



## Williamson County Risk Management

# Williamson County Safety Policy

Sensitivity: Internal Use Only  
Criticality: Moderate  
Primary Type: Policy

## Summary

### Purpose

Williamson County is committed to protecting the safety and health of its employees. Utilizing safe work practices is an integral part of every job in the County. Supervisors are encouraged to include safety as a factor in all performance evaluations.

### Scope

This policy was developed with Risk Management, in collaboration with the Commissioners Court and General Counsel. It applies to all Williamson County employees, at all levels.

## Roles and Responsibilities

On-the-job safety is a shared responsibility between elected officials/department heads, supervisors, and employees.

## Policy

### Management shall:

1. Constantly be on the alert to observe and correct safety deficiencies quickly;
2. Ensure that all employees are properly trained to safely perform their job duties;
3. Ensure that all employees properly use the equipment necessary to perform their job duties;
4. Enforce all safety rules and policies;
5. Counsel employees and take appropriate action related to unsafe work practices;
6. Report all on-the-job injuries to Risk Management in a timely manner; and
7. Investigate or facilitate the investigation of all accidents or near accidents in their work areas.

### Employees shall:

1. Abide by all safety rules established by Williamson County;
2. Immediately report on-the-job injuries and illnesses to their supervisor;
3. Stop any operation or deactivate any equipment in case of imminent danger to life or health;
4. Report any unsafe acts or unsafe conditions observed to their supervisor; and
5. If an unsafe condition or practice is allowed to continue, report the condition or practice to Risk Management.

## Retaliation

Unsafe acts and conditions can be reported to Risk Management without fear of retaliation.

## Violations

Violations of this policy may result in disciplinary action, up to and including termination of employment.

## Contact Office

Risk Management

[RiskManagement@wilco.org](mailto:RiskManagement@wilco.org)

512-943-3230

## Revision History

Version	Date	Description
1.0	7/6/2023	Document created