

Memorandum of Understanding between Lewis County Emergency Management, a Division of the Public Works Department and Lewis County Risk Management, a Division of the Internal Services Department

The Lewis County Board of County Commissioners believes employee safety is of the utmost importance. It is the policy of Lewis County to provide a place of employment reasonably free from hazards that may cause illness, injury, or death. It is also County policy to establish and conduct an effective and continuous safety program incorporating education and monitoring procedures to teach safety, correct deficiencies and provide a safe, clean working environment. As a member of the Washington Counties Risk Pool, Lewis County is required to identify and maintain a designated Safety Officer for the County.

This agreement between Lewis County Emergency Management, a Division of the Public Works Department and Risk Management, a Division of Internal Services Department outlines the responsibilities and funding support of Safety Officer services to be provided by the Emergency Management Division.

Risk Management will reimburse for all labor, equipment, and materials necessary and incidental to completing the Safety Officer tasks and administering the safety program as identified below. Safety program costs will be based on actual time and materials, at an estimated cost of \$55,579.

IT IS MUTUALLY AGREED THAT:

Emergency Management will:

- 1) Review and update strategic county wide general safety program. Identify and coordinate additional safety programs needed for specific tasks or jobs.
- 2) Plan, coordinate, and implement training and safety activities. Analyze the effectiveness and make recommendations for changes. Manage all safety related compliance functions.
- 3) Establish and maintain a training library, review existing training manuals; recommend changes; rewrite, revise, and/or develop new training or safety materials per County policy, Labor and Industries regulations (WISHA), OSHA, and Department of Ecology and MUTCD guidelines as necessary.
- 4) Review and update policies and procedures to ensure the County has continued compliance with state and federal laws.
- 5) Utilize a training database to coordinate, maintain, and monitor safety training and certifications.
- 6) Support the investigation of serious first- and third-party claims, damage to Lewis County property, on the job injury accidents and on-site inspections of workplace and equipment.
- 7) Assist with the investigation of industrial accidents and incidents; prepare written analysis; and maintain comprehensive records, files, and reports.
- 8) Develop inspection guidelines for safety/personal protective equipment usage; develop criteria and/or outline training procedures and programs for safety/personal protective equipment usage.
- 9) Facilitate the County Safety Committee and Accident Review Committee meetings.
- 10) Conduct on-site inspections of work sites for compliance with required procedures.
- 11) Prepare correspondence and written reports, to include but not be limited to creating presentations utilizing graphs, charts, and spreadsheets.

- 12) Evaluate and recommend purchase of necessary protective equipment, clothing, and first aid materials.

Risk Management will:

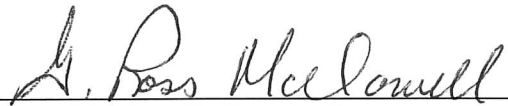
- 1) Provide direction and authorization for the work performed by Emergency Management.
- 2) Reimburse the Public Works Department for all work performed, based upon the actual cost of labor, equipment, and materials used associated with the Safety Officer duties as outlined in this agreement. Reimbursement will be based on budgeted appropriation for the safety program and associated approved funding sources approved by County Commissioners.

This agreement takes effect upon signing by the Director of Human Resources and Risk Management and the Deputy Director of Emergency Management and will remain in effect through December 31, 2023, or until one of the two parties decides to cancel or renegotiate the terms of the agreement.

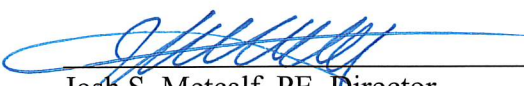
All amendments to this agreement shall be in writing, signed by each of the Parties, and effective on the latter date of execution by the respective Parties.


Amber Smith, JD, MBA, Director
Human Resources and Risk Management

1/9/23
Date


Ross McDowell, Deputy Director
Emergency Management

1-10-23
Date


Josh S. Metcalf, PE, Director
Public Works Department

1/09/23
Date