

R-26-20

RESOLUTION ADOPTING THE CLEAR CREEK COUNTY WORKPLACE SAFETY POLICY AND APPENDICES

WHEREAS, the Board of County Commissioners of Clear Creek County (“Board”) is responsible for establishing countywide policies that promote the safety, welfare, and effective operation of county government; and

WHEREAS, the Board is committed to protecting employees from work-related injuries and illnesses, promoting hazard awareness, and supporting safe and timely return-to-work practices; and

WHEREAS, Clear Creek County (“County”) has not previously maintained a single, comprehensive, countywide workplace safety policy to consolidate safety expectations, reporting requirements, training, and enforcement standards; and

WHEREAS, the Human Resources Division, in coordination with the Clear Creek County Safety Committee, has developed the Clear Creek County Workplace Safety Policy to establish consistent safety standards applicable across all County divisions; and

WHEREAS, adoption of a formal workplace safety policy and supporting documentation is required to support the County’s participation in the Colorado Workers’ Compensation Cost Containment Program, which may result in long-term reduction of workers’ compensation claims and costs; and

WHEREAS, the Workplace Safety Policy includes appendices addressing designated medical providers for work-related injuries and illnesses, general safety rules applicable to all County employees, job-specific safety rules, employee acknowledgments, and safety rule enforcement documentation; and

WHEREAS, the proposed Workplace Safety Policy and appendices have been reviewed for consistency with Colorado workers’ compensation requirements, County risk management practices, and operational needs across diverse County divisions.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Clear Creek County, State of Colorado, that:

1. The Clear Creek County Workplace Safety Policy, attached hereto, is hereby adopted.
2. The following documents are approved and incorporated by reference as part of the Workplace Safety Policy:
 - Appendix A: Designated Medical Provider List
 - Appendix B: Clear Creek County Safety Rules (including General and Job-Specific Safety Rules)
 - Workplace Safety Acknowledgment Form
 - Safety Rules Violation Documentation Form

3. The Workplace Safety Policy and appendices shall apply to all County divisions, employees, and elected offices to the extent permitted by law, working on behalf of Clear Creek County.
4. The Human Resources Director is authorized to administer, implement, and maintain the Workplace Safety Policy and appendices, including making non-substantive updates as necessary to reflect changes in designated medical providers, training platforms, or operational processes, provided such updates do not materially alter policy intent.
5. This Resolution supersedes any prior inconsistent safety or injury reporting guidance contained in the Employee Handbook or other County documents.

BE IT FURTHER RESOLVED, that this Resolution shall be effective immediately upon adoption.

ADOPTED this 17th day of February, 2026, at a regularly scheduled meeting of the Clear Creek County Board of County Commissioners.

Rebecca Lloyd, Chair

George Marlin, Commissioner

Jodie Hartman-Ball, Commissioner

ATTEST:

Deputy Clerk and Recorder
For Brenda L. Corbett
Clear Creek County Clerk and Recorder

The Clear Creek County Workplace Safety Policy, including Appendices A & B, attached hereto, are hereby accepted and approved:

Ron Thornton, County Sheriff

Brenda Corbett, County Clerk and Recorder

Chris Hegmann, County Coroner

Carol Lee, County Treasurer & Public Trustee

Donna Gee, County Assessor

Gary Faselt, County Surveyor

Clear Creek County Workplace Safety Policy

Effective: 02/17/2026

Authority Approval: HR Director, County Attorney, County Manager, and Board of County Commissioners

Policy Statement: Clear Creek County is committed to:

1. Protecting employees from injury or illness related to work activities.
2. Providing timely reporting, investigation, and mitigation of workplace incidents.
3. Supporting employees' safe and timely return to work following a work-related injury.
4. Ensuring compliance with Colorado workers' compensation law and county risk management policies.

Employees are expected to follow safe work practices, participate in training, and report hazards, near-misses, and injuries immediately. Supervisors are accountable for enforcing safety and documenting incidents.

Purpose: This policy establishes consistent safety expectations across all County departments to reduce workplace injuries, promote hazard awareness, and meet legal requirements related to workers' compensation, risk management, and workplace safety. It outlines responsibilities for safety training, hazard reporting, PPE use, incident investigation, and return-to-work procedures.

Scope: Applies to all employees, elected offices (to the extent permitted by law), volunteers, and contractors working for Clear Creek County across all departments.

Definitions: For the purpose of the Workplace Safety Policy, the following words or terms are defined as follows.

Hazard: Any source, situation, or act with the potential to cause injury, illness, damage to property, or harm to the workplace environment.

Incident: An unplanned event that results in, or could have resulted in, injury, illness, damage, or loss. (This includes near misses.)

Injury: Physical harm to a person resulting from an incident, which may require first aid, medical treatment, or result in lost time.

Near Miss: An unplanned event that did not result in injury, illness, or damage, but had the potential to do so under slightly different circumstances.

I. Roles and Responsibilities:

This section defines the specific safety-related duties and accountability of Division Directors, Department Heads, Supervisors, Employees, and HR to prevent workplace injuries, ensure proper use of PPE, facilitate timely reporting of incidents, and maintain compliance with workers' compensation requirements

Department Heads / Supervisors:

- Ensure employees are trained in safety procedures.
- Advise on and enforce PPE and safe work practices.
- Assures PPE purchased meets required standards and is appropriate for the specific task.
- Assist departments in hazard identification and mitigation.
- Document and report all injuries or incidents.
- Coordinate with HR for workers' compensation claims.
- Maintain departmental safety procedures and communicate hazards to staff.

Employees:

- Follow safety procedures and use PPE.
- Empowered to speak up about unsafe conditions and report concerns through supervisors, HR, or the Safety Committee. Report injuries and hazards immediately.
- Participate in training and safety programs.
- Maintain a safe work environment and follow instructions from supervisors.
- Assist departments in hazard identification and mitigation

HR:

- Coordinate workers' compensation claims.
- Maintain injury records and reports.
- Assist departments in hazard identification and mitigation.
- Support return-to-work plans and compliance.
- Support the Safety Committee's work and maintain countywide safety training programs.

II. Safety Committee:

The Safety Committee functions as an advisory and oversight body to strengthen countywide safety practices.

The Safety Committee will:

- Review workplace non-specific incidents and near-misses.
- Conduct inspections to identify hazards.

- Recommend safety improvements, policy updates, or training priorities.
- Review all new and updated policy changes and send to Pinnacol for final review
- Recommend corrective actions and safety improvements.
- Track training effectiveness using Performance PRO Learning Management System (LMS) and risk reduction initiatives.

III. Departmental Safety Procedures (Workforce Focus):

Departmental Safety procedures are the essential safety practices required in each department to reduce workplace injuries and promote a consistent culture of safety across the organization. Department Heads are authorized and expected to take timely corrective action to address identified safety hazards, including temporary work modifications, equipment repair or replacement, and coordination with HR and Safety Committee. Each department shall maintain written, job-specific safety procedures appropriate to its operations. Example standards include:

Public Works

- Follow safe lifting, ergonomics, and equipment operation practices.
- Hold daily or weekly “safety moments” workplace safety tips.
- Use PPE for machinery, hand tools, and chemical handling.
- Report all injuries, equipment malfunctions, or unsafe conditions.
- Participate in defensive equipment operation and ergonomics training.
- Keep walkways clear to prevent slips, trips, and falls

Sheriff / EMS

- Use body mechanics, lifting aids, and PPE to prevent musculoskeletal injuries.
- Follow safe patient lifting, vehicle operation, and defensive tactics procedures.
- Report all injuries or exposures immediately to supervisor and HR.

Human Services / Public Health

- Follow safety procedures for home visits and client interactions.
- Use PPE (gloves, masks) to prevent exposure to infectious agents.
- Follow lifting/ergonomics protocols for transporting equipment or supplies.

Office-Based Departments

- Maintain ergonomic workstations.

- Use safe lifting and material handling practices.
- Keep walkways clear to prevent slips, trips, and falls.

IV. Personal Protection Equipment:

Some departments are required to use department-provided personal protective equipment to ensure employees have the proper gear such as gloves, eye protection, footwear, and lifting aids to safely perform their work.

- Departments provide PPE appropriate for the job.
- Training provided on proper use of PPE.
- Employees must use PPE as required.
- PPE may include the following: gloves, safety boots, eye protection, body protection, ear protection, and lifting aids. (see Dept. specific PPE list for details)

V. Training:

Safety training requirements for all employees, ensuring they receive orientation, annual refreshers, department-specific instruction, and workers' compensation awareness to perform their jobs safely and responsibly. The Safety Committee will periodically review injury trends, near-miss reports, and training completion data to evaluate the effectiveness of safety training and recommend improvements.

All employees receive:

- New-hire safety orientation.
- Annual safety refresher training.
- Department-specific safe work practices training.
- Workers' compensation awareness training (reporting process, rights, and responsibilities).

VI. Incident Reporting & Investigation:

Within a reasonable timeframe, the employee, supervisor, and HR must report, document, and investigate workplace injuries to ensure proper workers' compensation handling and implement corrective actions to prevent future incidents. All injuries and exposures must be reported immediately to a supervisor. Incident investigations focus on identifying contributing factors and system improvements, not assigning blame, except in cases of willful misconduct.

Employees must:

- Report an accident immediately to their supervisor and complete the forms in Pinnacol as soon as they are able within 24 hours of incident.
- If it is afterhours, go to St. Anthony Hospital at 11600 W. 2ND Pl. Lakewood, CO and let them know this is a worker's comp incident
- If the employee is in a remote area, go to the nearest emergency center and let them know this is going to be reported as a workers ' comp injury.

Supervisors must:

- Complete the County's workers' compensation reporting forms within 24 hours.
- Notify HR the same day an injury occurs.
- Preserve any equipment or conditions involved in the incident for investigation.

HR / Risk Management will:

- Investigate and document incidents.
- Submit claims to the workers' compensation carrier.
- Support departments in implementing corrective actions.
- HR will maintain required injury, training, and safety records in accordance with workers' compensation and risk management requirements

VII. Return-to-Work Programs

Supporting injured employees in safely returning to work, including the use of medically supported modified-duty assignments and coordination between supervisors, HR Management, and healthcare providers.

- Clear Creek County supports safe, timely return-to-work for injured employees when medically appropriate.
- Modified or light-duty assignments may be provided per medical guidance and based on organizational needs.
- Modified duty is a key component of the County's injury cost containment and recovery strategy.
- Supervisors coordinate with HR Management and medical providers.
- The County may also consider ADA accommodation when applicable.

VIII. Inspections & Corrective Actions

Conducting regular workplace inspections, documenting and correcting hazards, and reviewing trends through the Safety Committee ensures a safer work environment.

- Departments conduct regular workplace inspections and post-accident investigations
- Hazards are documented and corrected. Identified hazards will be addressed as soon as practicable based on severity, risk level, and operational constraints. Imminent hazards will be corrected immediately, or work will be halted until mitigated
- Safety Committee reviews inspection findings and trends.

IX. Confidentiality & Non-Retaliation

Employees who report injuries or hazards should do so without fear of retaliation, and all reports and investigations will be handled confidentially to the extent permitted by law. Employees reporting injuries or hazards in good faith are protected from retaliation. All investigations maintain confidentiality as permitted by law.

X. Enforcement & Accountability

Clear Creek County safety requirements will be enforced, noting that supervisors are responsible for ensuring compliance and that failure to follow safety procedures may result in retraining, coaching, or disciplinary action.

- Non-compliance with safety procedures may result in retraining, coaching, or disciplinary action.
- Supervisors are responsible for enforcement and documentation.

XI. Safety Rules & Designated Medical Providers (Cost Containment Compliance)

To support workplace injury prevention, employee awareness, and compliance with Colorado Workers' Compensation Cost Containment requirements, Clear Creek County maintains:

- Countywide General Safety Rules applicable to all employees;
- Job-Specific Safety Rules developed and maintained by each department based on job duties and identified hazards; and
- A list of Designated Medical Providers for treatment of work-related injuries and illnesses, as required by Colorado law.

These documents are incorporated by reference into this policy and maintained as appendices. Employees are required to review, acknowledge, and comply with all applicable safety rules and designated provider requirements.

Safety rules are enforced consistently across the organization and reviewed annually to ensure continued relevance and effectiveness. Hazard identification, corrective actions, and safety rule enforcement are documented in accordance with cost containment program requirements.

XII. Telework and Alternate Work Locations (Workplace Safety)

When employees are approved to work remotely or at an alternate work location (including home offices), that location is considered a workplace for purposes of this policy during approved work hours and while performing assigned job duties.

Employees working remotely are responsible for:

- Maintaining a safe, ergonomic, and distraction-free work area appropriate for the work being performed.
- Using County-issued equipment safely and for authorized business purposes only.
- Following all applicable safety practices, policies, and job-specific safety rules.
- Immediately reporting work-related injuries, illnesses, near-misses, or hazardous conditions to their supervisor and Human Resources in accordance with this policy.

Telework does not change:

- Expectations regarding work hours, break periods, or job duties
- Requirements for timely incident reporting and workers' compensation compliance
- The County's authority to investigate work-related injuries or incidents.

Clear Creek County is not responsible for non-work-related hazards in an employee's home or alternate work location.

XIII. Policy Review

This policy will be reviewed as needed or after a significant workplace incident by HR Management and the Safety Committee. This policy supersedes prior safety and injury reporting guidance contained in the Employee Handbook.

APPENDIX A

DESIGNATED MEDICAL PROVIDER LIST

Designated Medical Providers for Work-Related Injuries and/or Illnesses

Clear Creek County designates the following medical providers for treatment of work-related injuries and illnesses, in accordance with Colorado workers' compensation requirements.

Employees must seek treatment from one of the designated providers listed below for all non-emergency work-related injuries or illnesses. In the event of a life- or limb-threatening emergency, employees should seek immediate care at the nearest emergency medical facility. Follow-up care must be provided by a designated provider.

Employees are required to immediately report all work-related injuries or illnesses to their supervisor and Human Resources. Employees must sign an acknowledgment confirming receipt and understanding of this designated provider information. Signed acknowledgments are maintained in the employee's personnel file.

If an unauthorized medical provider treats an employee, the employee will be responsible for payment of said treatment.

<p>VAIL HEALTH OCCUPATIONAL HEALTH CLINIC—DILLON</p> <p>365 DILLON RIDGE RD STE 1100 DILLON, CO 80435</p> <p>970-470-7112</p>	<p>FRONT RANGE OCCUPATIONAL MEDICINE LLC</p> <p>770 SIMMS ST SUITE 100 GOLDEN, CO 80401</p> <p>303-635-6337</p>
<p>INTERMOUNTAIN MEDICAL GROUP</p> <p>8550 W 38TH AVE SUITE 100 WHEAT RIDGE, CO 80033</p> <p>303-467-4100</p>	<p>MBI- MEDICINE FOR BUSINESS AND INDUSTRY</p> <p>1687 COLD BLVD SUITE 150 LAKEWOOD, CO 80401</p> <p>720-712-0796</p>

Appendix B

Clear Creek County Safety Rules

Purpose

- 1) Safety rules establish clear expectations for safe work practices and are a core component of Clear Creek County's workplace safety and injury prevention program. Safety rules help reduce workplace hazards, protect employees from injury, and support the County's workers' compensation cost containment efforts.
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A. General Safety Rules (Applies to All Employees)

- 2) All employees are expected to comply with the following general safety rules at all times:
 1. Perform all work in a safe manner and follow established safety procedures.
 2. Immediately report unsafe conditions, hazards, near-misses, injuries, or illnesses to a supervisor.
 3. Use required personal protective equipment (PPE) and safety equipment as instructed.
 4. Do not operate equipment or perform tasks for which you have not been trained or authorized.
 5. Follow proper lifting techniques and request assistance when needed.
 6. Keep work areas clean and free from hazards such as clutter, spills, or blocked walkways.
 7. Immediately report defective tools, equipment, or vehicles and remove them from service when appropriate.
 8. Follow all department-specific safety rules and instructions.
 9. Participate in required safety training and safety meetings.
 10. Do not engage in horseplay, unsafe behavior, or actions that could endanger yourself or others.
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B. Job-Specific Safety Rules

- 3) Each department shall maintain written job-specific safety rules based on the duties performed and hazards identified within that department. Job-specific safety rules are developed through hazard identification, job hazard analysis, and operational experience.
 - 4) Job-specific safety rules must:
 - Address the specific hazards associated with job tasks;
 - Be reviewed with employees during onboarding, training, and safety meetings;
 - Be reviewed annually and updated as needed; and
 - Be acknowledged in writing by affected employees.
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C. Safety Rule Acknowledgment

- 5) Employees are required to sign and date an acknowledgment confirming they have reviewed and understand the general and applicable job-specific safety rules. Signed acknowledgments are maintained by Human Resources and/or the department in accordance with record retention requirements.
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D. Reinforcement & Enforcement of Safety Rules

- 6) Clear Creek County emphasizes education, training, and positive reinforcement to promote safe work practices. Supervisors are encouraged to recognize employees who consistently follow safety rules and contribute to a safe work environment.
 - 7) Safety rules are enforced consistently across all departments. Violations of safety rules may result in:
 - Verbal coaching or warning;
 - Written warning;
 - Retraining;
 - Suspension or termination, depending on the severity or frequency of the violation.
 - 8) Safety rule violations are documented using a safety rule violation form, even when corrective action is verbal, to support consistency, training, and injury prevention efforts.
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E. Review & Continuous Improvement

- 9) Safety rules are reviewed at least annually by the Safety Committee and updated as necessary based on incident trends, hazard identification, and operational changes.

Clear Creek County

Workplace Safety Acknowledgment

Employee Name: _____

Job Title: _____

Department / Division: _____

Work Location(s): _____

Acknowledgment of Safety Policy, Medical Providers, and Safety Rules

I acknowledge that I have received, reviewed, and understand the following Clear Creek County safety materials:

- The Clear Creek County Workplace Safety Policy
- The Designated Medical Provider List for work-related injuries and illnesses
- The General Safety Rules applicable to all employees
- Any Job-Specific Safety Rules applicable to my position

I understand that these materials establish safety expectations, reporting requirements, and procedures designed to protect employees, coworkers, and the public.

Employee Safety Responsibilities

I understand and agree that I am responsible for:

- Performing my work in a safe manner and following established safety rules
- Using required personal protective equipment (PPE)
- Immediately reporting work-related injuries, illnesses, near-misses, hazards, or unsafe conditions to my supervisor
- Participating in required safety training and safety meetings

I understand that safety is a shared responsibility and that I am encouraged to speak up about unsafe conditions without fear of retaliation.

Workers' Compensation & Medical Treatment

I understand that:

- All work-related injuries or illnesses must be reported immediately
 - Non-emergency treatment must be obtained from a designated medical provider listed in this document
 - In the event of a life- or limb-threatening emergency, I should seek care at the nearest emergency medical facility, with follow-up care provided by a designated provider
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Enforcement & Accountability

I understand that failure to follow safety procedures or rules may result in coaching, retraining, or disciplinary action, consistent with County policy and depending on the severity or frequency of the violation.

I understand that safety enforcement is intended to support injury prevention and a safe work environment, not punishment.

Employee Certification

By signing below, I certify that:

- I have had the opportunity to ask questions about these safety requirements;
- I understand the safety expectations that apply to my position; and
- I agree to comply with the Workplace Safety Policy, Designated Medical Provider requirements, and applicable safety rules as a condition of my employment.

Employee Name: _____

Employee Signature: _____

Date: _____