



Approved by

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Acting Executive Director

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WORKPLACE SAFETY

AUTHORITY

This Practice was originally approved by the Commission on January 20, 2004. The Practice was last amended by the Acting Executive Director on March 25, 2019. .

APPLICATION

This Practice applies to all employees, volunteers, and Department Heads.

PURPOSE & BACKGROUND

This Practice was developed to establish an agency-wide policy that promotes workplace safety and outlines responsibilities for compliance with safety regulations. This Practice also provides the authority for issuing and updating safety guidelines through Administrative procedures:

- March 25, 2019: Amended to update references to relevant policy documents.

REFERENCES

- Title 29 Code of Federal Regulations (CFR) Labor.
- Title 49 Code of Federal Regulations (CFR) Transportation – Federal Motor Carrier Safety Regulations (DOT).
- Code of Maryland Regulations.
- All applicable federal, state, and local mandates related to workplace health and safety.
- M-NCPPC Administrative Practice 2-16, “Seasonal/Intermittent, Temporary, and Term Employment.
- M-NCPPC Administrative Practice 2-21, Risk Management.
- M-NCPPC Administrative Practice 6-10, M-NCPPC Vehicle Use Program
- M-NCPPC Administrative Procedure 04-04, Risk Management and Safety Manual.
- M-NCPPC Notice 11-08, Announcement, Preparation, Staffing, and Compensation During M-NCPPC Closings and Emergencies

POLICY

The Commission is committed to providing all employees a healthful and safe environment in which to work while complying with all federal, state and local occupational safety and health regulations. The Commission will take all steps necessary to prevent any employee, member of the public, or person(s) doing business with the Commission from being subjected to safety or health risks. To this extent, each employee is expected to observe and adhere to Commission safety policies and procedures designed to prevent accidents, illnesses and injuries.

RESPONSIBILITIES

Department Heads

The Department Heads shall help ensure safe facilities and programs through the implementation of, and compliance with, the Commission’s safety policies and procedures. Department Heads are responsible for:

- Supporting Commission-wide safety programs and initiatives;
- Ensuring that employees/supervisors comply with established Commission policies on safety and health;
- Ensuring that employees attend necessary safety education/awareness training;
- Ensuring facilities comply with established safety standards;
- Taking immediate remedial action to remove identified hazards in the workplace; and
- Handling violations of policy in a consistent and timely manner to include appropriate disciplinary action.

Department of Human Resources and Management

The Department of Human Resources and Management is responsible for ensuring that: (1) the Commission complies with all applicable safety and health regulations, (2) the departments receive relevant safety and health information & training, and (3) known risks or violations of safety & health policies and procedures are handled promptly and consistently.

Employees

Employees are expected to carry out duties in a manner that promotes safe practices. Employees shall refrain from unsafe behaviors and immediately report any concerns of safety to their supervisor.

VIOLATIONS OF POLICY

Violations of workplace safety policies and procedures are subject to disciplinary action, up to and including termination. Disciplinary actions shall be handled in accordance with the Merit System Rules and Regulations, Workplace Conduct and Discipline Chapter; applicable Collective Bargaining Agreements; and Commission Practice 2-16, Contract Employment: “Seasonal/Intermittent, Temporary, and Term Employment,” Discipline Section.

Violations also may result in applicable fines and criminal prosecution by external compliance agencies.

PROCEDURES

The Executive Director, in consultation with Department Heads, shall issue Administrative Procedures that promote the highest level of workplace safety and compliance. The Risk Management and Safety Office, Department of Human Resources and Management shall maintain adopted Administrative Procedures.