

**RESOLUTION NO. 2026- 43**

**Risk Management  
Update to Bonner County Safety Policy 2000**

**WHEREAS, The Bonner County Safety Policy 2000 was originally created on September 20, 2016, and has had several revisions over the years; and**

**WHEREAS, The purpose of the Safety Policy is to provide safe working conditions and operating procedures that will ensure a safe work environment for all employees; and**

**WHEREAS, Accidents represent a needless waste of human resources and economic loss. A safe operation conserves human and material resources and is essential to efficient production. All policies should be reviewed and updated periodically, to adjust to changing risks and to follow the best practice of continuous improvement.**

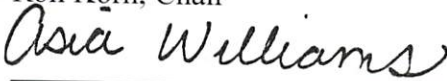
**NOW, THEREFORE, BE IT RESOLVED TO ACCEPT THE RECOMMENDED UPDATES TO THE BONNER COUNTY SAFETY POLICY 2000.**

**ADOPTED** as a Resolution of the Board of Commissioners of Bonner County upon a majority vote on the 21<sup>st</sup> day of July 2026.

**BOARD OF BONNER COUNTY COMMISSIONERS**



Ron Korn, Chair



Asia Williams, Commissioner



Brian Domke, Commissioner

**ATTEST:** Michael Rosedale

By:   
Deputy Clerk



# Bonner County

## Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

July 21, 2026

## Memorandum

Risk  
Item #1

To: Commissioners

From: Risk

Re: Update to Bonner County Safety Policy 2000

Risk recommends updating the Bonner County Safety Policy 2000.

This policy was originally created on September 20, 2016, and has had several revisions over the years.

The recommended updates are listed in the attached redline version.

Auditing Review: \_\_\_\_\_

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

Risk Review: \_\_\_\_\_

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

Legal Review: \_\_\_\_\_

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: \_\_\_\_\_ Original to risk  
\_\_\_\_\_ Copy to Auditing

**A suggested motion would be:** Based on the information before us I move to approve Resolution, number to be assigned, update to the Bonner County Safety Policy 2000, to include a definition of volunteer approved by Legal and Risk.

Recommendation Acceptance: ☒ yes ☐ no

*Ron Korn*  
Ron Korn, Chairman

Date: 7.21.24



# Bonner County

## Board of Commissioners

Brian Domke

Asia Williams

Ron Korn

July 21, 2026

## Memorandum

Risk  
Item #1

To: Commissioners

From: Risk

Re: Update to Bonner County Safety Policy 2000

Risk recommends updating the Bonner County Safety Policy 2000.

This policy was originally created on September 20, 2016, and has had several revisions over the years.

The recommended updates are listed in the attached redline version.

Auditing Review: NA

Email is attached verifying that auditing has verified that the funds to cover this item are within the budget; this is required for any expenditure/budget adjustment request.

Risk Review: Risk Approved

If applicable, email is attached verifying that all Risk questions/concerns have been resolved and that it has been approved. This includes new equipment/assets to be insured or contracts requiring insurance for review.

Legal Review: Legal Approved

Email is attached verifying that all legal questions/concerns have been resolved and that it has been approved.

Distribution: \_\_\_\_\_ Original to risk  
\_\_\_\_\_ Copy to Auditing

**A suggested motion would be:** Based on the information before us I move to approve Resolution, number to be assigned, update to the Bonner County Safety Policy 2000.

Amended

Recommendation Acceptance: ☒ yes ☐ no

Ron Korn  
Ron Korn, Chairman

Date: 7-21-26

## Safety Policy

Policy No: 2000

**Original Date:** September 20, 2016

**Supersedes Policy Date:** All previous policies

**Revised Effective Date:** August 1, 2022 July 21, 2026

### 2000.1 PURPOSE

The safety of employees at our Company **County** is of primary importance. It is the Company's **County's** goal to provide safe working conditions and operating procedures that will ensure a safe work environment for all employees.

Accidents represent a needless waste of human resources and economic loss. A safe operation conserves human and material resources and is essential to efficient production.

All levels of management and supervision have a primary responsibility to determine safe work procedures and ensure safe working conditions. Supervisors and employees are expected to follow the work methods and procedures established by the company.

These responsibilities can be met only by working continuously to promote safe work practices among all employees and to maintain property and equipment in a safe operating condition. By working together, we can maintain a safe and efficient organization.

### 2000.2 RESPONSIBILITIES

The Bonner County Board of Commissioners is the approving authority for the implementation of this Policy as well as approval of policy revisions, when deemed necessary. **Communicate the importance of employee safety, promote safety policies and procedures, and provide support for directors, managers and employees.**

**HR/ Risk Management** will monitor the effectiveness of safety and health programs and policies within Bonner County, will ensure compliance with Federal and State law, and update policies as necessary, with the approval of the Commissioners. **HR/ Risk Management** will follow up with all internal claimants in order to conduct follow-up investigations, and to conduct or recommend additional training, procedure, changes, or equipment changes to prevent re-occurrence. **HR/ Risk Management** will also manage Tort, Auto, Property, General Liability, and Workers Compensation claims in a financially responsible manner.

Department Directors and Managers will ensure their employees comply with all applicable safety policies and procedures, attend orientation and training before assuming duties, and support the Temporary Duty (Early Return to Work) program. Directors and Managers will support HR/ Risk with these follow-up investigations and corrective recommendations.

First line supervisors/ foremen will ensure employees under their direction comply with safety rules, will provide instruction and guidance to employees with regards to safety performance, will immediately report injuries and incidents to HR/ Risk Management, will support safety practices and building safety culture, and ensure employees are trained to safety perform their duties.

Employees will report all unsafe conditions and acts to their supervisor, report all incidents and injuries, and follow all safety rules.

Safety Council shall meet regularly with the following goals:

Lower the rate and severity of accidents, injuries, and illnesses

Maintain a safe workplace environment

Broadening safety education

Involving employees in safety management

**HR/** Risk Management will facilitate a Bonner County Safety Council/ Safety Committee. Each department is encouraged to conduct Department Safety Committee meetings as well.

### **2000.3 General Safety Rules**

1. Never engage in horseplay or activity which will distract another employee, or cause injury to another employee.
2. Never remove safety devices without approval of a supervisor.
3. Never operate County vehicles or equipment while under the influence of alcohol or drugs, including prescription medication, which carries appropriate warnings.
4. Never wear jewelry or loose clothing around machinery or equipment.
5. Secure hair in a manner so as to prevent danger to the employee if the hair is of such length that it is likely to become entangled in moving or rotating equipment.
6. Never smoke in County buildings, vehicles or facilities. Under the provisions of the Clean Air Act, this includes "common areas," meaning hallways, corridors, lobbies, aisles, water fountain areas, stairwells, and building entryways.
7. Never operate equipment upon which you have not been trained.
8. Never enter confined spaces, as defined by OSHA, without proper precaution and training.
9. Always wear prescribed Personal Protective Equipment (PPE).
10. Always ask your supervisor for clarification if tasks or instructions are not completely understood.

Always exercise care and not purposefully abuse County-owned property. An employee who willfully or wantonly damages or destroys property may be subject to disciplinary action, up to and including termination, in accordance with the County's Discipline Policy.

#### **2000.4 Injury Prevention**

1. Report all unsafe conditions and unsafe acts to your supervisor immediately. (use Appendix A or B; injury form)
2. Before starting a task, conduct a "pre-task" analysis to identify the hazards, safe work procedures, required safety equipment, and emergency procedures.

#### **2000.5 Incident/ Injury reporting**

1. Report all on-the-job injuries or illnesses to your supervisor. (use Appendix A or B; injury form)
2. Supervisors must complete the Supervisor accident report for each work-related injury of their employees. (use Appendix C; Supervisor accident report)
3. Report damage to County property to your supervisor. (use Appendix H; Property damage form)
4. Report damage caused by the County to property belonging to others to your supervisor. (use Appendix G; Tort form)
5. For work related injuries, the doctor may release you to work with restrictions, aka light duty work. Follow doctor restrictions when you return to light duty work. (Use Appendix E, Fitness for Duty form)

#### **2000.6 Drug testing**

Bonner County is committed to providing a safe work environment and promotes a drug free workplace. In furtherance of that commitment, Bonner County has a drug testing policy which has procedures for drug tests including new hire, reasonable suspicion, random testing, and post-accident testing. Refer to the Bonner County Employee Policy for details. (1003 Drug Policy and Procedures)

#### **2000.7 Motor Vehicle/ Driving safety**

1. County employees and contract employees will operate their vehicle in a safe, courteous manner at all times.
2. Drivers must consider road and atmospheric conditions (i.e. rain, fog, darkness) when operating their vehicle, making special allowances for the weight and size of their vehicle when stopping.
3. Any citation issued by law enforcement is the full responsibility of the employee.
4. Drivers are fully responsible for the safety of their vehicle. A vehicle deemed unsafe by the driver or maintenance person will not be operated until the unsafe condition is corrected.
5. All required safety devices will be fully functional before operating the vehicle, to include lights, mirrors, warning signals, and speedometers.

6. The department is responsible for notifying drivers of known driving hazards, restrictions or impediments, such as low over-passes, low-weight bridges, unguarded railway crossings, closed roadways, etc.
7. County employees, **volunteers** and contract employees driving non-emergency vehicles will attend a County-approved Defensive Driving or Drivers' Safety course when offered. Records of this training will be maintained by the division and is subject to inspection.  
New employees who possess a valid driver's license will be allowed to operate non-emergency vehicles until the next scheduled Defensive Driving Class.
9. County employees **and volunteers** who operate emergency vehicles will be Driver qualified before assuming driving duties and will attend refresher training.
10. **All employees, volunteers and contractors will have their MVR (Motor Vehicle Report) checked before being authorized to operate a County vehicle.**

#### Backing:

1. Drivers are to avoid backing their vehicle whenever possible.
2. When required to back up, it is incumbent on the driver to assure it can be done safely.
3. A driver must be aware of the vehicle and surrounding area while driving. Before backing, if the driver is unsure if the area is clear and safe to back in to, the driver must verify it is safe by getting out to look, using a spotter, or other method of verification.
4. Any time a vehicle is left unattended for any reason, the driver will conduct a walk-around inspection of the vehicle to **assure ensure identify and resolve any safety issues before backing up the vehicle.**~~a safe environment before operating the vehicle.~~
5. If a vehicle is equipped with an audible back-up alarm device, the device must be working properly before the vehicle is operated.

Refer to the Bonner County Vehicle Policy for details. (1005 Vehicle Use Policy)

## 2000.8 Emergency Response

1. Employee responsibility: know your emergency response plan for your work area, follow emergency instructions, such as fire alarms, shelter in place, etc. Know how and when to reach Emergency Services, such as police, fire, and ambulance.
2. Manager responsibility: Create an emergency action plan for your work area. Contact Emergency Management and Risk Management for assistance in creating your plan.
3. Refer to the Bonner County Emergency Management department for details and policies.

## 2000.9 Office Safety

### General office safety

1. Be aware of hazards that can injure Bonner County employees or visitors.

2. Correct hazards immediately, if you are able. If you cannot correct the hazard, notify your supervisor and maintenance for assistance. Protect others from the hazard with signs or other means until the hazard is corrected.
3. Do not leave unattended file cabinet drawers open, where others can trip over them.
4. To prevent the cabinet from tipping, do not open more than one file cabinet drawer at time, unless the cabinet is designed to do so.
5. Use proper lifting techniques to avoid back and shoulder injuries. Lift with a straight back (not hunched over), using your leg muscles.
6. Use mechanical assistance to move heavy or awkward objects. These include pallet jacks, rolling tables, and powered lift devices.
7. Space Heaters
  - a. Choose only heaters tested at an independent lab such as UL or ETL.
  - b. Make sure your model has tip-over protection which shuts heater off automatically if unit tips over.
  - c. Manual Reset Over-Temperature Safety Cutoff. (Automatically turns heater off if overheating occurs.
  - d. Heaters constructed with metal cabinets must be equipped with a grounded (3 blade) plug for use on 110-120 volts AC. (Failure to use the heater without a properly grounded outlet could result in an electrical shock hazard.
  - e. Keep combustibles such as waste baskets, papers, boxes, and furniture at least 3 feet from front of heater and at least 1 foot from the sides.
  - f. Turn off heater if it will be left unattended for more than 15 minutes. Always unplug heater when not in use for longer periods of time.
  - g. Do not operate heater with a damaged cord or plug. If heater has been dropped or damaged in any way do not use.
  - h. Do not run cord under carpeting. Do not cover cord with throw rugs, or runners. Arrange cord away from traffic area, and if cord is run under desk ensure cord will not get caught on your foot.
  - i. A heater has hot and electrically arcing parts inside. Do not use it in areas where flammable materials are used or stored.
8. Office Decorations
  - a. Do not obstruct or in any way compromise the use or function of exits, corridors, fire alarms, or electrical panels.
  - b. Extension cords, used improperly, can present fire, electrical and tripping hazards. Be certain all cords are UL approved and have a three-pronged plug. Protect from over-current loads by selecting extension cords with adequate current-carrying capacity. Locate so as to prevent tripping.
  - c. Do not place decorations so as to obscure emergency exit signs, emergency lighting, nor near fire sprinkler heads.
9. Pets
  - a. Do not bring non-service animals (pets) to work unless the animal is part of County operations. Examples include Fairground livestock, VAST program dog, or K9 dogs.
  - b. Only service animals are allowed in County buildings. Signs at the entrances should be posted to communicate this policy.

## 10. Safety and Health Training

- a. Bonner County is committed to providing safety and health related training to employees. This training shall include:
  - i. HR/ Risk orientation: New hire orientation is provided to newly hired employees, typically by HR and Risk on their first day of employment. Other departments may be invited to present additional information for orientation. Orientation covers County wide safety training on topics such as driver safety, hazard analysis, and incident reporting.
  - ii. Department orientation: The employee's department is provided to educate the employee on the departments specific safety and health policies and procedures.
  - iii. Specific training: Based on the employee's position, additional training may be required. All safety and health training shall be documented. Examples include:
    - 1. Operating specialized tools and equipment
    - 2. Confined space entry
    - 3. Bloodborne Pathogens
    - 4. Emergency Procedures
    - 5. Fall protection
    - 6. Forklift training
    - 7. Hazard Communication
    - 8. Ladder Safety
    - 9. Lockout/ Tagout procedures
    - 10. Personal Protective Equipment

**Revision History:**

September 20, 2016: Original Date

July 25, 2017: Language Revision for Safely Backing a Vehicle

August 1, 2022: Non-Service animals (pets) not allowed

July 21, 2026: Updated with additional policies.