy that could have been prevented by use of seat belts. All drivers and passengers must wear seat belts when operating a County vehicle or while operating any vehicle on County property. Seat belts must be worn whether the employee is a driver or a passenger and regardless of whether air bags are available.

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using electronic devices while driving County vehicles. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are encouraged to keep the call short, use hands-free options, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

Emailing or text messaging will not be performed while driving a County vehicle on County business.

Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic.

Operation of County heavy equipment or specialized machinery while using electronic devices is prohibited.

Drinking alcoholic beverages or otherwise violating the Drug and Alcohol (Substance Abuse) Policy is prohibited in a County-owned vehicle or in a personal vehicle while on County business.

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business. Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited. No driver shall operate a County vehicle when his/her ability to do so safely has been impaired.

All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving.

Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.

Employees must promptly report any accidents to local law enforcement as well as to the employee’s immediate supervisor and/or the Risk Manager.

Drivers are responsible for the security of County vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed and vehicle doors locked whenever the vehicle is left unattended.

Head lights and windshield wipers shall be operated in accordance with state law and all other state and local laws regarding operation of a vehicle must be obeyed.

9.9 TAKE HOME COUNTY VEHICLE

Some positions with Spartanburg County require a response to special situations, emergencies or events exceeding normal working hours on a regular basis. Employees in such positions may be assigned a take home County vehicle. Employees with take home vehicle privileges must abide by all County policies including but not limited to, the Vehicle and Driver Safety policy (Section 9.7) for operation of a County vehicle and should avoid use that is other than de minimis, unless provided under state law.

9.10 PARKING LOTS AND ROADWAYS

All employees should park their vehicles in designated employee parking. If an employee is unsure of where designated employee parking is located, the employee should speak with his/her immediate supervisor.

Employees are prohibited from speeding or operating a motor vehicle in an unsafe or reckless manner on County property or while conducting County business. County parking lots are considered as much a part of the County’s property as the inside of a building, and employees are subject to all County rules in County parking lots.

9.11 WORKPLACE VIOLENCE PREVENTION

Spartanburg County is committed to preventing workplace violence and to maintaining a safe work environment. Spartanburg County has adopted this policy to deal with intimidation,

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Spartanburg County reserves the right to exclude a person with an infectious condition from the workplace facilities, programs and functions if the County finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the condition and/or the welfare of others within the workplace.

Spartanburg County will comply with all applicable statutes and regulations that protect the privacy of persons who have an infectious condition. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence of the person with the infectious condition. The Director of Human Resources should be consulted regarding any situation arising under this policy.

9.20 INSPECTIONS OF WORK AREA

Employees are reminded that permission to bring items, such as vehicles and bags, onto County property is conditioned on agreeing to inspection by the County upon request when deemed necessary by management. Therefore, the County may search in specific situations, without further advance notice, desks, cabinets, tool boxes, vehicles, including personal vehicles brought onto the County’s property, bags, or any other property on County property or in County vehicles. Refusal to cooperate in a search, inspection or investigation will result in disciplinary action up to and including termination.

9.21 COUNTY EQUIPMENT AND PROPERTY

County equipment and property must be returned to the County at the time of separation from employment for any reason. This includes, but is not limited to, any identification badge or other items used as a means to identify a person as a County employee.

An identification badge that also is an electronic key to enter specific buildings and other secured areas must be reported as lost or stolen immediately to security.

9.22 KEYS AND RESTRICTED ACCESS

In order to provide as much protection as possible for the security of employees and the County’s property, certain areas and designated rooms will have restricted access. Keys will be issued only to those employees whose responsibilities require access.

Duplication of any restricted access key is prohibited. Loss of any restricted access key must be reported to the issuing party as soon as the loss is discovered. If a restricted access key is stolen, the employee must file an official police report. The County has an established fee for a replacement key and/or lock replacements. Subsequent replacement keys will result in increased fees and may result in the loss of privilege of carrying a key. At no time may an employee with a restricted access key permit another employee to borrow or use the key.

Upon leaving employment with the County for any reason, all restricted access keys should be returned to the County prior to release of final pay. Failure to comply can result in deductions to final pay for the cost of the key and any rekeying expenses.

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Keys to file cabinets, desk drawers and personal lockers will remain the responsibility of the individual employee and/or Department Head of the area unless specifically restricted because of a special need as determined by the Department Head.

9.23 USE OF COUNTY PROPERTY AND EQUIPMENT

Employees are expected to learn and follow all operating instructions, perform preventive maintenance, where applicable, and observe all safety practices. When an employee has questions about proper operation or maintenance of County property or equipment, the employee should ask his/her supervisor for direction. Property and equipment that appears to be unsafe, damaged, defective, or in need of repair should be reported promptly to the supervisor.

Employees causing damage to County property and equipment may be subject to disciplinary action up to and including immediate termination. This includes loss or damage due to carelessness, negligence, improper use, or unsafe practices. Monetary reimbursement to the County may also be required if applicable.

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