

10.2 EMPLOYEE RESPONSIBILITIES AND REPORTS

Employees are responsible for conducting their work activities in a manner that is protective of their own health and safety, as well as that of other employees. Supervisors are responsible for observing and REPORTING employee work activities that might be deemed unsafe to the employees or others. After consultation with the Elected Official or Department Head, Human Resources may require an employee to obtain a fitness for duty evaluation of their ability to perform essential functions and/or operate equipment or vehicle safety. Such a fitness for duty evaluation may be required only if the Elected Official/ Department Head or supervisor has a direct observation and a reason to believe that an employee is incapable of safe operation of assigned equipment or vehicles and is a threat to the health and safety of themselves or others. The county will pay for required fitness for duty evaluations. An employee must report every on-the-job accident/incident, no matter how minor to their supervisor and Human Resources immediately. The supervisor is responsible for filing an accident/incident report immediately with the Elected Official or Department Head in charge, who must forward the report to Human Resources, who in turn notifies the county's workers compensation insurance carrier no later than the next business day. Texas Association of Counties Risk Management Pool's Political Subdivision Workers Compensation Alliance and the county elect the following rules to utilize and obtain health care if an employee suffers a work-related injury/illness:

1. Immediately following a work-related injury/illness, no matter how minor, the employee will be escorted by a coworker to the nearest medical facility for first aid treatment and supervisor will need to contact DSS for post-accident testing.
2. Employee must choose a treating doctor (provider) from the list of contracted providers provided by Austin County or obtain the list from www.pswca.org
3. Employee must go to their treating doctor for all health care related to their injury. If a specialist is needed, the employee's treating doctor will refer the employee. If the employee requires emergency care they may go anywhere.
4. Making a false or fraudulent workers compensation claim is a crime that may result in fines and/or imprisonment.
5. Additional information regarding the Alliance is available on the Texas Association of Counties Risk Management Pool's website at www.county.org

Human Resources shall make regular reports to the Commissioners Court concerning on the job accidents and immediately report any serious or unusual incidents. Failure of the employee to report an on-the-job accident or incident, no matter how minor, is grounds for disciplinary action.

The following rules are designed to promote the safety and well-being of county employees and are to be observed by employees at all times:

1. No employee may engage in horseplay, wrestling, or practical joking while on duty or operating county equipment;
2. Employees should maintain awareness of potentially dangerous situations that may cause injury to themselves, fellow employees, or the public;

3. Employees must report immediately to their supervisors any conditions that in their judgment threaten the health or safety of employees or the public;
4. An employee who is unable to perform their duties safely due to illness or injury must promptly notify their supervisor; and
5. Employees who drive for the County are prohibited from drafting and reviewing emails while driving their vehicle in the course of the County's business. Text messaging while driving is likewise prohibited. In addition, accessing the internet or any other form of non-verbal electronic communication is prohibited while driving.