



**SAMPLE
RISK CONTROL
MANUAL**

NMCIA
Loss Prevention Division

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POLICY STATEMENT

_____ County considers no phase of county services as being of greater importance than employee safety and risk control. Therefore, it is the policy of _____ County to provide efficient services to the community, while assuring and maintaining safe and healthy working conditions, and implementing recognized risk control practices that safeguard employees and the public.

It is the policy of _____ County to protect our human, capital, and financial resources to the maximum extent possible from adverse consequences. Every effort will be made to reduce and/or eliminate losses that result in employee injuries, vehicular accidents, damage to facilities and property, and liability, which may arise from county services.

In the firm belief that county employees are its most valuable resource, the county is committed to this Risk Control Program. It is the county's policy that every employee is entitled to safe working conditions. Also spelled out in this policy is our belief that employee safety continues to be the prime consideration when carrying out all county services.

_____ County will endeavor to provide safe working equipment, safety training for personnel, and recognized policies and procedures to protect the safety of our employees. Recognized risk control practices will be integrated into all county operational efforts. Effective risk control and efficient services are synonymous with one another. All levels of management have the primary responsibility of ensuring the success of this program. This responsibility can only be met by working continuously to promote effective risk control work practices; by maintaining facilities, property, and equipment in a safe, functional condition; and by providing reasonable and efficient risk control responses for the situations at hand.

Because of the number of county employees working at any time, the diverse nature of county work; unpredictable working conditions; and varied locations of county services, we must have an organized program to achieve maximum use and effectiveness of risk control management.

This manual has been prepared for the guidance and safety of all county employees and the public. Employees are expected to adhere to the policies and procedures as set forth in this program; however, in rare instances, employees may need to use discretion and vary from these established procedures.

INTRODUCTION

Far too often risk control is limited solely to the reduction of employee injuries. Such a narrow view of risk control can be an open invitation to human suffering and financial disaster. Risk control is a broad science that is a critical aspect of every activity in which this county is engaged. This manual is designed to establish uniform risk control procedures and work rules, and to inform personnel concerning management's philosophy, policy, and commitment to this program.

Risk control is every employee's responsibility. All employees are charged with the responsibility for cooperating with and supporting the Risk Control Program. Personnel are expected to concern themselves with their personal safety, the safety of coworkers, visitors, and the general public affected by county services. Every employee is responsible for the safe and efficient use of county facilities, equipment, and vehicles; for conducting themselves in accordance with established work rules to minimize potential litigation, and for ensuring all activities are conducted and carried out in a safe and efficient manner.

1.0 PURPOSE:

The county holds risk control and the safety of its employees in the highest regard. Tasks performed by county personnel are essential for the orderly, productive functioning of the community. However, no task is so urgent or important that time can not be taken to perform the work in a manner that ensures the safety of all personnel and the general public, and minimizes the county's risk exposure.

- 1.1 The county shall endeavor through its Risk Control Program to assist all departments in their efforts to maintain a safe and healthy work place, inform employees of proper work habits and procedures, and eliminate risk exposures whenever possible, which will maximize the potential for a risk free work environment.
- 1.2 This manual has been prepared for the guidance and safety of all county personnel. Should any doubt arise as to the proper meaning or interpretation of the rules contained herein, consult with your immediate supervisor for clarification.

2.0 RESPONSIBILITIES:

- 2.1 County Manager: The County Manager has overall responsibility for administering the Risk Control Program and ensuring program success. This responsibility includes leadership, support, enforcement, and development of relevant policies, procedures, work rules, and strategies. Specific responsibilities include but are not limited to:
 - a. Providing managers with the authority and responsibility to establish, promulgate, and enforce county-wide risk control policies, procedures, and strategies.
 - b. Enforcement of this program through coordination with managers.
 - c. Developing and administering an employee communication forum and complaint procedure that will ensure the county's responsiveness to employee risk control concerns.
 - d. May select a designee to manage and administer the Risk Control Program; however, the program will not be designated to a position below the classification of manager.
- 2.2 Elected Officials/Department Managers: [For ease of reference in this document, elected officials/department managers will be referred to as managers.] Each

manager is responsible for the effectiveness of this program within his or her respective department and shall have sufficient authority and responsibility to maintain a safe, healthy, and risk-free work environment to the extent that the work allows. Each manager must recognize that risk control issues vary from department to department, which may necessitate adopting program strategies for unique activities. Specific responsibilities include, but are not limited to:

- a. Training employees on risk control practices and enforcing the rules and requirements of this program.
- b. Directing all risk control modification recommendations to the County Manager or designee.
- c. Developing general rules and procedures for all personnel. Each manager shall develop specific rules and procedures that recognize the hazards and risks of his or her respective department activities.
- d. Educating employees, particularly new employees, about this program and the rules by which their performance will be governed. Employees must be given adequate training and instruction in the safe and proper manner of performing their work. Additional job safety instruction or safety training must be given wherever hazardous conditions or materials indicate a potential for frequent or severe loss.
- e. Conducting and documenting quarterly inspections of department facilities, property, equipment, and operations to identify and eliminate or reduce hazardous exposures. Inspections should be conducted more frequently for high-risk activities. Managers shall also be responsible for identifying high-risk activities within their respective departments.
- f. Developing and applying general rules and procedures for all employees regarding the proper use of personal protective equipment (PPE) as required for tasks they perform. Required PPE shall be provided to and used by employees at all times. PPE requirements will be enforced at all times.
- g. Working with personnel within the scope of their authority to implement, review, and modify department activities to minimize losses, eliminate hazardous conditions, and promote practical risk control habits.
- h. Whenever feasible, assuring that safety and risk control features and specifications are designed into equipment, material, and supplies purchased. Whenever feasible, assuring that safety and risk control features are engineered into future buildings and incorporated into existing buildings during major remodeling or renovations. Ideally, these features,

specifications, or improvements will be incorporated into county buildings during the planning and design phase.

- 2.3 Supervisor: Each supervisor shall have the authority and responsibility to maintain a safe, healthy, and risk-free work environment to the extent that the work allows. Specific responsibilities include, but are not limited to:
- a. Maintaining responsibility for the day to day instruction and supervision of employees with regard to risk control practices to be observed. Enforcement of those standards and requirements as determined by this program, the appropriate manager, or standard operating procedures.
 - b. Because of to each supervisor's general responsibilities and interaction with employee activities, supervisors are ideally placed to informally inspect and correct work areas and operations on a daily basis. In addition, supervisors will conduct and document formal inspections on a quarterly basis and submit inspection reports to the appropriate manager for review and disposition. Inspections should be conducted more frequently if specific tasks have significant loss potential.
 - c. Ensuring that employees receive the proper training and instruction to safely accomplish all assignments.
 - d. Ensuring equipment is maintained in an acceptable manner pursuant to the manufacturers' recommendations, department policy, or recognized industry practice. Ensuring that employees use equipment in an approved manner and comply with procedures or recognized practices for safe operation of equipment.
 - e. Ensuring that employees use personal protective equipment (PPE) appropriately for recognized hazards.
 - f. In coordination with Safety Officer, conducting thorough investigations of all losses and taking necessary corrective action to prevent future losses.
- 2.4 Employee: Employees are responsible for complying with this program and all risk control work rules and procedures.

Risk control is every employee's responsibility; thus every employee is responsible for his or her personal safety as well as the safety of co-workers, visitors, and the public who come in contact with county services. Employees are responsible for the safe and efficient use of county facilities, equipment, and vehicles, for conducting themselves in accordance with work rules and statutory mandates to minimize potential losses and litigation, and for ensuring all activities are conducted and carried out in a safe and efficient manner.

Specific responsibilities include, but are not limited to:

- a. Placing risk control practices and identification of unsafe conditions as the highest priority when performing their duties.
- b. Use equipment in the properly and in the manner for which it is intended; maintaining property and equipment in a manner that will ensure the best possible condition during usage.
- c. Warning co-workers of unsafe conditions or practices that could lead to or cause loss.
- d. Operating equipment and tools, and performing technical tasks, only after receiving proper training and instruction.
- e. Immediately reporting defective or damaged equipment, and dangerous or unsafe conditions, to their supervisor.
- f. Reporting all losses including injuries to their supervisor as soon as possible.
- g. Taking proper protective measures to minimize unsafe conditions that could present a hazard or loss to personnel, county property, or the public.

2.5 Safety Officer: In coordination with the County Manager, the Safety Officer will assist the county and department managers in planning, implementing, maintaining, and monitoring this program. Specific responsibilities include, but are not limited to:

- a. Developing risk control goals and objectives, and preparing and recommending preventive policies, procedures, and strategies.
- b. Conducting regular inspections of county offices, buildings, and work activities in progress to identify hazards and determine compliance with applicable standards and recognized risk control practices.
- c. Recommending corrective measures that resolve loss exposures and reduce or eliminate recognized hazards.
- d. Conducting safety and risk control training for all county personnel.
- e. In coordination with supervisors, investigating accidents, injuries, property damage, and near miss claims to determine root cause(s) and provide corrective recommendations.

- f. Serving as technical advisor to managers, supervisors, employees, and the Safety/Loss Prevention Committee in all matters pertaining to risk control.
- g. Serving as liaison between the county and all OSHA, MSHA and other regulatory entity communications and inspectors.

2.6 Purchasing Officer: The Purchasing Officer shall work with the appropriate manager to assure all supplies, materials, equipment, and accessories purchased are safe and suitable for their intended purposes. Specific responsibilities include, but are not limited to:

- a. Whenever possible, eliminating hazards by engineering them out at the purchasing phase. Purchasing safe equipment and material, and when feasible, selecting less hazardous alternatives for items that carry inherent risks.
- b. Providing specific product information and recommendations to managers interested in purchasing office workstations or ergonomic accessories. All office equipment intended for workstation use or design should be reviewed for ergonomic suitability by the Purchasing Officer before purchasing.
- c. Utilize a general (boilerplate) statement on standard purchasing documents that requires the product or contracted service to possess all necessary safety and risk control features, in addition to meeting all applicable regulatory requirements.
- d. Coordinating safety meetings with the Safety Officer and all contractors prior to initiating work.
- e. Contracting with certified vendors to conduct annual fire suppression (fire extinguisher and sprinkler) system inspections for all county facilities.

3.0 RISK CONTROL PROGRAM:

A systemic risk control program encompasses all loss or risk potential the county may experience. Examples include employee safety and health, citizen safety, fleet vehicle maintenance and operation, on-site contractor exposures, environmental exposures, damage to equipment and property, and tort liability. Each manager is responsible for minimizing risk exposures and for achieving and maintaining acceptable loss levels for his or her respective department.

- a. The county's risk control process consists of five major elements:
 - 1) Identifying all potential risk exposures

- 2) Evaluating the risks (risk assessment)
- 3) Developing an exposure control plan
- 4) Implementing the control plan
- 5) Monitoring system performance

3.1 Identifying Potential Risk Exposures: When identifying potential risks, managers should review all loss reports and trends, maintenance records and industry practices, and conduct inspections of facilities and operations. Once the review is completed, the manager should have a realistic understanding of the potential risk exposures for the department. Managers should determine whether a deficiency is related to the managing system, human factors, situational factors, or environmental factors.

- a. When reviewing the managing system, look for oversights and omissions by management. Look for inadequate training; improper assignment of responsibilities; failure to follow mandatory or industry standards; unsuitable, inoperable, or lack of equipment; inadequate supervision; and inefficient or insufficient budgeting of funds. Managing system exposures are usually the easiest deficiencies to rectify.
 - b. Human factor losses occur when employees engage in unsafe practices, or commit errors or omissions in regards to policy, procedures, or work rules. Human factors usually indicate an enforcement (supervision) problem.
 - c. Situational factors are activities, situations, equipment, and facilities that are unsafe or inappropriate for the circumstances. Deficiencies of this type are a contributing factor in most losses.
 - d. Environmental factors refer to the way in which the workplace directly or indirectly causes or contributes to losses. Environmental factors fall into four broad categories: chemical stress (toxic fumes, smoke, dust, etc.), physical stress (noise, temperature extremes, inadequate or poorly placed illumination, etc.), biological stress (contact with bloodborne pathogens, bacteria, viruses etc.), and ergonomic stress (work-related musculoskeletal disorders, etc.)
- 3.2 Evaluating Risks: Upon completion of the identification process, conduct a risk assessment for each risk. The assessment should include an evaluation of the severity of each risk and the likelihood or frequency of similar losses reoccurring. Once the severity and frequency of a risk has been assessed, prioritize beginning with the most significant risks.
- 3.3 Developing a Control Plan: Develop an exposure control plan for the most significant risks first. The most significant risks in descending order are injury to employees and citizens, tort claims, fleet accidents, preservation of facilities, environmental exposures, on-site contractor exposures, and property damage to

equipment and machinery. When developing the plan, managers must decide whether to terminate, treat, transfer, or tolerate each risk.

a. Terminating a risk is generally the preferred option, although this is not always possible in regard to services provided by the county. It should be noted, however, that not all county risk exposures involve services mandated by state statute or county ordinance. Many are voluntary or self-imposed; in fact, the regularity with which counties assume non-required risks is astonishing. Some exposures can be eliminated by disposing of defective equipment or eliminating certain activities or processes. Examples of terminating risks in which the county has no obligation include: no longer extending road maintenance activities to non-county roads; not providing office space to entities when not required to by law; terminating residential security checks when residents leave town. Terminating these services eliminates the county's exposure.

b. Many exposures can be treated to reduce the inherent risk. Treatment of risk exposures can be accomplished by implementation of policy, procedures, work rules, supervision, use of personal protective equipment, and other administrative controls. Examples of treating risks include: development of policy; providing training or equipment; following universal precautions to prevent exposure to bloodborne pathogens.

c. Transferring risk exposures includes transferring the burden to another entity, party, or service; contract provisions to hold the county harmless; release waivers; indemnification clauses; and insurance certificates. Insurance certificates should name the county as co-insured on an insurance policy. Examples of transferring risks include: requiring non-county organizations who wish to use a county facility or equipment to sign a release waiver [a waiver will aid the county in transferring some or all of the liability if an unforeseen event were to occur], or using a temp agency to contract for short-term staff instead of hiring additional employees.

d. Managers must carefully decide when to tolerate a risk. Many risks are not covered by the county's insurance; thus, losses are paid out of and county's general fund or a department's operating budget. All risk exposures not terminated or transferred should be treated to a degree that will reduce the exposure to a tolerable level. An example would be requiring residents to sign a release waiver stating the county is not responsible for damages should a burglary occur after the Sheriff's Department has agreed to conduct residential security checks.

3.4 Implement Control Plan: Implement the plan in the same manner as any new initiative. Set standards of compliance for each risk exposure, such as policy,

procedures, work rules, training, release waivers, etc. Define department expectations, train employees on those standards, and implement the plan.

- 3.5 Monitor System: Once the plan has been implemented, establish performance measures to monitor the plan (system). Both qualitative and quantitative performance measures should be included. Evaluate department progress on a quarterly basis, review and revise the system as necessary, and commend and correct individually and organizationally as appropriate.

4.0 TORT LIABILITY TRENDS:

Analysis of past tort claims filed against the county clearly demonstrates identifiable trends. In fact, the frequency and severity of these claims is predictable to a reasonable degree of certainty. Since these claims are predictable, they are controllable to a great extent. Each department shall institute mitigation strategies to reduce the frequency and severity of these claims.

- 4.1 Personnel shall be educated on the most common types of tort claims filed against the county. Personnel shall be attentive to these identified trends and thoroughly document all relevant facts when involved in such incidents.

5.0 LITIGATION PROCEDURES:

Due to the nature of county services and current societal attitudes, litigation is inevitable; however, how the county responds will have a significant impact on litigation outcomes.

- 5.1 Personnel receiving an official document from a court of law naming them as parties in any action resulting from their official duties shall inform their supervisor, safety/risk management, and County Manager within 24 hours or on their next workday.
- 5.2 An employee who receives notice from a member of the public or another employee of their intent to sue the county (written or verbal) shall inform his or her supervisor, safety/risk management, and County Manager within 24 hours or on the next workday.
- 5.3 New Mexico Association of Counties retains different law or investigative firms to conduct investigations and/or to provide legal counsel. Personnel should contact the county safety/risk management or the County Attorney, to confirm the authority of an investigator or attorney. All affected personnel will cooperate with NMAC Risk Management, outside counsel, and designated investigators when civil suits are being investigated.

- 5.4 If a citizen, non-county attorney or investigator makes an inquiry concerning civil suits against the county, employees shall refer them to NMAC Risk Management and the County Attorney. Employees shall not discuss a claim or suit with any unauthorized individuals. If an employee believes an inquiry is deceptive, improper, or unethical, the employee shall immediately notify the County Attorney and NMAC Risk Management.
- 5.5 Discussions concerning any civil suit against the county shall be restricted to affected employees, managers, NMAC Risk Management staff, and designated attorneys and investigators.

6.0 USE OF RELEASE WAIVERS:

Reducing the county's exposure to the innumerable forms of liability is of paramount importance. Release waivers will be used to strengthen and support the county's risk control efforts.

- 6.1 Release waivers should be used for ride-along passengers or anytime non-county personnel wish to use county personnel, equipment, or facilities. However, waivers are not required for sedentary type meetings in county facilities. Other examples of activities requiring waivers include, but are not limited to:
- a. All personnel who wish to use county fitness equipment shall sign a release waiver prior to utilization of the equipment.
 - b. All requests from members of the public to use county equipment, employees or facilities will be directed to the County Manager. The County Manager is responsible for ensuring release waivers are completed and forms retained.
 - c. Requests for personnel will be directed to the appropriate manager for a determination. If approved, the manager will forward the request to the County Manager. The County Manager is responsible for ensuring release waivers are completed and retained.
- 6.2 A standardized release form approved by the County Attorney should be used for all situations requiring a release of liability.

7.0 EMPLOYEE TRAINING:

Each manager shall be responsible for providing appropriate training and instruction to personnel; training that offers the necessary knowledge and skills to do tasks safely and efficiently. Employees shall receive training in proper work conditions and procedures; all hazards they are likely to experience on the job;

proper use of personal protective equipment (PPE); proper use of equipment required to complete a task; emergency procedures; and regulatory mandates. Employees should request instruction and/or training for tasks and equipment they are either unfamiliar with or uncomfortable using.

- 7.1 All employees shall receive a risk control orientation, training on risk control policies and procedures, training for specialized equipment, and job/assignment instruction. Employees should receive safety/risk control training at the time of the initial assignment, anytime an employee is reassigned or when activities change significantly, or as required by OSHA, MSHA or other regulatory entity.
- 7.2 All training should be documented and retained by the Personnel Department in the affected employee's personnel file.
- 7.3 Employees engaged in specialized tasks shall be provided training and instruction to do all aspects of their job safely and efficiently prior to working in the environment. Departments having specialized tasks that are either hazardous or unique shall develop and institute special policies and procedures and provide training to ensure these tasks are accomplished safely.

8.0 SAFETY EQUIPMENT:

The county is responsible for providing all safety equipment and personal protective equipment (PPE) necessary to perform work activities.

- 8.1 Managers are responsible for ensuring the availability and appropriateness of all equipment necessary to safely perform tasks.
- 8.2 Requests for equipment not immediately available shall be directed to the appropriate supervisor.
- 8.3 Each employee is responsible for using equipment and PPE in the intended manner; properly storing and maintaining their safety equipment; and for immediately reporting defective or damaged equipment to their immediate supervisor.
- 8.4 Employees having specialized tasks that are either hazardous or unique shall receive appropriate training prior to equipment use.

9.0 CONTRACT AND PURCHASING CONSIDERATIONS:

A purchasing goal of the county is to engineer hazards out during the procurement phase. When the county purchases safe efficient equipment and material, the likelihood of injuries or damage is significantly reduced. When engineering

controls are not feasible, the county will try to substitute a less hazardous alternative for the item.

- 9.1 Each manager must assure equipment, materials, and services purchased for the county conform to industry and regulatory requirements.
- 9.2 A great deal of responsibility can be transferred to county suppliers. For this reason, the following general (boilerplate) statement should be used on procurement documents:

“The equipment or material you supply the county must comply with all requirements and standards as specified by the Federal governments Occupational Safety and Health Act (OSHA) of 1971, and all other appropriate regulatory mandates. All guards and protectors, safety features, as well as appropriate markings, must be in place and functional before delivery. Items not meeting OSHA or other regulatory standards will be refused.”
- 9.3 On technical items, the supplier may be required to provide training on the safe operation and/or maintenance at the county’s convenience.
- 9.4 All contracts for materials, equipment or services shall be reviewed by the County Attorney and approved by the County Manager prior to purchase.
- 9.5 Procedural contract specifications should be reviewed by the affected manager and purchasing officer, ensuring compliance with all risk control and insurance requirements, as well as procedural inclusions affecting employees and public liability.
- 9.6 The Purchasing Officer shall provide all managers interested in purchasing workstations or ergonomic accessories specific product information and recommendations. All office equipment intended for workstation use shall be reviewed for ergonomic suitability by the Purchasing Officer prior to purchase.
- 9.7 Prior to purchasing equipment and products, the Purchasing Officer shall:
 - a. Request a safety manual for the equipment;
 - b. Request information on safety features incorporated into the equipment;
 - c. Determine what additional safety equipment and/or personal protective equipment (PPE) is recommended or required for the item; and
 - d. When purchasing toxic/hazardous products, determine if less hazardous products are available. If less hazardous products are not available, material safety data sheets (MSDS) should be requested for the product.

10.0 INSPECTIONS:

The purpose of risk inspections is to maintain a safe and risk-free work environment through hazard reduction and elimination; ensure employee compliance with risk control procedures, identify unsafe operations and activities, and preserve the county's human, capital, and financial resources. Inspections should include identifying hazardous conditions; unsafe acts, conditions, or equipment; and operational or process deficiencies.

- 10.1 Inspection of county facilities, equipment, property, and operations shall be performed on a quarterly basis or more frequently if necessary. Inspections should be completed on an approved inspection form. Managers are ultimately responsible for each inspection.
- 10.2 Communicate inspection findings and intended corrective action to all affected personnel in a timely manner.
- 10.3 Managers shall submit records of inspections to the Safety/Loss Prevention Committee. Inspection reports should be submitted to the committee no later than the 15th of the following month.

11.0 FIRE PREVENTION/EQUIPMENT:

Effective fire prevention depends on all county personnel. Each employee is responsible for preventing the accumulation of unnecessary combustible and flammable materials in their work areas. All flammables should be stored in approved storage containers.

- 11.1 Employees should know portable fire extinguisher locations and their specific classification. ABC dry chemical fire extinguishers will extinguish ordinary combustibles, flammable liquids, and electrical fires, which should suffice for most county facilities.
- 11.2 Portable fire extinguishers shall be located in general facilities so that employees travel no more than 75 feet to an extinguisher, while high-risk areas/buildings such as shops should be arranged so that employees travel no more than 50 feet to an extinguisher. Fire extinguishers shall be mounted in conspicuous locations. If an extinguisher is not located conspicuously, e.g., (recessed in the wall), a sign or label should be used to identify its location.
- 11.3 _____ will inspect portable fire extinguishers monthly, ensuring proper working order. The inspector should check the annual inspection tag, gauge, fittings, and hose, if applicable. The inspector must date and initial

the back of the tag to document the activity. Extinguishers failing to pass inspection should be removed from service.

11.4 The Purchasing Officer is responsible for contracting annual fire extinguisher inspections. Upon completion of this inspection, the inspection tag must indicate the maintenance inspection date. Managers shall ensure that all fire extinguishers are inspected annually at their respective facilities.

11.5 The Purchasing Officer is responsible for contracting annual fire suppression sprinkler system inspections. This inspection is critical, as the sprinkler system is the first line of defense in most facilities. Managers shall ensure that all sprinkler systems are inspected annually at their respective facilities.

12.0 FIRST AID & SUPPLIES:

In the event of a medical emergency, EMS should be requested as soon as possible. Each county facility should have adequate first aid supplies available for all medical emergencies anticipated for each site. For the most part, each facility houses sedentary type activities; hence, only basic first aid supplies are necessary. However, facilities conducting potentially injurious activities should have sufficient first aid supplies to treat likely medical emergencies.

12.1 If EMS is available within 4 minutes of an emergency, staff need not be trained in first aid and CPR. However, anytime personnel work in locations in which EMS cannot arrive within 4 minutes, the department shall ensure that at least one person on site has first aid and CPR training.

12.2 If a medical emergency occurs at a county facility or worksite, immediately contact EMS and report all known symptoms and observations. Trained first aid personnel may be available on site and should provide care until EMS arrives. Trained first aid personnel shall not provide care beyond their level of training.

12.2 A general list of first aid supplies for each facility should include at a minimum: adhesive bandages (band-aids), 2 large gauze pads (at least 8 X 10 inches), gauze pads (at least 4 X 4 inches), 1 gauze roller bandage at least 2 inches wide, 2 triangular bandages, wound cleaning agent such as sealed moistened towels, scissors, blanket, tweezers, adhesive tape, latex gloves, CPR mask, 2 elastic wraps, splint, and directions for requesting emergency assistance.

13.0 FACILITY EMERGENCY PLAN:

Emergency plans shall be developed for every county facility, addressing plausible emergencies likely to occur at each site. Building managers are responsible for the development, implementation, and maintenance of these plans.

The plan should include the following types of emergencies: fire, suspicious package, bomb threat, device detonation, civil disturbance, medical emergency, and hazardous chemical spill or release. At a minimum, the plan shall meet all critical OSHA emergency plan requirements.

- 13.1 In general, if immediate action becomes necessary as a result of an emergency, it is important that safety and security procedures be implemented expeditiously, while maintaining an environment of order and common sense to dictate all reactions to the emergency.
- 13.2 A minimum of two proficiency drills should be conducted at each site annually. Drills shall be coordinated and documented by the manager and retained for regulatory review. Managers will forward a copy of the documentation to the Safety/Loss Prevention Committee within one week of each drill.

14.0 FACILITY SECURITY:

Because violence in general has increased in our society and workplace violence has increases significantly, county employees must be cognizant of the persons and activities in county facilities. In today's society, governmental entities are a prime target for acts of violence. As such, the county must take steps to protect county employees, equipment, and facilities.

- 14.1 Managers shall develop security procedures that are appropriate for the nature of the work and building location.
- 14.2 Employees should be attentive to colleagues, visitors, and suppliers entering buildings and work areas. Be particularly attentive to individuals who make threats or try to intimidate staff, visitors, or display unreasonable anger. Report these events to _____.
- 14.3 Where practical, visitors entering county facilities should be required to check in with appropriate staff at entrances. Once a visitor has successfully demonstrated a legitimate need to enter a county building, staff should authorize building access. Visitors should be required to identify their purpose and specify a contact person or function in the building. The appropriate staff should confirm each visitor's need to enter the building before authorizing access.
 - a. Where practical, visitors should not be given access into any county work area unless they are in the company of an employee. Visitors should remain in the lobby or waiting area until an employee is present to escort them through the building.
 - b. Visitors entering the building are the responsibility of the employee approving access or the escort employee.

- 14.4 Where applicable, visitors must successfully pass through a metal detector before building/area access is authorized.
- 14.5 Law enforcement personnel not in possession of appropriate credentials (badge and commission card) should be treated as visitors and expected to comply with all visitor procedures outlined in subsection 14.1 through 14.4.
- 14.6 Vehicles should not be permitted to park attended or unattended in close proximity to a county facility without authorization from a county representative. Departments receiving shipments should arrange to meet the vendor upon their arrival.
 - a. Any employee observing a vehicle parked in close proximity to a county facility without a department representative present should immediately notify the Sheriff's Office or appropriate law enforcement agency. Law enforcement personnel will contact the party and take appropriate action to confirm the delivery or remove the vehicle.
 - b. If it is determined that an employee failed to meet a delivery vehicle, law enforcement personnel will forward the information to the County Manager.

15.0 SAFETY/LOSS PREVENTION COMMITTEE:

Safety/Loss Prevention committees are an effective means of creating and maintaining employee interest in safety and risk control issues, and have proven to be successful in reducing loss. Every employee is encouraged to convey risk control concerns or suggestions to the committee or committee representative.

- 15.1 The main function of the committee is to create a risk control culture, enhance risk control awareness throughout the county, and develop and maintain an active interest in risk control to reduce accidents, injuries, and unsafe practices. In accomplishing this mission, the committee will:
 - a. Develop and recommend policies aimed at reducing accidents, injuries, and losses.
 - b. Recommend training to assure employees are knowledgeable in applicable OSHA, MSHA and other regulations, and critical tasks pertinent to assigned tasks.
 - c. Review losses and recommend suitable preventive measures.

- d. Review and recommend other risk control-related issues the committee deems necessary.

16.0 FLEET ACCIDENT REVIEW BOARD (FARB):

The FARB is designed to establish a standard operating procedure for reviewing and classifying fleet accidents in a fair and consistent manner, and for reducing the frequency, severity, and cost of fleet accidents to the county. The board shall utilize nationally recognized guidelines for classifying preventable and non-preventable accidents. This guide, while it is designed to assist in determining the preventability of accidents, cannot list every possible accident scenario, therefore the board will use the same principles identified in the guidelines when making decisions.

- 16.1 The FARB shall serve in an advisory capacity having no disciplinary authority. FARB determinations and recommendations include, but not limited to:
 - a. Classifying accidents as either “Preventable” or “Non-preventable”.
 - b. Recommendations include but not limited to:
 - 1) Remedial or refresher training of the vehicle operator;
 - 2) Review and/or modification of county driver training or tactics;
 - 3) Modification or reevaluation of county vehicles and equipment;
 - 4) Review or modification of county policies and procedures; or
 - 5) Evaluation of employees for vision defects, stress-related problems, or other conditions affecting fitness for duty.
 - c. FARB determinations will be forwarded to the County Manager for distribution to the appropriate manager, and if necessary, administrative action.

17.0 EMPLOYEE SAFETY SUGGESTION/COMPLAINT PROCEDURE:

The county is trying to achieve a risk control culture; hence, employees must have a means of making safety and risk control recommendations, and for reporting unsafe acts or conditions without reprisal.

- 17.1 Any employee can make recommendations to improve safety or risk control to their immediate supervisor, Safety Officer, Safety/Loss Prevention Committee

member, or through attendance of a monthly Safety/Loss Prevention Committee meeting.

- 17.2 Employees having a complaint or concern relative to potentially unsafe working conditions should follow this resolution procedure:
- a. The employee shall attempt to resolve a safety complaint or concern with his or her immediate supervisor.
 - b. If the employee is not satisfied with the resolution through the informal process, the employee and/or supervisor may address the issue through the chain of command up to the County Manager. The County Manager's decision is final. Notwithstanding, an employee may address the issue with the appropriate union or regulatory agency. The union may pursue all remedies sanctioned in their contract.

OSHA forbids retaliating against or disciplining an employee for reporting or trying to correct an unsafe condition or situation; therefore, retaliatory responses to safety concerns is prohibited.

- c. All county personnel should consider using in-house resources to resolve serious safety concerns. In-house resources include, but are not limited to subject matter experts, Safety Officer, Safety/Loss Prevention Committee, and Fleet Accident Review Board.

18.0 HOW TO DEAL WITH UNSAFE CONDITIONS:

Often the obvious remedy to an unsafe condition appears costly, time consuming, unreasonable, and over-reactionary. This is generally true because an organization has failed to seek out and apply solutions that are both timely and cost-effective for the situation. The following options are listed in order of their effectiveness and regulatory mandate:

- 18.1 The most effective method to avoid hazardous conditions is to engineer the hazard out. This technique is accomplished by considering all potential hazards in the early stages of program/job planning, such as developing safe specifications for equipment or materials at the design or planning phase. Once the equipment or materials are ordered, it is rarely cost effective to retrofit or engineer hazards out.
- 18.2 Eliminate hazards by removing the unsafe source such as removal of the machine, method, material, or structure.
- 18.3 Provide administrative controls to isolate the hazard, such as enclosing or guarding the hazardous point at the source, or controlling access to the hazard.

- 18.4 Train employees on what to do when confronted with a hazardous condition and provide safe avoidance procedures.
- 18.5 Use personal protective equipment (PPE) to shield employees from the hazard.
- 18.6 Protective devices or safe practices should never be circumvented to get a job done faster. The price paid for such indiscretions greatly outweighs the gain anticipated by this action.

19.0 REPORTING HAZARDOUS ROADWAY CONDITIONS:

From time to time, employees identify hazardous conditions on or near the roadway that may cause or contribute to an accident. Employees can contribute to public safety and are encouraged to report these hazards to the appropriate entity for corrective action.

- 19.1 These hazards include, but are not limited to:
 - a. Debris or livestock on or near the roadway;
 - b. Defects in the roadway itself;
 - c. Defective or absent roadway safety features, e.g., lighting, traffic control devices, information signage, impact attenuation devices, poor road maintenance, reflectors, etc.
 - d. Other hazards likely to obstruct driver view or recognition of other roadway hazards.
- 19.2 Employees encountering these types of hazards should contact the appropriate department or agency for immediate corrective action. If the presence of an emergency vehicle or warning lights is necessary to protect the public from additional harm, contact law enforcement.

20.0 REGULATORY MANDATES:

To protect the county's human, capital, and financial resources, the county will comply with all pertinent OSHA, MSHA, Workers' Compensation, and other regulatory mandates.

- 20.1 Regulatory posters shall be posted at every county facility in conspicuous locations, e.g. OSHA Notice poster and Workers' Compensation poster informing employees of the protections and obligations under the Acts.

- 20.2 The Safety Officer will provide each department with OSHA 300 logs, which identify injury/illness types, and lost and restricted workday totals. Managers shall conspicuously post the logs from February 1 through April 30 of each year.
- 20.3 all department facilities, operations, and procedures must comply with appropriate OSHA or other regulatory standards. If a safety policy or procedure is found to be in conflict with a regulatory standard, the regulatory standard shall supersede the policy. Any provision or procedure in this manual that is found to be contrary to required regulatory standards should be brought to the attention of the manager or Safety Officer.
- 20.4 If OSHA attempts to visit a county facility or operation, the employee having contact with OSHA will immediately notify the appropriate department manager, County Manager, and Safety Officer. OSHA inspectors will be instructed to wait in the lobby or other convenient location until the Safety Officer is on-scene. In the absence of the Safety Officer, the County Manager will appoint a representative.
- a. Anytime an employee receives a correspondence from OSHA or other regulatory agency, the employee shall immediately notify and forward a copy of the correspondence to the appropriate manager, County Manager, and Safety Officer.
 - b. The Safety Officer will serve as liaison between the county and all OSHA inspectors and communications.

21.0 WORK-RELATED INJURY REPORTING PROCEDURE:

Employees will promptly notify their immediate supervisor of any job-related injury or illness. Employees sustaining an injury/illness not requiring medical care shall complete a Workers' Compensation Form NOA-1 (Notice of Accident) and notify _____ immediately or on the next working day if after hours or on weekends. The employee should keep the original copy and provide their supervisor with the second (yellow) copy. This form will serve as documentation of the incident. Employees sustaining an injury/illness not requiring medical care need not seek medical attention. The "Notice of Accident" form will provide sufficient documentation.

- 21.1 Injured employees requiring medical care will report to _____, or if serious injury occurs or the injury occurs after hours or on weekends, the employee and/or supervisor will call emergency medical services or transport the injured employee to the approved emergency facility.

- 21.2 Failure to report work- related injuries/illnesses and related treatment promptly could result in claim denial.
- 21.3 Supervisors' responsibilities:
- a. Ensure appropriate medical treatment is obtained;
 - b. Thoroughly investigate the injury/illness and complete a Supervisor Report of Injury form. In every case, the "Corrective Action Taken" section of the report shall be completed. If the injury/illness does not require medical treatment, the supervisor will make a notation on the report, "For reporting purposes only". The supervisor will notify the Safety Officer of the injury/illness immediately or if after hours or on weekends on the next working day. The supervisor will attach the completed copy of Form NOA-1 (Notice of Accident), if applicable, to the investigative report and submit the information through the chain of command to the Workers Compensation Coordinator within 2 working days. The Workers Compensation Coordinator will forward an E-1 report to NMAC Risk Management in a timely manner.
 - c. Ensure accurate payroll records are completed during the injury period.
- 21.4 OSHA has stringent standards concerning immediate notification of employee fatalities or multiple injuries from a single occurrence. If a catastrophic event occurs, e.g., a county employee dies on duty or 3 or more employees are hospitalized from a single occurrence, the supervisor shall immediately notify the Safety Officer of the incident. The Safety Officer will coordinate all OSHA notifications within eight (8) hours.

22.0 FLEET ACCIDENT REPORTING PROCEDURE:

- All fleet accidents shall be investigated by law enforcement and documented on the State of New Mexico Uniform Accident Report.
- 22.1 Employees will, as soon as practical, notify their immediate supervisor of an accident.
- 22.2 Where available, an on-scene supervisor or employee will determine if emergency services are necessary and make appropriate communications.
- 22.3 Managers are responsible for soliciting and distributing accident reports and related information to the County Manager and Safety Officer as soon as available.

- 22.4 _____ is responsible for notifying and submitting all related reports to NMCIA, as soon as available.
- 22.5 Accidents involving possible or alleged vehicle malfunctions will result in the relevant vehicle being removed from service until examined by qualified personnel. The qualified person will document their findings and recommend the best course of action and vehicle disposition.

23.0 REPORTING MISSING OR DAMAGED PROPERTY:

Damaged or missing property includes all forms of county property, e.g. tools, equipment, material, buildings, vehicles, money, etc.

- 23.1 Report and document all damaged or missing property to your immediate supervisor.
- 23.2 Managers are responsible for notifying the County Manager and _____ of a loss. _____ is responsible for forwarding all available reports and claim information to NMCIA.

24.0 HORSEPLAY:

Horseplay has resulted in many employee injuries and much damage to county property; therefore, employees are prohibited from engaging in horseplay on the job, on county property, or while on official county business.

- 24.1 Horseplay is defined but not limited to rough or rowdy behavior, boisterous play, pranks, or other improper behavior generally considered horseplay.
- 24.2 Workers compensation and/or property damage claims resulting from horseplay may be denied by our insurance carrier, and the cost of restoration could be imposed on the responsible party(s).

25.0 HOUSEKEEPING:

Good housekeeping eliminates many accidents and injuries, such as slips, trips, falls, fires, and property damage. Reasonable housekeeping procedures are essentially the application of care and common sense. Employees are responsible for ensuring their respective work areas are clean and properly maintained.

- 25.1 All buildings, offices, passageways, storerooms, and service rooms shall be kept clean, orderly, and in a sanitary condition. Keep all areas clean to the extent the

nature of work allows. Each facility and work area should be cleaned on a regular basis or as often as necessary to maintain a clean and sanitary environment.

- 25.2 Aisles, passageways, and other forms of egress shall allow for direct access to exits, and be kept free from hazards or protruding objects that may prevent occupants from exiting buildings.
- 25.3 All storage and stock items shall be properly stored in cabinets, closets, or other recommended storage sites.
- 25.4 All garbage, refuse, and other waste shall be disposed of as soon as reasonably practical.
- 25.5 Employees shall:
 - a. Maintain all work areas and vehicles in as orderly a manner as permitted by the nature of the work being performed.
 - b. Take necessary steps to keep work areas free of trip hazards.
 - c. Take necessary steps to properly dispose of combustible materials and keep work areas clear of litter.
 - d. Not store loose or heavy materials overhead. Store heavy materials low and horizontally, or properly secured to prevent falling or sliding.
 - e. Properly and frequently dispose of garbage, combustibles, flammable, and other hazardous waste in accordance with applicable standards. Suitable containers shall be provided for collecting and separating waste, oily rags, trash, etc. Covers are recommended for containers used for combustibles and flammables. Tobacco-related refuse should be deposited in designated receptacles.
 - f. Immediately report all spills or leaks to maintenance staff, while securing the site until appropriate staff is available.

26.0 OFFICE SAFETY:

Office injuries are a significant concern to the county. Office work has many more hidden dangers than generally expected. Offices should be laid out for efficiency, convenience, and safety. The principles of workflow apply to all types of work, from general offices to maintenance shops.

- 26.1 Good housekeeping is the key to a safe office environment. Since trip and falls are a major concern, when walking, employees should watch for obstacles, spills,

and debris on the floor. Employees are responsible for maintaining their work area in a clean and orderly manner.

- 26.2 File cabinets, desks, and table drawers shall not be left open when unattended or not in use. Only one drawer should be opened at a time. Do not overload top drawers; heavy loads should be stored in lower drawers.
- 26.3 Employees should not sit on edges of chairs, nor tilt chairs backwards, unless the chair is constructed to do so.
- 26.4 Chairs, desks, and other furniture should not be used as makeshift ladders.
- 26.5 Employees shall not lift heavy or cumbersome loads; use a lifting device or seek assistance.
- 26.6 Employees shall walk cautiously up and down stairs; handrails shall be used whenever possible. Avoid carrying loads up or down stairs whenever possible.
- 26.7 Immediately report unsafe office conditions to a supervisor, e.g. sharp edges on chairs, desks, filing cabinets, trip hazards, etc.
- 26.8 Office electrical equipment should be properly grounded and regularly inspected. Electrical circuits should not be overloaded.

27.0 FLEET SAFETY:

Operation of vehicles is the county's greatest risk exposure and one of the leading causes of injury and liability. The county has adopted a nationally recognized driver's training program to better prepare employees for safe driving and reinforce the importance of safe driving techniques. Employees should maintain their full attention to driving activities when operating county vehicles. No phase of any job is of greater importance than safe driving.

- 27.1 All employees required to drive must possess a current and valid driver license.
- 27.2 Use of personal vehicles to conduct county business is discouraged. Before using a personal vehicle for county business, the affected employee is required to submit a copy of proof of insurance for the vehicle to their immediate supervisor. Under no circumstances shall an uninsured personal vehicle be used for county business.
- 27.3 Emergency driving (red lights and/or siren activated) shall be conducted in accordance with New Mexico State Statute and department policy. All drivers

engaged in emergency driving shall drive in a responsible and safe manner, and exercise due regard for the safety of all persons.

- a. Clearing an intersection during emergency driving is one of the most dangerous acts an emergency vehicle operator will ever attempt; many operators have been injured or killed performing this maneuver. Even though operating a vehicle with emergency equipment activated exempts emergency operators from many traffic laws, operators are still obligated to drive in a responsible, safe manner. Prior to entering an intersection, operators should:
 - 1) Not assume other drivers are aware of your presence or intent to enter an intersection;
 - 2) Identify potential obstacles by using quick searching methods;
 - 3) attract as much attention to your vehicle as possible;
 - 4) Be prepared to stop at anytime prior to entering or while in an intersection;
 - 5) Do not assume that because one or two vehicles gave you the right-of-way all other drivers are aware of your presence or intentions;
and
 - 6) Look for other emergency response vehicles.

27.4 When parking emergency vehicles to control traffic, provide services, or protect a scene, extreme caution and reasonable judgment should be exercised. Whenever possible, place emergency vehicles in a position that is highly visible and best suited to accomplish the task without compromising scene personnel or the public.

27.5 The use of cellular telephones while operating vehicles is discouraged unless a hands-free system is used. Employees should use due caution when using a cellular telephone while a vehicle is in motion. The primary responsibility of employees that are engaged in vehicle operation is the safe operating of the vehicle. Employees are encouraged to safely park out of traffic prior to engaging in a telephone conversation.

27.6 Employee and occupant use of seatbelts is mandatory as required by law. Child restraint devices are also mandatory as required by law.

27.7 Due to the frequency of backing accidents, whenever possible, drivers should use their discretion and back vehicles during the least hazardous period. Whenever

possible, drivers should conduct a walk-a-round (circle of safety) before backing vehicles.

27.8 Before using county vehicles, drivers should inspect the vehicle for visible damage, inoperable lights, under-inflated tires, or any other noticeable condition that may create an unsafe situation. Vehicles shall be inspected at the following intervals:

- a.
- a. Pre-trip -- employee
- b. Quarterly -- supervisor
- c. Regularly scheduled maintenance checks -- maintenance staff

28.0 FIREARM SAFETY:

Firearm safety is of paramount importance to county law enforcement while on-duty, at the firing range, and off-duty. The handling of firearms represents a significant risk; therefore, the following safety rules are intended to protect all employees, their families, and the general public.

28.1 Carrying or possessing a firearm on duty or at a county facility is prohibited, except as required for law enforcement personnel in the course and scope of duty, or as otherwise authorized by the appropriate department.

28.2 Carrying or possessing a firearm after consuming any alcoholic beverage or drug or medication that might impair the shooter's ability is prohibited, except as authorized by the department or state law.

28.3 All firearms shall be considered loaded, including co-worker firearms, firearms located at scenes, firearms processed for evidence, and firearms at home. Always check the load condition of any firearm handled. If given a firearm, assume it is loaded, regardless of the situation.

28.4 Never point a firearm at anything you are unwilling to destroy. Only point a firearm at someone or something you intend to kill or destroy.

28.5 Keep your finger off the trigger until you are ready to fire. If your finger is on the trigger, it is too easy to fire the weapon accidentally.

28.6 If you are uncertain how a particular firearm works, do not touch it; seek advice from someone who does.

28.7 Only use ammunition approved by the department.

- 28.8 Wear appropriate eye and ear protection when firing a weapon for practice or during training.
- 28.9 When at home off-duty, firearms shall be secured. Firearms should be unloaded and secured with a gunlock. Do not rely on a special hiding place, particularly if children are present at home.

29.0 ELECTRICAL SAFETY:

- Electrical equipment shall be free from recognized hazards likely to cause death or serious physical harm to employees or the public. All live wires shall be properly guarded; no employee or building occupant shall be exposed to live wires.
- 29.1 All portable electric tools and equipment shall be grounded, unless they are double insulated and possess a 3-pronged male plug.
- 29.2 All control panels (breaker boxes) shall be legibly marked to indicate the purpose of each switch or disconnect on the panel.
- 29.3 Cut, spliced or damaged cords or plugs shall be replaced to safeguard employees and the public from exposure to live wires or electrical current.
- 29.4 All outlet boxes shall possess secured faceplates or approved fixture covers.
- 29.5 Lamps or lights placed less than 7 feet above the surrounding surface shall possess covers or protective shield fixtures.
- 29.6 Extension cords may be used for short periods (temporary use); however, they cannot be used for extended periods. Extension cords cannot be used as a substitute for permanent wiring. If extension cords are necessary for extended periods, additional outlets should be installed.
- 29.7 Cords, cables, or wires in aisles and walkways should be covered and protected by cable bridges or other approved devices. Placing cords, cables or wires under floor mats or carpet is prohibited.
- 29.8 Only UL approved power strips may be used in the office. Power strips may not be connected in series to one another. Only one power strip maybe connected to a single receptacle source.
- 29.9 All bathroom electrical outlets shall possess Ground Fault Interrupter Circuits (GFIC). GFIC can be located at either the outlet or the control panel.

29.10 Portable heaters are prohibited unless approved by _____. Approved portable heaters must possess safety features to de-energize the unit when overturned or tipped over.

30.0 LADDER SAFETY:

Departments frequently using ladders or stepping devices should ensure that a sufficient number are available for staff. Ladders and stepping devices are available in the _____ Department.

30.1 Employees using ladders or approved stepping devices shall inspect the apparatus for defects prior to use. Ladders/stepping devices possessing defects will not be used and should be immediately reported to a supervisor.

30.2 Employees should use only approved ladders/stepping devices for ascending and descending purposes. The use of chairs, desks, other office furniture, etc., as a means of ascending or descending is prohibited.

30.3 Metal ladders shall not be used near electrical wires or for any type of electrical work.

30.4 Position ladders in a manner that the distance from the base of the point of support to the foot of the ladder is at least one-fourth the length of the ladder.

30.5 Whenever possible tie or secure the ladder to keep it from falling or slipping sideways.

30.6 Straight ladders should extend at least 3 rungs above the level to which the user is climbing. Never stand on the top rung or platform of a ladder.

30.7 Only one person shall be on a ladder at a time.

30.8 Never hand-carry articles while climbing a ladder. When ascending or descending, face the ladder using the three-points of contact technique.

30.9 If it is necessary to place a ladder near a door or where there is pedestrian traffic, set up warning signs or take precautions to prevent accidental contact that might upset the ladder.

31.0 WALKING SURFACE:

Floors and walking surfaces should be maintained in a dry condition. Wet floors shall be immediately isolated and cleaned. All floors, aisles, and passageways should be free of obstructions and hazards.

- 31.1 Fire exits shall be well marked and unobstructed.
- 31.2 During mopping or cleaning activities, “Caution Wet Floor” signs should be conspicuously located adjacent to the wet floor to warn personnel and occupants of the potential slip hazard.
- 31.3 All stair treads and nosing shall be slip-resistant.
- 31.4 For the security of county buildings, all doors should function properly. Due to the high-profile nature of county services, managers shall decide if exterior doors may be propped in an open position for a temporary need. Under no circumstances can an exit door be locked or propped in a closed position from the egress side.

32.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM:

PPE shall not be used as a substitute for engineering controls, work practices and/or administrative controls. PPE should be used in conjunction with these controls to provide employees with protection from hazards. PPE includes all clothing or other work accessories designed to create a barrier against hazards.

- 32.1 Each department is responsible for ensuring compliance to all applicable PPE regulatory mandates. All PPE shall meet American National Standards Institute (ANSI) or other applicable authority requirements. The following PPE will be provided to affected employees:
 - a. Hand Protection: Employees generally use four types of protective gloves: leather, Nomex, latex and rubber.
 - 1) Leather gloves shall be worn as protection from the elements, rough surfaces, welding operations, and during any other activity where employees may injure the hand if not worn.
 - 2) Nomex gloves shall be worn during specialized tasks to prevent injury and burns.
 - 3) Latex gloves shall be worn when there is a potential for exposure to biological (blood borne pathogens), diseases from humans or animals, and for sanitation purposes. Hypoallergenic gloves or a similar alternative shall be provided to employees who demonstrate sensitivity to or are allergic to latex gloves. Affected employees should consult with their immediate supervisor.

- 4) Rubber gloves shall be worn when working with hazardous chemicals. Consult the MSDS for appropriate PPE, prior to exposure.
- b. Eye/Face Protection: Eye protection consists of impact resistant glasses, chemical goggles, face shields, and filter lens. Eye and/or face protection is necessary to protect the eye or face from flying particulate matter, molten metal, body fluids, chemicals acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
- 1) Impact resistant glasses shall be worn to protect the eyes from impacts from flying fragments, objects, chips, particle sand, dirt, or other debris.
 - 2) Chemical goggles shall be worn to prevent exposure to chemicals. Consult the appropriate MSDS prior to use.
 - 3) Face shields and spectacles shall be worn to prevent exposure to flying particulate matter, heat sources and high temperatures, hot sparks, splash from molten metals, body fluids, and optical radiation.
 - 4) Filter lens possessing a shade number appropriate for the work performed shall be used to protect employees engaged in welding or other operation likely to cause light radiation injuries.
- c. Protective Footwear: Protective footwear (metatarsal guards or shoes/boots) should be sturdy and possess an impact-resistant toe. Protective footwear shall be worn if the work being performed may result in an injury from falling, rolling, or sharp objects, or objects piercing the sole.
- d. Head Protection: Head protection should be worn at building construction sites, road construction and maintenance projects, landfill operations, and any other location where there is a potential for falling, thrown, or flying objects.
- e. Hearing Protection: Exposure to high noise levels can cause hearing loss or impairment. Noise levels are measured in units of decibels (dB). There is no cure for noise-induced hearing loss; prevention of excessive noise is the only method of avoiding hearing damage.
- 1) Appropriate hearing protection includes earplugs, ear wool, ear canals, and earmuffs.

- 2) Ear protection against the affects of noise exposure shall be provided when it is not feasible to reduce noise levels or when durations of exposure exceed OSHA standards. Acceptable duration of exposure limits is identified in **Table 1**.
 - 3) Hearing protection shall be worn when discharging a firearm for training.
- f. Respiratory Protection: The use of respiratory protective devices is normally restricted to times of intermittent hazardous exposures or when such exposures are not practically controlled by other methods.
- 1) Respiratory protective devices shall be used when handling or working with hazardous chemicals requiring their use, working around excessive dust or particulate matter, or in oxygen deficient atmospheres. Consult the appropriate MSDS for appropriate respirator type prior to exposure. Examples include but not limited to handling lime and cement, spray painting, disbursement of weed and insect chemicals, working with chemical cleaning agents or solvents, investigating and/or disposing of clandestine laboratories, etc.
 - 2) Other respirator requirements are listed in the Respirator Program section of this manual.
- g. Ballistic Protection: Ballistic vests shall be worn by all uniformed law enforcement personnel responding to routine or special calls for service, or when exposed to direct public contact in an enforcement capacity. Non-uniformed personnel should wear body armor when serving arrest or search warrants or any other time the risk of gunfire is likely.
- h. Reflective safety vest: Reflective (day-glow) safety vests are designed to illuminate personnel when on or adjacent to the street, highway, or congested traffic areas.
- 1) Tasks generally requiring reflective vests include, but not limited to road crews, and field and law enforcement personnel.
 - 2) Law enforcement personnel should not wear a reflective vest if wearing the gourmet compromises officer safety.
- i. Other Protection: Some specialized tasks, by their nature, may occasionally require the use of other PPE. PPE shall be provided and used

as applicable to industry standards or as recommended by the manufacturer.

- 32.2 Each department is responsible for ensuring that appropriate PPE and associated training is provided to employees for all hazards likely to be encountered on duty. Training and PPE shall be provided to employees before exposure to the hazard. Training records will be maintained by the Personnel Office.
- 32.3 Employees are responsible for wearing and maintaining appropriate PPE in operations/activities where there is exposure to hazardous conditions or where a need to reduce the hazard is indicated.
- 32.4 All lost, stolen, worn, or damaged PPE shall be immediately reported to the appropriate supervisor.
- 32.5 Routinely clean and disinfect PPE as required by the manufacturer or regulatory mandate.

33.0 MATERIALS HANDLING/LIFTING PROCEDURE:

Lifting injuries constitute a significant impact on county services; therefore, all employees should make every attempt possible to seek assistance or use a lifting device when lifting heavy or cumbersome loads.

- 33.1 Employees are not expected to lift heavy or cumbersome loads without assistance or use of a lifting device. Prior to lifting, employees shall inspect the load for splinters, jagged or rough edges, burrs, slippery surfaces, or for any other hazard. If the load cannot be made safe to move, seek assistance from a coworker or use a lifting device. If assistance or a lifting device is not available, consult with a supervisor before attempting a lift.
- 33.2 Loads weighing over 45 pounds or loads believed to be too cumbersome to lift alone should not be attempted. However, in rare instances employees may have to act out of necessity and lift heavier loads; they should make every attempt possible to seek assistance or use a lifting device whenever practical.
- 33.3 The following is the recommended lifting procedure:
 - a. Have a good footing on a solid sturdy platform. Whenever possible, one foot should be positioned in front or behind the load and one foot to the side of the load.
 - b. Be sure to have a good firm grip. Typically, when people lose control of a load, they tend to grab the falling load, which often results in a severe back injury. Do not try to catch a falling load; step away from the load.

- c. Take a deep breath and hold it until the load is in a comfortable position. Proper breathing aids the lifting process and helps prevent back injuries.
- d. Lift the load with your legs, not your back. Bend down to the load at the knees, keep your back reasonably straight, and lift the load with your legs. The legs are the strongest muscles in the body and should provide enough strength to lift most loads.
- e. Keep the load close to the body. The farther away the load is from your body, the greater the strain on your back, thus increasing the likelihood of a back injury.
- f. Do not try to lift or carry a load over 45 pounds. When in doubt, get assistance, use a lifting device, or consult a supervisor.
- g. Although back belts are useful in maintaining proper body posture during a lift, they will not allow you to lift heavier loads nor protect your back during a lift. Employees wearing back belts should use the proper lifting procedure when lifting loads. Prolonged use of back belts could weaken abdominal muscles; therefore, back belts should be loosened or removed when not lifting loads.

34.0 ERGONOMICS PROGRAM:

To prevent work-related musculoskeletal disorders (WMSD), the county has developed a Computer Workstation Ergonomic Program. All affected employees are expected to follow and comply with the program. The county recognizes that employees using a computer for extended periods (2 hours or more) per day are at risk of developing WMSD. The focus of this program is to provide suitable ergonomic equipment whenever possible, improve workstation designs, and educate employees.

- 34.1 Managers have the overall responsibility for implementing, managing, and evaluating the Ergonomic Program within their respective departments.
- 34.2 Managers shall plan for all workstation components before purchasing new or replacement computers or office equipment. Prior to purchasing, decide what risk factors exist and what equipment is necessary to attain neutral posture. The Purchasing Officer can provide managers with ergonomic product information. After these issues have been resolved, the department manager is in a better position to order the appropriate equipment. However, the Purchasing Officer must approve all ergonomic equipment purchases in advance.

- 34.3 Ergonomic training shall be provided to affected employees on a regular basis, at a minimum of every 3 years. Training records will be maintained by the Personnel Office.
- 34.4 Supervisors shall periodically conduct job analysis in the work area to identify employees at risk of developing WMSDs, as well as to identify tasks causing or contributing to WMSDs. Once accomplished, supervisors will institute appropriate engineering or administrative controls to abate hazards.
- 34.5 Supervisors will ensure employee compliance with the Ergonomics Program and provide or request workstation evaluations as necessary.
- 34.6 Employees are responsible for complying with the Ergonomics Program and for utilizing all equipment and office furniture within suitable ergonomic guidelines.

35.0 FACILITY INDOOR ENVIRONMENTAL QUALITY (IEQ):

IEQ issues are an area of emerging concern for employers. Generally, these problems stem from poor or no preventive maintenance or housekeeping. The county intends to provide employees with a safe and healthy work environment. This can only be accomplished by providing a systematic IEQ plan for all county facilities.

- 35.1 Managers are responsible for the IEQ of their respective facilities and for ensuring the following:
 - a. HVAC system is maintained and that all operating equipment and controls are in proper working condition. The HVAC system should be inspected and serviced as recommended by the manufacturer, but no less often than every 6 months (winter and summer transitions). Ensure that all exhaust fans operating independently of the HVAC system are functioning properly.
 - 1) Replace HVAC filters as recommended by the manufacturer. Most roof-mounted units should be replaced monthly.
 - 2) Assure thermostats are set to “on” rather than “automatic”. The system will not provide ventilation when the thermostat is set on “automatic.”
 - 3) Assure thermostats are set between recommended ranges (68-72 degrees).
 - 4) Assure occupants do not modify office areas by covering supply air vents with furnishings, cardboard, etc.

- b. Oversee employee and contractor activities that affect IEQ. These activities include housekeeping and building maintenance. Also, ensure pesticides used in facilities do not create additional environment or IEQ hazards. Review cleaning and pesticide schedules, ensuring cleaning/pesticide agents introducing strong odors or contaminants are used during periods when the facilities are unoccupied or minimally staffed.
 - 1) Assure that all floors are cleaned or vacuumed at least weekly.
 - 2) Water leaks or moisture stains in the roof, plumbing, ceiling finish, and carpeting shall be immediately reported to Building Maintenance, as these deficiencies will cause mold and fungus growth.
 - c. Maintain communications with occupants and address IEQ concerns or complaints in a timely manner.
 - d. Educate employees and contractors about their responsibilities in relation to IEQ. Require contractors to communicate all products or processes that could affect IEQ and determine a plan to minimize or eliminate the potential hazard. This process should include review of the contractor's product material safety data sheets (MSDS).
 - e. Identify aspects of projects that could affect IEQ and manage these projects to ensure that good IEQ practices are maintained. Projects would include renovations, remodeling, relocating of employees and functions within the building, and new construction. These projects or activities can create IEQ problems by producing dust, odors, micro-biologicals and their spores, and emissions.
 - f. Review all hazardous material product material safety data sheets (MSDS) in the facility to determine the impact of the materials on IEQ and their appropriateness for the facility. Whenever possible, substitute less hazardous products for more hazardous ones.
- 35.2 If an IEQ problem arises, the appropriate manager shall notify the Safety Officer. The Safety Officer will work with IEQ experts and/or consultants to resolve the problem.

36.0 BLOODBORNE PATHOGEN EXPOSURE CONTROL PROGRAM:

Because it is compulsory under OSHA, and because of the frequency of bloodborne pathogen (BBP) exposures, the county has developed an Exposure

Control Program. All employees having an occupational exposure to BBP's are expected to comply with this program.

36.1 Employees: Employees in the following job classifications are deemed at risk of exposure to infectious diseases transmitted through blood and other body fluids:

- a. Custodial/Maintenance staff
- b. Landfill/Transfer Station attendants
- c. First Aid providers
- d. EMS providers
- e. Detention staff
- f. Sworn police personnel
- g. Housing Authority staff

36.2 Groups: Although employees should never assume any person they come in contact with is free of infectious diseases, a high risk of transmission has been shown to exist when contact occurs with the following groups:

- a. Bleeding persons
- b. Alcohol abusers
- c. Illegal drug users
- d. Homosexual, bisexual, and promiscuous adults
- e. Prostitutes
- f. Hemophiliacs
- g. Persons with open or infected wounds
- h. Persons who state they have Hepatitis B or C, or AIDS

36.3 Situations: Employees may encounter situations where there is a high risk of transmission of infectious disease. The situations include, but are not limited to:

- a. Any occasion when body fluids are present;
- b. Residences/areas and restrooms with unsanitary conditions;
- c. Death scenes, especially those situations where body fluids may be oozing from a corpse;
- d. Combative situations, especially those situations where bleeding occurs;
- e. Body searches;
- f. Crime scenes-specific dangers include knives, needles, razor blades, and soiled or contaminated evidence and clothing;
- g. Extrication at auto accidents;
- h. Searching persons and their personal affects, i.e., purses, bags etc.; and
- i. Situations and groups not listed above; employees must judge the risk level.

36.4 Methods of Compliance:

- a. **Universal Precautions:** Universal precautions will be observed when employees are exposed to blood or other potentially infectious materials. Since any body fluid may transmit infectious diseases if it contains traces of blood, employees are directed to treat all blood and body fluids as infectious.

- b. **Hand Washing:** Hands and other skin surfaces must be washed thoroughly, as soon as possible, if contaminated with blood or other potentially infectious materials to which universal precautions apply. Hands should always be washed after gloves are removed, even if the gloves appear intact. Hand washing should be completed using appropriate facilities such as utility or restroom sinks, EMS water sources, etc.
 - 1) Hands must not be washed in a sink where food preparation may occur. Hand washing should be done with soap and warm water.
 - 2) Waterless antiseptic hand cleaner should be provided to employees when hand-washing facilities are not available. The application of germicides before shift and after exposure is highly encouraged. Employees are advised to wash their hands at the earliest opportunity after using waterless antiseptic cleaners.

- c. **Protective Clothing:** At-risk employees will be provided disposable gloves, goggles, and, if necessary, facemasks. Disposable gowns and disposable impervious shoe covering will be available for unusual cases where great volumes of blood or other potentially infectious materials may be present, such as at violent crime scenes.
 - 1) Disposable gloves must be worn when employees are involved with emergency patient care, cleaning restrooms, collecting trash, searching prisoners/inmates, or any activity an employee may contact contaminated items. When multiple patients are present, the employee shall change gloves, if possible, after caring for one patient and before beginning care on the next patient.
 - a) Employees who demonstrate sensitivity to or are allergic to latex gloves shall be provided hypoallergenic gloves or other similar alternative. Affected employees should consult with their immediate supervisor.
 - 2) Eyewear must be worn in cases where splashing of blood or other potentially infectious materials may be anticipated.
 - 3) Anytime goggles are worn, facemasks should be worn.

- 4) Employees must use the appropriate PPE, except in rare and extraordinary circumstances. Such circumstances occur when in the employee's professional judgment the use of PPE would prevent delivery of health care or public safety services, or would pose an increased hazard to the safety of the employee or coworkers. When an employee makes this judgment, the circumstances shall be investigated and documented by the immediate supervisor to determine whether changes can be instituted to prevent such occurrences in the future.
 - 5) Contaminated disposable items must be discarded in a red biohazard plastic bag. Contaminated waste can be disposed of by a medical waste company or Fire and EMS Departments.
 - 6) Employees should avoid handling personal items such as combs, pens, etc., while wearing contaminated gloves.
- d. Laundering: Uniforms, towels, blankets, sheets, and other contaminated cloth material worn or used by employees should be handled with gloves and bagged in biohazard bags. Soiled clothing may be decontaminated by laundering in accordance with manufacturer instructions. The use of a laundry service is recommended; employees should not take contaminated clothing home for laundering.
- 1) Boots and leather may be scrub-brushed with a disinfectant to remove contamination.
 - 2) Employees whose uniform or other clothing is contaminated shall change to clean clothing as soon as possible.
- e. Resuscitation Equipment: Employees are discouraged from giving mouth-to-mouth resuscitation to a non-breathing victim. Pocket masks with one-way valves, disposable airways, or resuscitation equipment are the preferred methods of treatment. Durable equipment such as facemasks and resuscitation equipment must be thoroughly disinfected after use.
- f. Needles and Sharp Objects: Employees shall take precautions to prevent injuries from needles, knives, broken glass, razor blades, or other sharp instruments or debris, which can puncture or lacerate the skin.
- 1) Employees must use caution when searching persons, containers, vehicles, buildings, and cells. The proper technique is to gently pat the outside of the clothing or object. If something is detected, carefully feel around the object until you have an understanding as to what the object might be. Do not overtly stick your hand in a pocket or blind area until you are reasonably certain it is safe.

- 2) Employees must use caution when searching purses and other personal affects. The proper technique is to carefully empty the contents of the purse, bag, etc., on to an open surface. Do not blindly stick your hand in a purse, bag, etc.
- g. Contaminated Evidence: All contaminated evidence or evidence suspected of being contaminated, shall be handled (collected, processed, stored, and disposed), while using appropriate PPE. At no time shall contaminated evidence be handled without appropriate protective barriers.
- 1) Evidence contaminated or suspected of being contaminated will be appropriately packaged and identified with the appropriate "Biohazard" label. Under no circumstances shall improperly packaged contaminated evidence be stored.
 - 2) Sharp objects taken as evidence must be placed in puncture resistant containers or packaged in such a manner, as to render the sharp object harmless. Evidence containers or sheathing material must be labeled with a "Biohazard" label.
 - 3) This policy is not intended to prohibit departments from developing additional procedures or work-practices specific to their operations concerning infectious disease prevention or decontamination.
- h. Housekeeping: All equipment and work areas shall be cleaned with appropriate disinfectant and decontaminated after contact with potentially infectious materials as soon as possible after a spill or contact.
- 1) Wastebaskets cannot be used to discard contaminated items. Only waste dispensers possessing biohazard bags may be used to discard contaminated items.
 - 2) Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lens are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
 - 3) Food and drinks shall not be kept in refrigerators, freezers, shelves, cabinets, or on counter tops where blood or other potentially infectious materials may be present.
- i. Hepatitis B: Hepatitis B vaccinations will be made available to all employees having an occupational exposure. The offer of vaccination will be made prior to occupational exposure. Employees may decline to accept Hepatitis B vaccinations by signing a waiver that includes a statement that

the employee acknowledges the risks associated with contracting Hepatitis B has been explained.

- 1) An offer of Hepatitis B vaccination must be made to new employees or employees changing assignments having occupational exposure within 10 days of hiring or the reclassification date.
- 2) Employees initially declining Hepatitis B vaccinations, but later decide to accept the vaccination, must be allowed to receive the Hepatitis B vaccination at that time.

j. Significant Exposure: A significant exposure occurs when blood or infectious materials come into direct contact with eyes, nose, mouth, an open cut, or by a needle puncture injury.

- 1) Employees experiencing an exposure to blood or potentially infectious materials, or experiencing a situation where a significant exposure is likely to have occurred, will:
 - a) Notify their supervisor immediately and contact the county medical care provider. The medical provider will assess the physical injury to the employee and make a determination whether or not a significant exposure occurred. The medical provider will provide a course of action based on CDC guidelines, which may include administration of medications. Employees shall follow the instructions given by the medical provider.
 - b) The supervisor will contact the Safety Officer immediately after the exposure and describe the incident.
 - c) If a significant exposure did not occur, the medical provider will counsel the employee on the low risk of blood borne infection, and offer a baseline and follow-up testing to the employee, if the employee requires reassurance.
 - d) The supervisor will contact the medical provider to verify the incident and instructions.
 - e) The affected employee must complete a worker's compensation injury report immediately after the exposure or on the next working day if after hours or on weekends.
 - f) The supervisor will complete a Supervisor Investigation Report in accordance with county policy.

- k. Training: The County shall provide training regarding the spread of infectious disease to all affected employees. Training will be provided at the time of the initial assignment to employees having an occupational exposure. Annual refresher courses shall be provided to include additional training as technology and medical research dictate.
 - 1) The Personnel Office will keep a record of all bloodborne pathogen training. Training records will include the date, content of training, instructor's name, and a roster of employees in attendance.
- l. Recordkeeping: Medical records are confidential and are not released without the employee's expressed written consent to any person within or outside the county, except as required by law.
 - 1) Medical records must include a copy of the employee's Hepatitis B vaccination record, including dates of vaccination or a signed copy of the refusal form.
 - 2) Medical records will be maintained by the medical provider and retained for the duration of the employee's employment, plus 30 years.

37.0 HEARING CONSERVATION PROGRAM:

OSHA has established a regulation for noise exposure which identifies allowable noise levels, based on the duration of exposure. OSHA's permissible noise exposure limits are identified in **Table 1**.

- 37.1 Noise level monitoring/surveys should be conducted periodically and resurveyed whenever changes occur in activities, processes, or equipment that increase noise exposure.
 - a. Upon request of a manager, noise level surveys will be conducted by the Safety Officer, NMCI, or by a contract vendor.
 - b. Survey results will be maintained by the Safety Officer and the respective department.
- 37.2 Audiometric testing will be conducted on affected employees at the time of hiring and annually thereafter.
- 37.3 Affected departments will offer a variety of suitable hearing protection devices to employees exposed to noise levels meeting or exceeding 85 dBA. Hearing

protection is mandatory and shall be worn where noise exposures equal or exceed 90 dBA.

- 37.4 Adequate hearing protection is required when discharging a firearm for training purposes.
- 37.5 Managers will ensure all affected employees are trained in the purpose of hearing protection, proper fitting, use and care of hearing protection, and attenuation factors for each protector type.
 - a. The Personnel Office shall maintain all training records. Records shall specify the date of training, course content, instructor's name, and an attendance roster.

OSHA Permissible Noise Exposure	
Duration hours per day:	Sound level dBA slow response:
8	90
6	92
4	95
3	97
2	100
1 1/2	102
1	105
1/2	110
1/4 or less	115

Table 1

38.0 RESPIRATOR PROGRAM:

Due to the unpredictability of environmental situations occurring in county services, the county has developed a Respiratory Protection Program for affected employees. The Safety Officer is responsible for administering the Respiratory Protection Program. Employees requiring information concerning the program should contact the Safety Officer or review this program.

- 38.1 Reasonable efforts will be made to make respiratory protection unnecessary for all operations involving respiratory hazards by employing administrative or engineering controls; however, if circumstances dictate that respirator use is

required, the use of respirators will only be allowed after all OSHA requirements have been met. Use of an appropriate respirator will be necessary when operating in an oxygen-deficient atmosphere, or when using or in the presence of hazardous substances or unidentified chemicals.

- 38.2 Managers are responsible for auditing activities, identifying respiratory needs, and providing appropriate respirators and employee training.
- 38.3 Respiratory protective devices shall be used when handling or working with hazardous chemicals requiring their use, working around excessive dust or particulate matter, or in oxygen deficient atmospheres. Consult the appropriate MSDS for appropriate respirator type prior to exposure. Examples include but not limited to handling lime and cement, spray painting, disbursement of weed and insect chemicals, working with chemical cleaning agents or solvents, investigating and/or disposing of clandestine laboratories, etc.
- 38.4 Affected employees will conform to all regulatory mandates before respirator use including, but not limited to training, fit testing, medical examinations, and proper maintenance requirements. The Personnel Office shall maintain all training records. Training records shall specify the date of training, course content, instructor's name, and an attendance roster.

39.0 CONFINED SPACE ENTRY:

County employees rarely enter confined space environments; however, when the occasion occurs, the situation is often unrecognized and extremely dangerous. Confined space examples include storage bins, pits, small enclosures, and crime scenes. Employees will only enter a confined space when it is absolutely necessary and approved by a supervisor.

- 39.1 Confined Space is defined as a space having limited or restricted means of entry and exit and so configured that it is not designed for continuous occupancy. The following criteria would apply:
 - a. Atmospheric conditions in which a dangerous air contamination, oxygen deficiency (19.5% oxygen or less) or oxygen enrichment (23% oxygen or greater) may exist or develop;
 - b. Access (entry/exit) conditions where emergency removal of a suddenly disabled person is difficult due to the location or size of the access opening;
 - c. Engulfment conditions where the risk of engulfment exists or could develop.

- 39.2 Confined space entry means any action resulting in any part of an employee's face entering any opening of a confined space and includes any ensuing work activities inside the space.
- 39.3 General Entry Procedures: The following criteria shall be followed for all confined space entry:
- j. A supervisor on scene will make a determination as to whether the space should be classified as a confined space and if entry is necessary.
 - k. If entry is necessary, initial atmospheric testing for O₂ levels and presence of toxic substances shall be conducted with properly calibrated and charged instrumentation.
 - 1) All employees entering a confined space will possess a radio maintaining contact with an observer.
 - 2) If at any time the affected employee(s) or supervisor determines a confined space entry to be unsafe, all employees will exit the confined space and remain outside until the environment is determined safe.
 - 3) All employees in a confined space shall immediately evacuate if the warning alarm on any instrument is activated.
 - 4) During all confined space entries, one employee will remain at the confined space entrance and act as an observer maintaining contact (via radio) with the entry team. The observer will not leave the entrance until all employees are outside the confined space.
 - 5) The supervisor must remain on scene continuously testing the atmosphere and provide an emergency rescue and medical services if necessary.
 - 6) Hot work activities likely to provide an ignition source are prohibited in a confined space, unless approved by the on scene supervisor. Hot work activities include any heating source capable of creating a spark or flame.
 - 7) Smoking is prohibited within 20 feet of a confined space entrance.
 - 8) The supervisor or designee shall record all O₂ and toxic substance monitoring/testing findings.
 - l. Based on the test findings, the supervisor will either determine that the confined space is safe or unsafe to enter. If the environment is safe, two

or more employees may enter the confined space and complete required tasks.

- m. If the environment is determined to be unsafe, the supervisor will use mechanical ventilation or other means to render the confined space safe. Once the environment is determined safe, two or more employees may enter the confined space and complete the required tasks.
- n. If the environment is still unsafe, employees trained in confined space entry may enter the space. The supervisor will use mechanical ventilation or other means to ventilate the confined space. All employees entering the space must wear life support equipment, including a SCBA, lifeline, and harness. Two employees may enter the confined space and complete the required tasks. No more than two employees will enter an oxygen deficient or enriched atmosphere, or an atmosphere containing toxic substances. Lifelines will be tied off safely outside the space. Lifelines will not be tied off to vehicles.
- o. If an emergency arises, the observer is not to enter the confined space. Employees can be removed from the confined space by retracting each lifeline, or the rescue team will enter the confined space and remove all employees.
- p. The Personnel Office shall maintain Confined Space Entry training. Records shall specify the date of training, course content, instructor's name, and an attendance roster.

40.0 HAZARDOUS MATERIALS/CHEMICALS:

The Employee Right to Know Act mandates that employers take certain actions to train and inform employees routinely exposed to hazardous materials during work. This policy lists the statutory requirements and county procedures for implementation of this Act.

- 40.1 For the accomplishment of work objectives, where possible, the county will substitute non-hazardous substances for hazardous substances.
- 40.2 Where routine exposure to hazardous materials cannot be avoided, departments will take the following steps:
 - a. Inventory hazardous materials in the workplace.
 - b. Each department will conduct an initial assessment of chemical hazards in the workplace.

- c. An ongoing review of newly introduced substances will be accomplished by requiring supervisors to report any purchase of new hazardous materials to the department manager.
 - d. Each supervisor will report to the appropriate manager all employees under their supervision who have reasonable potential for exposure to hazardous materials during the course of their assigned work. This identification will occur initially for program implementation and is an ongoing responsibility of the supervisor.
 - e. For each substance identified as a hazardous material, the department will maintain:
 - 1) Material safety data sheets (MSDS) as required by the Act. The information will be kept at each facility or department office.
 - 2) MSDS forms will be periodically reviewed by the manager to ensure completeness and accuracy. This review includes periodic inspection of the workplace to determine if new hazardous materials are present and to determine if the MSDS contains all appropriate information.
 - 3) Supervisors shall advise the manager if a hazardous material is changed from its original container. Managers will be responsible for ensuring that all containers are appropriately labeled. In the event a hazardous material is present, all affected employees will be informed of all potential hazards.
 - f. Employees can obtain copies of MSDS maintained at the facility or from the manager during normal business hours. MSDS should not be removed from the files except for duplication purposes. If information is missing or employees require assistance in understanding the material, the employee should contact a supervisor for an explanation of the information.
- 40.3 Initial pre-assignment training shall be made available to employees having an exposure to hazardous materials prior to exposure to such substances. An annual training program will be established to include an explanation of how and where information about hazardous materials is stored in the workplace, how hazardous materials are labeled, and how specific data about these materials can be obtained. Training sessions will also cover hazardous materials possessing specific concentrations, which are highly dangerous.
- 40.4 The Personnel Office shall maintain all training records. Records shall specify the date of training, course content, instructor's name, and an attendance roster.

40.5 Employees have the right under the Act to refuse to work with a hazardous material if it places them in imminent danger, or if the required information or training has not been provided. Employees must comply with the following steps:

- a. An employee refuses to work where exposed to hazardous materials.
- b. The department can correct the hazardous condition, provide necessary training, or reassign the employee to another work area.
- c. The employee may request the Safety Officer inspect the work area and make a determination of the exposure.
- d. If the Safety Officer determines the employee would have been in imminent danger of death or serious physical harm by performing the tasks assigned, or the department failed to provide the appropriate training and information required by the Act, the employee may refuse to work without loss of pay. The department will not discriminate against an employee for a good faith refusal to work with hazardous materials, if the employee requests corrective action and the department failed to do so.

40.6 The storage of flammables should be avoided whenever possible; however, if storage of gasoline is necessary, safety cans and approved storage containers shall be used. Safety cans possess a spring-closing lid and spout cover, but must be stored in approved storage containers.

40.7 Flammables shall be stored as required by the product MSDS and kept away from other chemicals or hazards likely to cause a volatile reaction.

40.8 Ammunition must be separated from flammable substances and other hazardous materials and stored in approved magazines or cabinets.

1.0 All hazardous materials shall be disposed of in accordance with the MSDS or per federal regulations. All hazardous material spills, leaks or releases shall be cleaned promptly.

41.0 LOCKOUT/TAGOUT REQUIREMENTS:

Lockout/tagout requirements are intended to prevent injuries and fatalities which result from the unexpected startup of machines while they are being serviced or repaired and to protect employees from unexpected electrical or other energy discharges from machines while they are undergoing repair or service. Energy sources generally include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy source that could cause injury.

A lockout is a locking device, such as a padlock, that is placed on a switch, valve, or lever to prevent accidental machine startups or energy releases. A tagout is a written warning informing employees not to operate a switch or other mechanism that could set a machine in motion or release hazardous energy.



- 1.0 Employees are required to use “lockout” and “tagout” devices during maintenance and servicing operations. If an energy isolating device is capable of being locked out, then it should be locked out and tagged out. If an energy isolating device is not capable of being locked out, then a tagout should be used.
- 2.0 Before any employee performs any maintenance or repair of a machine or equipment where unexpected start up or release of stored energy could occur, the machine or equipment should be isolated, and rendered inoperative (locked out).
- 3.0 Following the application of lockout and/or tagout to energy isolating devices, all potentially hazardous stored energy should be relieved, disconnected, restrained, and otherwise rendered safe.
- 4.0 Prior to starting work on machines or equipment that has been locked out and/or tagged out; the employee shall verify that isolation and de-energization of the machine or equipment has been accomplished. Once the machine/equipment is safe, the work can be accomplished.
- 5.0 Before lockout/tagout devices are removed and energy is restored to the machine or equipment, the work area should be inspected to ensure that non-essential items have been removed, components of the machine or equipment are operationally intact, and all employees have been safely positioned or removed.
- 6.0 After lockout/tagout devices have been removed and before machine or equipment is started, affected employees should be notified that lockout/tagout devices have been removed.
- 7.0 Each lockout/tagout device should only be removed by the employee who applied the device.
- 8.0 All employees should receive training in lockout/tagout devices and procedures, and the prohibition relating to attempt to restart or reenergize machines or equipment which have been locked out or tagged out.

