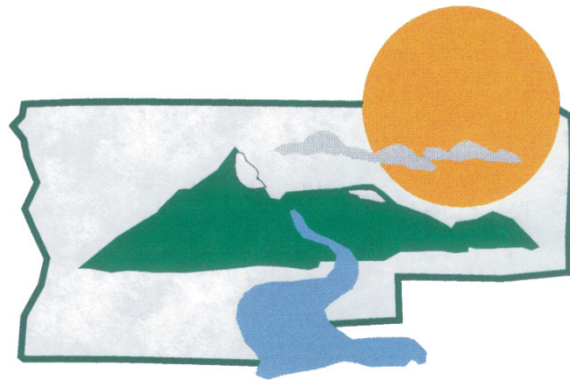


# JEFFERSON COUNTY



# SAFETY MANUAL

UPDATED JULY 2011

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**JEFFERSON COUNTY  
LOSS PREVENTION PROGRAM MANAGEMENT STATEMENT**

Jefferson County holds in high regard the safety, welfare and health of our employees. We have a responsibility to make every reasonable effort to maintain a safe and healthful working environment. No job will be considered so important or urgent that we cannot take time to perform our work safely.

This safety manual will be used as a tool for more effective safety and claims management. A safety committee has been established to coordinate the safety programs and assist the County's management staff in promoting safe working conditions.

Jefferson County is establishing a loss prevention program that emphasizes the integration of safety and health measures into each job task so that safety and job performance become inseparable. We expect our employees to respond to all safety efforts and to perform their jobs in the safest possible manner. The Safety Committee shall evaluate the County's accountability system and make recommendations to implement supervisor and employee accountability for safety and health. Our safety and loss prevention effort will be accomplished through the cooperative efforts of all employees who will work together to obtain the lowest possible workplace accident rates.

We are committed to making our loss prevention program a success, and we expect all employees to assist in this effort. To fulfill this obligation, safety orientation for new and transferred employees, timely and appropriate training, management/employee safety committee, and active self-inspection program, proper mechanical guards, and personal protective equipment will be some of the tools used to maintain a safe work environment.

The County's Safety Committee will make quarterly inspections to evaluate and detect physical and chemical hazards. In addition, it will investigate losses and loss trends. Written reports will be prepared that include recommendations for corrective action. The Safety Committee will be available to provide loss prevention assistance for all employees.

The County is responsible for evaluating and obtaining personal protective equipment. Additionally, we will instruct employees in the proper use and maintenance of this equipment. All employee requests for personal protective equipment will be made to the Department Supervisor.

On job sites where harmful plants, animals, toxic material or any other condition exists which may be harmful, the County will inform employees about these identifiable potential hazards. Additionally, we will instruct employees regarding appropriate controls, personal hygiene necessary, and personal protective measures required to reduce or eliminate the hazards.

The County recognizes the need to provide a workplace which meets the ergonomic needs of its employees. All work sites will be evaluated for design, layout and operation using an ergonomic approach. We will obtain assistance in this effort from City/County Insurance Services by using their safety representative as a consultant to evaluate and make recommendations for ergonomic job site modifications. Employees identifying a job site needing modifications should notify their Department Supervisor.

If you have any questions about our safety policy, rules or programs please contact you Department Supervisor. I will review the minutes from the Safety Committee meetings and will take an active role in overseeing that our safety program is effective.

By accepting mutual responsibility to operate safely, we all contribute to the well-being of one another and subsequently to Jefferson County.

**NOTICE**

This manual is not intended to outline every specific rule requirement that apply to our operations, but is to establish the basic safety rules and procedures. For a specific rule question, please refer to the various Safety Regulations.

## CHAPTER 1 SAFETY GOALS & OBJECTIVES

### A. JEFFERSON COUNTY'S SAFETY POLICY

#### 1. Management Commitment

Jefferson County regards employee safety and health as fundamental to our County. County management is committed to employee safety and health protection. Our County Commission and Department Heads will provide the motivation force and the resources for organizing and controlling safety activities for all of our employees.

#### 2. Accountability

All our employees are accountable for meeting their safety responsibilities. Authority and resources have been provided so that all assigned safety responsibilities can be met. The County's overall safety program is managed by the County Commission and Department Directors who have authority for its administration. These safety responsibilities include:

##### Management Staff

- Ensuring that safety and health regulations are observed.
- Developing and implementing the safety program.
- Assisting in preparation and revision of safety policies and implementation of the safety rules.
- Monitors and audits each facility for safety and health hazards.
- Involved in investigations of accidents, and conducts assessments of near-misses, and hazardous conditions.
- Establishes or approves procedures for hazardous operations.
- Maintains the OSHA injury and illness logs and complies with state and federal injury reporting requirements.
- Retains exposure and medical monitoring records.

##### Human Resources

- Handling our workers' compensation program.
- Maintaining the OSHA injury and illness logs and complying with state and federal injury reporting requirements.
- Assists supervisors with safety performance issues, if requested, or sees a specific trend of injuries.
- Administers all other insurance including property, liability, workers' comp, and employee health insurance

##### Employees' Role

Employees' role in safety is critical. Employees are responsible to follow proper safety and health practices. It is important that everyone report unsafe conditions to their supervisor so that the condition or facility can be corrected. Safe work practices are for all our employees' benefit.

##### Safety Committee

The Safety Committee reports to the County Commission and its role is advisory. The Safety Committee Charter is defined in detail in Chapter 2.

### **3. Hazard Identification and Control**

Hazard identification will be specifically done by Public Works, Maintenance, or Law Enforcement Safety Committee and by management.

This involves:

- Conducting periodic comprehensive work site surveys for safety and health hazards.
- Evaluating and reviewing our facilities, processes, materials, and equipment for proper safety features.
- Performing routine job hazard analyses.
- Assuring that routine equipment maintenance is performed and that inspections are done to ensure that machinery is functioning properly and safely.

The Safety Committee will conduct regular safety inspections so that new or previously missed hazards or failures in hazard controls are identified. These hazards are to be reported to the Department Directors for correction. The Safety Committee's role and procedures are defined in Chapter 2 of this manual. Management's first priority will be to ensure hazard correction and compliance with OSHA regulations.

Employees are required to report unsafe conditions to their Supervisor. Employees are also to submit recommendations for improved safety or efficiency of any operation to their supervisor and the safety committee.

When hazards are identified, our staff will work to prevent the conditions by effective design of the job process or operations where it is not feasible to eliminate the hazards, they are to be controlled using various, procedural, personal protective control will be accomplished in a timely manner.

### **4. Safety and Health Training**

Our safety and health training addresses the safety responsibilities of all personnel at the County's facilities. It is essential that employees understand the hazards and necessary controls for the chemicals and equipment with which they are working, know what hazards are involved in the operations, and how those hazards are controlled.

#### **Equipment Training**

Due to the variety of operations of the County, our employees are required to use a variety of tools and machines. This equipment, if handled improperly, can cause serious injury. In order to eliminate any such injuries, the County will train employees in the correct and safe operation of the tools and equipment used in their job.

Upon satisfactory completion of training, the supervisor will approve and record the training on the employee's Job Training record. This record will be kept in the employee's personnel file. Our employees are not to use equipment which can result in safety hazards without training or prior approval. If for any reason an employee is asked to use any equipment that they have not received training approval for, they must inform their supervisor.

#### **Fire Safety**

Our new employees will be given a tour of the areas before starting work to show them where each fire extinguisher is located, where the fire exits are and where the first aid supplies are kept. Their Supervisor will train the new employee in how to use a fire extinguisher.

#### **Chemical Hazard**

Special training in the safe handling of chemicals, such as chlorine, will be given before any employee is assigned responsibility to work around or with it.

## **5. Accident Reporting**

All accidents and first aid only incidents are to be reported. Reporting of accidents must follow the County's Loss Prevention Program procedures. This requires that all Employees and/or supervisors submit all completed accident and injury reports, to the Human Resource Office.

### Injury or Illness Requiring Medical Treatment

- Jefferson County Accident & Investigation Report JCHR Form #39; and
- Form 801

Incident Form: Jefferson County's Incident/Accident Report (JCHR Form #39) is to be completed and returned as soon as possible. The reports must be submitted within 72 hours to your supervisor for work related injuries.

801 Form: The 801 form must be completed and sent to the Human Resource office within 72 hours from the date of the injury or the known date of an occupational disease or injury. If the injured worker is not available to sign the 801 form within the 72 hour submission requirement, the form still needs to be sent to Human Resources.

Return-to-Work Form: When an injured worker loses time from work as a result of work related injury and then returns to work, a "Return to Work" form is to be completed by the injured worker's supervisor and sent to the Human Resource office and/or Department supervisor on the day the worker returns.

Accident Reporting: All of our employees need to understand our accident reporting procedures and the legal requirements involved in injury and illness reporting and proper filing of a work place claim. Accident investigations will be done on all reportable accidents requiring an 801 Form by the Supervisor of the area. First aid only or other minor safety incidents may be investigated if the supervisor or Safety Committee feel the occurrence had a greater injury potential or it is reflective of an accident trend.

### Injury Procedures

- A. All injuries are to be reported to the employee's supervisor. Injuries/illness requiring medical treatment will require 801 Forms and other reporting forms as listed above.
- B. An injured employee who requires immediate medical attention by a physician shall be promptly sent to a specified facility for appropriate medical treatment.
- C. Minor first aid injuries, such as small cuts and scratches requiring simple cleaning and bandaging, shall be handled appropriately by our designated first aid personnel.

The need for urgent medical treatment shall be left up to the discretion of the employee and management staff.

### Legal Reporting

Oregon Safety Rules require that the Employer notify Oregon OSHA within 8 hours of an accident involving multiple injuries of three or more employees requiring hospitalization or one or more fatalities. Oregon OSHA must also be contacted within 24 hours of an injury that results in hospital admission. The Department Head or Finance Director will be responsible for notifying the agency by calling OR-OSHA at 378-3272 (Salem Central Office).

## **6. Accident Investigations**

All injuries that result in medical treatment or time loss shall be investigated by the management staff or Designee and reviewed by the Safety Committee, so that their causes and means for their prevention are

identified. Medical treatment, is defined in OSHA regulations, as “any treatment, other than first aid treatment, administered to injured employees. Essentially, medical treatment involves the provision on medical or surgical care for injuries that are not minor through the application of procedures or systematic therapeutic measures.”

The National Safety Council studies have found that the common real causes of accidents fall onto the following categories:

- Inadequate Training
- Poor enforcement of safety rules
- Failure to inspect the workplace
- Lack of written job specifications
- Poor equipment purchasing decisions
- System design flaws
- Poor employee selection procedures

### Accident Investigation Policy & Procedures

The accident investigation focus is not going to be just on what were the unsafe acts and conditions, but why were the unsafe actions or conditions present. With this approach to accident investigation, we should be able to make positive corrective changes so the problem conditions or acts are controlled or eliminated. Supervisors and safety committee members will receive training on proper accident investigation techniques in order to enable us to reveal the root causes of accidents.

#### Step 1

Investigation of accidents that involved or could have involved serious injuries need to begin before any cleanup, repair or “startup” of the operation is undertaken. The accident investigation team should try to view the accident site as it was at the time of the event. This may involve taking photographs, making drawings, interviewing the witnesses, and taking samples or measurements of the conditions that led to the accident.

NOTE: Do not enter an area where dangerous conditions may still be present until authorized management staff has approved the entry.

#### Step 2

After Safety and Documentation measurements have been taken, any damaged tools or machinery parts should be removed for further study and analysis.

#### Step 3

Interviews with employees who were present at the accident scene are key sources of information about accidents. Proper interview techniques need to be used because it is often difficult to get the accident witnesses to freely talk about the incident.

Preliminary interviews should be conducted on an easy, informal conversation basis, preferably in private. Aggressive questioning is not appropriate. We want the witnesses to recreate the conditions as best as they can remember so as to determine the causes and take appropriate corrective action.

#### Step 4

An accident investigation report with recommendations will be written and submitted to the management staff and the Safety Committee for final review. Necessary corrective actions need to be determined and specific actions need to be assigned with due dates. Staff responsible for the accident investigation will conduct a follow-up inspection and record the corrections that were made.

## **B. OSHA RECORDKEEPING & POSTING REQUIREMENTS**

1. Injury and Illness Logs: OSHA Form 300, supplement injury forms (Form 801) and other related data is kept by the Finance Director as a centralized program. Each Department office, however, is required to have available a copy of the log and summary.
2. Hazard Exposure: Information including all hazards associated with chemical or toxic substances used by the County. These records under Oregon OSHA rules for Access to Medical and Exposure Records include:
  - Results of workplace air monitoring or measuring of a toxic substance and relevant data as to the interpretation of the results.
  - Biological monitoring results which directly assess the absorption of toxic substance or physical agent which include hearing test or levels of a chemical in the blood, urine, breath, hair, fingernails, etc.
  - Material safety data sheets, or in absence of previously used chemical MSDS's, a chemical inventory or any other record which reveals where and when used and the identity of the toxic substance.
3. Medical Records: including employee medical examinations and test results, work, histories, and workers' compensation claims. These records are kept in individual confidential employee medical files at the Human Resource Office.
4. Accident Investigation Reports: These reports are kept by the Supervisor and Human Resources.
5. Minutes of Safety Committee: These records are retained for three years by Human Resources. Minutes will be posted at each Department's employee Bulletin Board.
6. Training Materials: Training materials for the various programs will be kept in the Safety Training Manual and at the County Courthouse. Records of attendance at training programs will be kept by the employee's supervisor.
7. Safety Informational Materials and Rules: are maintained in the County Courthouse for the management staff, Safety Committee members and others involved in technical safety issues. This could include:
  - Oregon Safety Regulations.
  - Applicable Standards adopted by private standard-setting organizations, i.e. American National Standards Institute.
  - Trade Association & Safety Journals.
8. Posting Requirements: All required posting will be on each of the employee bulletin boards.
  - Injury and Illness Summary Report on the OSHA 300 are posted for the month of February.
  - Any citation or variance will be posted for at least 60 days or until they become a final order or are corrected.
  - The Oregon Safe Employment Poster shall be continuously posted.



## **CHAPTER 2 SAFETY COMMITTEE CHARTER**

### **Introduction & Background Information**

Oregon OSHA adopted rules that require that all employers with 10 or more employees to establish an employee/management safety committee. The specific Charter of the committee follows this introduction. The current committee meets the regulations and has been established to promote workplace safety and health and assist in the overall safety program by making safety/health recommendations.

The functions of the committee include:

- Holding joint employee and management safety meetings.
- Conducting work site inspections.
- Making recommendations on creating a safe work environment.
- Setting out specific safety operating procedures.

The members will be trained in the function of the safety committee, the overall rules governing safety committee activities under Oregon OSHA, how to make workplace inspections and the techniques regarding the conduct of effective accident and incident investigation. The membership will consist of one employee from each department.

### **1. Safety Responsibilities and Organization**

The responsibility for workplace safety and health by law is delegated to the employer. The management of Jefferson County is committed to safe operation from both a legal and ethical basis.

The safety committee's responsibility is to advise management on work organization and work practices for safety, and to provide leadership in protecting the safety and health of all our employees. Jefferson County's Safety Committee plays an important role and serves as the prime forum for communication and exchange of information on safety issues.

### **2. Role of the Safety Committee**

The following activities have been assigned to the Safety Committee:

- Recommending programs for the safety and health of employees.
- Recommendations are made to the County Commission. The committee may follow-up with the County Commission and Department Directors on a monthly basis as to the actions taken on the committee's recommendations.
- Monitoring the programs and work procedures designed for employee safety and health.
- Dealing with employee complaints and suggestions on safety and ensuring timely response to our employees.
- Monitoring employee hazard reports and recommending action.
- Promoting programs to improve the safety, health training, and education of employees.
- Participating in investigations of safety hazards.
- Monitoring safety programs and procedures.

The committee provides a means for our employees to work together on identifying hazards and developing acceptable solutions for safety problems.

### **3. Selection of Committee Members**

Jefferson County's committee membership is composed of equal employee and management representatives and will consist of one employee from each department. The committee will elect a chairperson to oversee

the meetings. The secretary of the safety committee will be responsible for the committee minutes and maintenance of the permanent records.

Employee members are selected on the basis of their knowledge of safety and health matters as well as their familiarity with the work processes. The chairperson will ensure that initial and new members are informed and trained in the County's safety committee operations and in the Oregon OSHA requirements. Employees will be volunteers who are genuinely concerned and motivated to make their workplace safer. Members will have staggered terms so that not all new members will start at the same time. After the initial staggered terms each member will serve one year minimum terms.

#### **4. Safety Committee Operations**

At the committee's first meeting certain policy and procedures need to be decided and outlined in writing. For our safety committee to function well it is important that committee members understand their roles and procedures. The committee needs to agree on the following:

- A statement of committee purpose.
- The scope of the committee's representation
- The power and function of the committee.

Specific provisions need to be made for the following:

- Frequency of meetings (monthly is a minimum)
- At least two members must be present to have a meeting.
- Special meetings
- Members training plans to meet the regulations.
- Order of business and records to be kept.

The committee's activities include not only being involved in safety matters that arise, but also ongoing safety and prevention programs, including:

- a. Workplace inspections for safety and health hazards. These inspections will be conducted at least once a quarter and take the place of our monthly meeting.
- b. Review of accidents and incidents.
- c. Review of employee safety and health complaints.
- e. Review of occupational safety policies and programs.
- f. Review of injury and illness statistics.
- g. Making all reports, evaluation and recommendations of the safety committee a part of the minutes of the safety committee meeting.
- h. Reporting findings and recommendations to department management and following up on the recommendations.

#### **5. Routine Safety Inspections**

The committee is responsible for regular monitoring of the safety programs, work conditions and work procedures that relate to employee safety. This involves quarterly workplace inspections to identify hazards arising from work conditions or practices and to ensure that established safety procedures and programs are being followed. Normally a team will be formed to conduct the safety inspections and program audits. The team should have a supervisor from each division accompany them on the inspection of their department. Inspection findings need to be documented and follow-up must be made on the identified hazards. (See Inspection Report format at the end of this section). If the committee identifies safety deficiencies, these should be brought to the attention of the supervisors so that corrective action can be started.

## 6. Accident and Incident Investigations

The committee members are responsible to review the supervisor's accident investigation reports and make additional recommendations to the County Commission, if appropriate. The purpose of the review is to determine if there are any patterns to the accidents and to assist in the evaluation of accidents for corrective actions.

## 7. Employee Safety Concerns

The committee members represent all our employees and serve as a very important communication link with the employees. Our employees should be assured that, in talking to their safety committee representative they do have the ear of management.

Employees need to first contact their immediate supervisor if they have safety complaints or concerns. However, regardless of this step, an employee may notify their safety committee representative of the concern. The Safety Committee will log in all safety related Notifications for tracking and ensuring appropriate action occurs. (See "Employee Hazard/Safety Correction Notice Form in this section).

A most important step is for the supervisor and/or the Safety Committee to inform the affected employee on the disposition of the matter. This should occur even if no action is possible, or if the committee considers the complaint unjustified. The employee should be told of decision and the reason for it. The committee is to inform the employee within one week from the time of their decision.

## 8. Safety Committee Meetings

Each of the monthly or special meetings need to have a specific agenda that is drafted by the secretary and chairperson regarding the activities of the committee and decisions that need to be made. The order of business needs to contain the following standardized agenda items:

- Listings of members present.
- Approval of the previous meeting minutes.
- Consideration of unfinished business.
- Consideration of employee concerns.
- Review of recent accidents and "near misses."
- Reports by members and sub-committees on investigations and special assignments.
- Reports on safety inspections and recommendations.
- Reports on progress of safety and health programs.
- Discussion of new business.
- Training of committee members.
- Action item responsibilities.
- Adjournment and setting of next meeting agenda.

The Chairperson prepares an agenda, based on the order of business, with the addition of details on matters to be discussed and the names of the committee members who will be reporting on the items. The agenda needs to include a notice as to the time, date and location of the meeting. Any background information that will be discussed at the meetings needs to be available prior to the meeting to allow the members to review the information.

Whether the meetings are seen to be worthwhile and productive sessions or merely a waste of time will depend upon the attitudes and behavior of various members. Meetings will be productive if they are considered as problem-solving sessions that use the best knowledge and experience to develop solutions.

**Meeting Conduct:** Effective committee meetings work by consensus to develop solutions and do not decide matters by majority vote. The Chairperson needs to develop consensus among members in order to bring all issues to a conclusion.

If consensus fails, a vote may be needed to move the meeting forward. Additional resources outside the committee may be needed to help bring in valid technical information to aid in developing member consensus.

**Meeting Procedures:** The meeting needs to start on time; late arrival of a member should not cause those present to have to wait. The meeting's basic procedures need to essentially follow as:

- An agenda item is presented.
- Discussion of the item.
- Understanding of the problem is developed.
- Members propose solutions.
- Potential solutions are discussed.
- Committee decides on the best and most feasible solution.
- Solution is presented to management.

**Chairpersons:** The chairperson needs to ensure that each item on the agenda receives attention. Some conclusion should be reached on each item, if possible, even though this may mean referring the matter to a subcommittee for study and recommendations. The minutes should record the referral and state that the subcommittee is to report on the item.

The chairperson is also responsible for keeping the meeting on track, cutting off irrelevant talk so that the agenda can be completed and closing the meeting on a constructive note. By spending some time preparing for the meeting, the chairperson can ensure that the agenda is not too lengthy and that the information resources (both people and materials) will be available when required.

**Meeting Closure:** The meeting should close on a positive note of achievement so that the participants do not go away feeling that they have wasted their time. The chairperson should summarize any major recommendations, decisions and assignments as well as the deadlines for any action to be taken.

**Meeting Minutes:** As well as providing a historical record of the committee's activity, the minutes serve to inform the employees of the committee proceedings. The minutes should include:

- A brief discussion of the items discussed and decisions made.
- Review of the accident and illness statistics.
- Activity assignments and deadlines should be noted.
- The previous meeting's minutes approval. These minutes will then be distributed to all the employees by posting on the bulletin board.

## **CHAPTER 3 GENERAL SAFETY RULES**

### **Safety Rules**

The County is committed to ensuring that all employees are trained in safety health issues, and understand the safety rules. Enforcement of our safety rules will be vigorous and equitable, reinforcing our intent to provide workplace safety. Our supervisors are required to take quick, consistent action to change unsafe behavior. Lack of observance in following the safety rules apply equally to all employees.

The following safety rules apply to all County operations:

1. No employee shall knowingly violate a County safety rule or the State Safety and Health Regulations.
2. The use of intoxicating liquor or illegal drugs on the job is strictly prohibited. Anyone whose ability to work safely is impaired by alcohol, drugs or medication shall not be allowed on the job while in that condition.
3. Each employee is responsible for their own safety and the safety of others around them. Unsafe conditions shall be corrected or immediately reported for corrective action
4. “No Smoking” areas are marked and smoking is prohibited in those areas. Employees are prohibited from expectorating upon walls, floors, work places or stairs.
5. No employee working shall work alone when entering confined spaces or hazardous locations such as basins or manholes. Entry permits are required to be completed and followed prior to confined space entry.
6. Horseplay, scuffling, practical jokes or similar activities are absolutely forbidden.
7. All accidents requiring medical treatment shall be reported to a supervisor immediately. The proper reports need to be made per chapter 1, which includes a Form 801 for injuries requiring medical treatment and an incident report form. The injured employee needs to report the following information:
  - Who was hurt.
  - How the accident happened.
  - Who saw the accident.
  - Immediate action taken and by whom
8. An employee with a work-related injury, who has 3 or more days of time loss, must have their treating physician confirm in writing that the worker can return to work.
9. Modified light-duty jobs, as part of the early return-to-work program, may be provided when possible.
10. Keep out from under suspended loads.
11. Eye protection must be worn at all times in designated areas.
12. Hearing protection must be worn if your noise exposure is at or above 85 dba average for an 8 hour period. These work areas shall be posted.
13. Safety shoes must be worn by specified employees. Safety shoes are required when there is a potential hazard of material or equipment falling or dropping on a person’s feet that could cause a foot injury.
14. Wear gloves and/or safety clothing as required for your job duties.

15. Do not wear loose clothing or your hair in a manner that would allow it to be caught in equipment/machinery or jewelry around moving machines.
16. Employees will only operate machines, tools, power trucks or county equipment that they are authorized for (i.e. power tools, heavy equipment, or other devices requiring special knowledge or training). Supervisors will provide proper equipment safety training for each employee. If for any reason you are asked to use any equipment that you have not received training approval for, you must inform your supervisor.
17. Always use the correct tool or equipment for the job. If you do not know what tool to use, ask your supervisor. Never abuse tools or equipment by straining them beyond safe working loads.
18. Never use defective equipment which could affect your safety. Report all defective equipment to you supervisor immediately.

EXAMPLES of defective tools/equipment would include: handles on tools that have sharp edges, splinters, or cracks; heads on shock tools such as hammers, sledges, and cold chisels that have mushroomed or cracked; cutting edges of tools that have dulled edges; electrical equipment with exposed wires, etc.

19. Never remove safety guards from machinery unless it is for necessary repair/maintenance work. When the work is completed, replace the guards in their proper position.
20. Stop and lock-out any moving machine or tool before making any changes, repairs, or while cleaning. Follow the lock-out procedures in Chapter 5.
21. Keep water away from switch panels and motors unless the electrical equipment was designed for wet conditions.
22. Keep electrical panel doors closed except when authorized personnel are working in and around them.
23. All employees (except licensed electricians and qualified persons authorized by their supervisor) are to stay out of motor control centers, motor drive cabinets, and all electrical panels where direct contact with voltages is possible.
24. All employees are strictly forbidden to be riders on tractors or any other mobile equipment, except for the equipment designed to permit passengers.
25. Compressed air is not to be used to blow dust or dirt off your body.
26. Under routine/normal conditions, WALK, do not run.
27. When moving material or equipment, lift with your legs and arms and keep your back straight, if possible. Push wheeled loads, do not pull.
28. All employees are to keep their work places clean and orderly. Good housekeeping is of first importance in all phases of our operations. Pick up tools, material, scrap, spills, etc. so they do not present a hazard to yourself and fellow employees.
29. Keep stairways, passageways, and approaches to fire fighting, electrical panels, and safety equipment clear and uncluttered.
30. Never leave tools or materials where they may fall on another worker below or where they may create a tripping hazard.

31. All refuse or garbage is to be placed in appropriate waste receptacles that are provided.
32. Keep flammable liquids in closed containers and/or safety cans in areas provided for proper storage.
33. Know the location and how to use fire extinguishers.
34. Learn the location of the fire exits and how to report an emergency. Employees trained in the use of fire extinguishers should attempt to control a fire at its incipient stages only.

**CHAPTER 4**  
**JEFFERSON COUNTY EMERGENCY ACTION GUIDE**

**BUILDING EVACUATION**

When the fire alarm is activated, bells located in various parts of the building will ring and will continue to ring until turned off by the Fire District or the authorized employees. In any event, when the fire alarm bell rings, the building is to be evacuated as set forth in the Fire Exit Plans for the various Departments and Floors, or by the nearest available exit and in the following manner:

1. Close Doors as you leave. **DO NOT LOCK**
2. Use stairways – **DO NOT USE ELEVATOR**. (Police officers or firemen will check each floor to determine that there are no non-ambulatory persons needing assistance. Department Directors are responsible for making sure that their employees have evacuated.)
3. Move at least 300 feet away from the building.
4. Do not stand in driveways, be careful of incoming vehicles.
5. Do not re-enter the building until you are told to do so by proper authority. This will normally be a uniformed police officer or fireman.

Evacuees should assemble in an area designated by their Department Director and as set forth in the Fire Exit Plans (floor plans). Persons assembled in these areas will be informed when it is safe to re-enter the building.

**EARTHQUAKE**

In the event of an earthquake:

1. Stay in building
2. Take Shelter under tables, desks, doorways and similar places
3. Keep away from windows, filing cabinets, bookcases and similar object
4. Keep calm – await emergency instructions.

If the building is to be evacuated, the fire alarm will be sounded:

1. If directed to evacuate, proceed immediately
2. Beware of falling debris or electrical wires as you exit
3. Unless otherwise directed – evacuate the building at the nearest safe exit. **DO NOT ENTER OTHER BUILDINGS UNLESS DIRECTED TO DO SO.**

**CAUTION:** There is a slight possibility that the fire alarm system could be activated by an earthquake.

If the fire alarm sounds during, or immediately after an earthquake, **DO NOT EVACUATE** until directed to do so by authorized personnel.

**FIRE**

Anyone discovering a fire:

1. If a building evacuation is necessary, pull or break one of the fire alarms located throughout the building. (This will activate all other alarms in the building.)
2. Call 9-911 or have someone call for you. If directed help evacuate the area.
3. Fire extinguishers are located at signed areas throughout the building. Some locations are equipped with a fire hose connected to water hydrant.
  - A. These hoses and extinguishers are for use by the building occupants for fires of paper, wood textiles, rubbish. Etc.
  - B. Directions for fire extinguisher are written on each fire extinguisher.

**DO NOT USE FIRE HOSES OR EXTINGUISHERS ON ELECTRICAL FIRES**



All fires, no matter how small (such as a fire in a wastebasket. etc.) are to be reported. Call 9-911. All fires will be investigated by the Fire District to insure that they have been properly extinguished and to determine if any corrective measures may be necessary to prevent future fires.

If a fire occurs after normal working hours or on weekends, pull or break one of the fire alarms and report the fire by calling 9-911.

NOTE: Each department in the Courthouse has a fire exit plan. Ask your department Director or supervisor for a copy of that plan and attach it to this booklet for quick reference.

## **EXPLOSIONS**

In the event of an explosion in the building, such as would be caused by leaking gas, faulty boilers, or explosives:

1. Take cover under tables, desks, or other objects which will give some protection against flying glass and debris until effects of explosion have subsided.
2. Call 9-911. Give all available information – location – type of blast, if known – any known injuries.
3. Do not panic – if the fire alarm bells have sounded, calmly proceed with evacuation of the building. Evacuate away from the area of explosion.
4. If there is no immediate danger in your area, you may remain at your location until such time as building evacuation is ordered by authorized personnel.

## **BOMB THREAT MESSAGES**

Bomb threats are generally received by telephone, however, threats can be received verbally or by mail, e-mail or other written messages.

### WRITTEN MESSAGES

Any person receiving or discovering a written bomb threat message:

1. Remain calm – leave message where found.
2. Call 9-911. Advise dispatcher on duty who you are and that you have received a bomb threat.
3. Anyone in the background who can move from area unnoticed – call 9-911.

### TELEPHONE MESSAGES

Elected Officials, Department Heads, or Employees or other persons receiving a bomb threat telephone call, complete the following telephone bomb threat questionnaire:

#### **STEPS TO TAKE IF BOMB IS FOUND**

1. Evacuate immediate area and call 9-911, or have someone call for you. **DO NOT TOUCH SUSPECTED BOMB.** Also have someone notify the Sheriff's office.
2. Person who discovers bomb:
  - a) **DO NOT TOUCH!**
  - b) Make mental note of the following:
    - 1) Exact location of object.
    - 2) Size of object.
    - 3) Type of container or wrappings.
3. If possible, leave all doors in bomb area open. (This will help reduce damage by relieving pressure.)

KEEP CALM: Do not get excited or excite others.

TIME: Call received: \_\_\_\_\_ Terminated: \_\_\_\_\_

EXACT WORDS OF CALLER:

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Delay – Ask caller to repeat

QUESTIONS TO ASK:

- a. Time bomb is set to explode? \_\_\_\_\_
- b. Where located Floor \_\_\_\_\_ Area \_\_\_\_\_
- c. Kind of Bomb \_\_\_\_\_
- d. Description? \_\_\_\_\_
- e. Why kill or injure innocent people? \_\_\_\_\_

DESCRIPTION OF VOICE:

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Calm: \_\_\_\_\_ Nervous: \_\_\_\_\_

Young: \_\_\_\_\_ Middle Age: \_\_\_\_\_ Old: \_\_\_\_\_ Rough: \_\_\_\_\_ Refined: \_\_\_\_\_ Accent: \_\_\_\_\_

Speech Impediment: \_\_\_\_\_ Unusual Phrases: \_\_\_\_\_

Recognize Voice: \_\_\_\_\_ If so, who: \_\_\_\_\_

BACKGROUND NOISE:

Music: \_\_\_\_\_ Running Motor: \_\_\_\_\_ Traffic: \_\_\_\_\_ Whistles: \_\_\_\_\_ Bells: \_\_\_\_\_ Horns: \_\_\_\_\_

Aircraft: \_\_\_\_\_ Tape Recorder: \_\_\_\_\_ Machinery: \_\_\_\_\_ Other: \_\_\_\_\_

Did the caller indicate knowledge of facility: \_\_\_\_\_ If so, how: \_\_\_\_\_

After caller hangs up – call 9-911. Review Bomb Threat Questionnaire – make sure you have written down everything possible about the call or caller. Do not discuss the call with Unauthorized Persons.

### **MEDICAL AND FIRST AID**

In the event of illness or injury:

1. Give first aid to the extent of your own qualifications.
2. Stop bleeding.
3. Start artificial respiration, if not breathing.
4. Call or have someone call 9-911. Give location and nature of illness or injury.
5. Do not move person unless absolutely necessary.
6. Comfort person until assistance arrives.

## **CHAPTER 5 LOCKOUT/TAGOUT**

### **LOCK-OUT/TAG-OUT AND DEFECTIVE TAGS:**

The County uses a Lock-Out/Tag-Out program as a safety method to ensure equipment is safe to work on.

We use Defective Tags to alert you that a piece of equipment is defective and continued operation of the equipment would further damage the equipment or possibly create a hazard. If the item cannot be repaired immediately, the equipment will have a yellow “defective equipment tag” attached.

**NEVER TRY TO START MACHINES OR EQUIPMENT THAT HAVE A “DEFECTIVE EQUIPMENT TAG” OR A LOCK OUT ATTACHED.**

**CHAPTER 6**  
**BLOODBORNE PATHOGENS**  
*(Disease Transmittal Through Contact With Blood Or Other Body Fluids)*

A very real threat exists in the form of “bloodborne pathogens” - which are infectious diseases that are transmitted through contact with blood and/or other body fluids. Any infected fluid that enters your body will almost certainly infect you! Entry can be gained through non intact skin (cuts, scrapes, etc.), mucous membranes and body “openings” (mouth, nose, eyes, etc.).

Human Immunodeficiency Virus (HIV) (which causes AIDS), and Hepatitis B Virus (HBV) are the two most “worrisome” pathogens out there. Other pathogens exist, but because they are not as serious a threat as these two, we will not concern ourselves with them. If we can effectively prevent exposure to HIV and HBV, we will also prevent exposure to any others that may exist.

NOTE: A vaccine exists for HBV and is available to anyone who has been potentially exposed to Bloodborne Pathogens.

Accidents are the primary means of potential exposure. Exposure may occur while rendering aid or cleaning up after an accident. Other means (of potential exposure) include: Sneezes, Vomit, Bloody Nose, Sharing Food and Spitting.

How can we prevent or minimize potential exposure?

- A) Establishing “Work Practice Controls”.
- B) Supplying Personal Protective Equipment (PEP).
- C) Establishing and adhering to proper procedures after an “incident”.
- D) By educating all Jefferson County employees of the threat and A, B, C above.

We must report all potential exposures to our supervisor as soon as practical after an incident in which potential exposure has occurred. Supervisors will complete the appropriate portion of County’s Accident Report.

**Work Practice Controls**

- Treat all bodily fluids as potentially infectious.
- Minimize splashing and spreading of bodily fluids during first aid/clean-up.
- Use sterile rubber gloves and other protective equipment when rendering aid or cleaning up.
- Thoroughly and properly clean equipment and areas where exposure has occurred.
- Dispose of waste properly in “biohazard” container provided.
- Remove protective equipment carefully. Assume that infectious materials are present.
- Wash skin thoroughly after removing protective equipment.
- If desired, ask for an HBV vaccination if potential exposure exists.
- **Never share** tweezers, combs, handkerchiefs, etc, with others.
- Cover or bandage cuts, scrapes, rashes, etc, cover sneezes.
- Don’t eat, drink or smoke in areas exposed to BLOODBORNE PATHOGENS.

**Personal Protective Equipment (PPE)**

- Gloves to all individuals who need them – available in First Aid Kits.
- Microshield barriers to first aid trained persons.
- Body fluid pick-up packs now provided - available in First Aid Kits.
- Blood pathogen protective kits now provided - available in First Aid Kits.
- Anti-septic soap now provided in dispensers.

**Cleaning Procedures**

- Wear protective equipment provided in First Aid Kits.
- Use brooms and dustpans - Avoid picking things up with your hands.

- Clean up blood and other fluid spills with disposable towels soaked with disinfectant solution (10 parts water to 1 part bleach), **or** you can use the "Pick-up Pack" noted above.
- Remove protective equipment carefully - so as not to contaminate yourself.
- Use "Biohazard Containers" for all contaminated waste items.