



## Clear Creek County

### Job-Specific Safety Rules Template

**Department:** \_\_\_\_\_

**Division / Unit (if applicable):** \_\_\_\_\_

**Job Title(s) Covered:** \_\_\_\_\_

**Work Location(s):** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Last Review Date:** \_\_\_\_\_

**Next Scheduled Review:** \_\_\_\_\_

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### Purpose

These job-specific safety rules identify hazards associated with the job duties listed above and establish clear expectations for safe work practices. These rules are part of Clear Creek County's Workplace Safety Policy and Workers' Compensation Cost Containment Program.

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### 1. Job Duties & Tasks

List the primary job duties or tasks performed in this role.

#### Task / Duty Frequency (Daily / Weekly / Occasional)

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### 2. Hazard Identification

Identify potential hazards associated with the job duties above.

- Physical (lifting, slips, trips, falls)
- Equipment / machinery
- Vehicles / driving



- Environmental (weather, terrain, remote locations)
- Chemical / biological exposure
- Ergonomic
- Public interaction / client contact
- Other: \_\_\_\_\_

Describe the specific hazards identified:

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### 3. Required Safety Rules & Safe Work Practices

For each identified hazard, list the required safety rule(s) or safe work practices.

#### Hazard Required Safety Rule / Safe Practice

#### Examples:

- Use two-person lifts for loads over \_\_\_ pounds
- Wear required PPE when operating equipment
- Follow defensive driving procedures when operating county vehicles
- Maintain situational awareness during public interactions

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### 4. Required Personal Protective Equipment (PPE)

Identify PPE required for this job.

- Gloves
- Eye protection
- Hearing protection



- Safety footwear
- High-visibility clothing
- Respiratory protection
- Lifting aids
- Other: \_\_\_\_\_

**PPE Use Notes (if applicable):**

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## 5. Training Requirements

Employees performing this job must complete the following safety training:

### Training Topic Frequency

- New-hire orientation
- Annual refresher
- Equipment-specific training
- Department-specific safety training

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## 6. Incident & Hazard Reporting

Employees must:

- Immediately report injuries, near-misses, hazards, or unsafe conditions to their supervisor
- Follow county workers' compensation reporting procedures
- Participate in incident investigations as needed

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## 7. Reinforcement & Enforcement



Safe work practices are reinforced through:

- Safety meetings
- Coaching
- Training refreshers
- Positive recognition

Violations of job-specific safety rules may result in coaching, retraining, or disciplinary action consistent with county policy, depending on the severity or frequency of the violation.

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## 8. Review & Updates

These job-specific safety rules:

- Are reviewed at least annually
  - Are updated when job duties, equipment, or hazards change
  - May be reviewed by the Safety Committee as part of countywide safety efforts
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## Employee Acknowledgment

I acknowledge that I have reviewed and understand the job-specific safety rules for my position. I agree to follow these rules and to report hazards, injuries, and unsafe conditions.

**Employee Name (Print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## Supervisor / Department Head Certification

I certify that these job-specific safety rules accurately reflect the duties and hazards of this position and have been reviewed with the employee(s).



Supervisor / Department Head Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_