



Administrative Safety Manual

Policies and Benefits

Approved: _____

Resolution # _____

The following Safety Manual is to prevent accidents and provide for the health and safety of Lee County employees and other stakeholder groups.

LEE COUNTY ADMINISTRATIVE SAFETY MANUAL

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INTRODUCTION TO SAFETY MANUAL

PURPOSE

The purpose of this manual is to prevent accidents and provide for the health and safety of Lee County employees and other stakeholder groups. This manual shall be used to define, promote understanding, and ensure uniform administration of County safety policies, procedures, and safe work practices. It is also intended to provide the means and methods for aiding in the performance of all routine and non-routine tasks in a safe and efficient manner.

All County employees shall become familiar with and follow the policies outlined in this manual in a safe and efficient manner. As health and safety requirements may differ by facility or work area, it may be necessary for each department to establish additional policies, procedures, and safe work practices to address all its specific needs.

SCOPE

The Lee County Board shall provide the necessary support to administrative and supervisory personnel responsible for administration, implementation, and adherence to the policies outlined in this manual. Administrative personnel, department management, and supervisory staff are expected to set an example for employees and provide support for safety program administration and implementation. Failure of administrative, management, and supervisory staff to implement safe work practices into department activities can result in injury or illness to County employees and others. County employees shall follow all policies, procedures, and safe work practices outlined in this manual.

APPLICABILITY

All policies relating to inherent managerial policy apply to all Full Time, Part Time, and Short Term or Seasonal employees of Lee County, including, but not limited to County Board members, non-certified employees and certified collective bargaining unit employees. Any policy that relates to matters directly affecting wages, hours, and terms and conditions of employment shall be binding upon all non-collective bargaining unit employees and not binding upon certified collective bargaining units unless it is agreed through the collective bargaining process.

IMPLEMENTATION

To effectively implement the guidelines of this safety manual, County administrative and supervisory personnel must:

- a) Work with elected and appointed officials in establishing performance goals and occupational safety, health, and environmental policies.

- b) Ensure all County employees are aware of established performance goals and occupational safety, health, and environmental policies.
- c) Encourage all County employees to take personal ownership of their own safety and adhere to safety program requirements.
- d) Perform hazard and risk assessments to identify existing and potential hazardous situations, and act to eliminate such hazards.
- e) Train employees in how to perform work in a safe manner and manage hazards associated with their job duties.
- f) Establish and track safety performance to document safety program effectiveness and identify areas requiring improvement.
- g) Ensure all work-related accidents, injuries, illnesses, and near misses are reported and investigated for root-cause and corrective measures are implemented to prevent recurrence.
- h) Conduct periodic reviews of department policies and procedures to ensure information is current and remains relevant.
- i) Empower employees to be aware of their work environment, follow all safety requirements, and stop all work activities that appear to be unsafe.

ENFORCEMENT OF SAFETY STANDARDS

The County considers the safety of its employees to be very important. Department supervisory personnel have the responsibility to enforce those policies, procedures, and safe work practices defined within the Safety Manual. Failure to follow the Safety Manual can result in discipline per the appropriate bargaining unit contract or Employee Handbook. Employees have the right to appeal the actions of the Department Head or Supervisor using the dispute resolution and grievance (complaint) procedures outlined in the appropriate bargaining unit contract or Employee Handbook.

SAFETY RESPONSIBILITIES

PURPOSE

The County is committed to providing a safe work environment and fostering the safety and health of its employees, the public, and other stakeholder groups. As such, the purpose of this section is to identify and outline the occupational safety and health responsibilities of the County Board, Safety Committee, Department Head or Supervisor, employees, and other stakeholders.

SAFETY RESPONSIBILITIES

- a) County Board. The County Board will have the overall responsibility to ensure the safety and well-being of County employees, contractors, and other stakeholders by approving and enforcing (as needed) written safety policies formulated by Lee County's Safety Committee. The County Board will also have the responsibility to approve the necessary resources needed for the County to comply with the requirements outlined in its written policies and as well as applicable regulatory standards.
- b) Safety Committee. Safety Committee personnel will be responsible for:
 - i) Implementing, administering, and enforcing written safety policies, procedures, and safe work practices for the County.
 - ii) Ensuring the County compliance with applicable health and safety regulations.
 - iii) Making recommendations to the County Board pertaining to workplace safety, including outlining any equipment, resources, and funding needed for workplace safety.
 - iv) Verifying employee training is effectively documented.
 - v) Communicating the contents of written policies, procedures, and safe work practices (safety information) to County employees, contractors, and other stakeholders as necessary.
 - vi) Collaborating with Department Heads and Supervisors to ensure work areas are periodically inspected for the purpose of discovering unsafe conditions or unsafe practices.
 - vii) Assisting the Department Head or Supervisor with health and safety compliance, and training.
 - viii) Investigating accidents and/or any violations of the County's written safety policies, procedures, and safe work practices.
 - ix) Following up with the Department Head or Supervisor after an accident to ascertain whether corrective actions have been taken.
 - x) Encouraging all employees to actively participate in the County's safety program.
- c) County Administrator. The County Administrator shall be responsible for:
 - i) Acting as liaison between the insurance carrier and Department Head or Supervisor.
 - ii) Working closely with the County Board, Department Head or Supervisor, and the Safety Committee to formulate safety policies, procedures, and safe work practices.

- iii) Maintaining the accident record system for the County, receiving reports, forwarding applicable reports to the insurance carrier, and retaining appropriate reports in the County's files.
 - iv) Overseeing the OSHA record requirements including the posting of the OSHA Form 300A.
 - v) Serving as the first point of contact for the Department of Labor inspectors; including accompanying inspectors on an inspection, taking notes, recording what the inspector reviews, and providing any requested reports/records.
- d) Department Head or Supervisor. Department Heads and supervisors shall be responsible for:
- i) Assisting with the establishment of procedures and safe work practices that are specific to those locations and work areas under their supervision.
 - ii) Assisting the County Board and Safety Committee with effectively communicating the County's written policies, procedures, and safe work practices (safety information).
 - iii) Supervising employees with a special emphasis on workplace hazards and correcting unsafe conditions.
 - iv) Assisting the County Board and Safety Committee with effectively enforcing written safety policies, procedures, and safe work practices for the County.
 - v) Assisting the Safety Committee with investigating all workplace accident, injury, and near-miss incidents and/or violations of the County's written safety policies, procedures, and safe work practices.
 - vi) Determining the requisite knowledge and skills needed by employees to perform their work in a safe and healthy manner.
 - vii) Coordinating safety meetings and employee training.
 - viii) Assisting the Safety Committee with maintaining employee training and workplace inspection records.
 - ix) Ensuring employees are provided with appropriate tools, machinery, and protective equipment and are following approved written policies, procedures, and safe work practices.
 - x) Making certain all tools, machinery, and protective equipment are being properly inspected, used, and maintained.
 - xi) Maintaining any required documentation for inspections and work activities.

- xii) Routinely inspecting and maintaining all facilities and work areas under their control or supervision and implementing the necessary corrective measures needed.
- xiii) Enforcing compliance with the County's safety program by observing employees, contractors, and other stakeholders and providing any necessary guidance and feedback.
- e) Employees. County employees will be responsible for:
 - i) Performing their job in a safe manner and in compliance with the County's written safety policies, procedures, and safe work practices.
 - ii) Complying with applicable governmental health and safety regulations.
 - iii) Completing all training needed to perform their work safely and efficiently.
 - iv) Inspecting, using, and maintaining tools, machinery, and protective equipment in accordance with the manufacturer's specifications and the County's policies, procedures, and safe work practices.
 - v) Assisting with workplace safety inspections and maintenance activities as directed.
 - vi) Immediately report all workplace health and safety concerns to their Department Head, Supervisor, or other designated County personnel.
- f) Contractors and Service Suppliers.
 - i) All contractors and service suppliers working for the County shall provide a copy of their organization's written occupational safety and health policies upon request. This information shall be supplied to appropriate administrative personnel, or other designated persons, prior to performing any work. The written policies of each contractor and service supplier shall, at a minimum, meet the requirements of local, state, and federal regulatory standards.
 - ii) All contractors and service suppliers not having their own written occupational safety and health policies shall follow applicable local, state, and federal standards.

SAFETY COMMITTEE APPOINTMENT & MEETINGS

APPOINTMENT

- a) The Safety Committee consists of County Officers appointed by the Board Chair, one member of the Public Safety Committee, and the Board CIRMA representative.
- b) Appointments to the Safety Committee shall be made by the County Board Chair every two (2) years following the election of the County Board Chair.

- c) The Chair of the Safety Committee shall be elected by its members.
- d) The Safety Committee reports to the Public Safety and Court Services Committee.

MEETINGS

- a) Safety Committee meetings shall be held semi-annually or as frequently as needed.
- b) Regular attendance is strongly encouraged. Safety Committee members may select an appointee to attend a meeting in his/her place, with full voting privileges extended to the appointee.
- c) The Safety Committee Chair or designee will send out notices of meetings to members before the scheduled meeting, along with an agenda, minutes of the last meeting, supporting material, as well as decisions of all appeals brought before the full committee.

EMPLOYEE SAFETY AND HEALTH

GENERAL SAFETY RULES

- a) The following guidelines are general in nature and should help employees carry out responsibilities safely. It is not a complete list and could be amended by need or suggestion.
 - i) Report and take care of injuries at once. Small cuts and scratches can become infected unless care is immediate.
 - ii) Work at a safe pace.
 - iii) Do not attempt to give first aid to an injured person unless trained to do so. Do not move a seriously injured person unless necessary. Call 911 immediately.
 - iv) Obey all warning tags and signs on equipment. Read instruction manuals or seek instruction before operating any machine or equipment.
 - v) Do not horseplay on the job. Workers' Compensation coverage benefits could be negated for horseplay related injuries.
 - vi) The use, possession or being under the influence of intoxicating beverages, cannabis or any narcotics on the job is prohibited.
 - vii) Correct all unsafe conditions or report them to the Department Head or Supervisor.
 - viii) Always keep work areas clean and orderly. Good housekeeping can help prevent accidents.
 - ix) Use the correct tools and equipment for the job.

- x) Wear proper safety equipment such as eye and ear protection and hard hats as specified by policy.
- xi) Be considerate and always concerned for the safety of fellow workers and the general public.
- xii) Obey safety rules and practices and take an active part in the safety of co-workers. Remind co-workers if they are working unsafely.

ILLNESS & INJURY CONTROL / PREVENTION

In addition to the Loss Control methods cited in this manual, there are several types of policies and/or procedures that can be implemented to help reduce the possibility of occupational illnesses and injuries. These policies and procedures are discussed briefly in this section.

- a) Physical Examination. A physical examination or medical authorization should be required in the following instances:
 - (1) An injured employee who has recently received medical attention should have medical approval before he/she returns to work.
 - (2) An employee who has been absent from work for three or more days, or the applicable number of days per the appropriate bargaining contract, should have medical authorization before he/she returns to work.
 - (3) Employees involved in critical occupations should be re-examined on a periodic schedule. The results and findings of the physical examinations either for pre-placement, annual or reevaluation should be treated as confidential. Information should not be provided to anyone outside the normal processing agencies involved in hiring or the employee without the employee's expressed written consent.
- b) Physical Fitness. The physical fitness of employees is a prime requisite in preventing a significantly large number of personal injuries. All employees should be encouraged to seek regular physical activity.
- c) First-Aid Treatment for Sick or Injured Employees. All injuries or illnesses will be reported. However, other than for very minor cuts or scratches, the Department Head or Supervisor should send the injured or ill employee(s) for first-aid or medical treatment.

If an employee has been injured on the job and requests to leave work to go home, the Department Head or Supervisor shall inform the employee to go immediately to the hospital or physician's office to have the injury evaluated. If the doctor, who the employee has been sent to for treatment, feels that the employee is unable to return to his/her regular job but can perform some part(s) of the job without aggravating his/her injury, the injured employee must request permission from their Department Head before returning to work.

The family of an employee who is severely ill or injured should be notified promptly by the employee's Supervisor. The Department Head should be notified immediately of all disabling or potentially disabling injuries.

- d) Environmental Hazards. It is important that each department be able to recognize, understand, and work effectively and safely with hazardous materials. Employees shall adhere to the County's hazard communication policies, procedures, and safe work practices outlined in this manual.

TRANSITIONAL DUTY/WORK

- a) Purpose. The purpose of establishing transitional duty policies is to provide temporary duty/work for employees who are temporarily disabled and cannot be assigned to regular duty but maintain the ability to perform another form of productive work/duty. The duties to be performed by the employee on transitional duty status will always be bona fide work that will be limited in duration and intended for employees who are expected to return to full duty soon, but no later than three months (with an option to extend the status upon review).
- b) Eligibility. Eligible candidates for transitional duty must be currently employed by Lee County and be temporarily disabled. Temporary disability is defined as the lack of ability to perform all aspects of the essential functions of the employee's regular position for a period which is generally less than three months.

Transitional duty will be required for all employees who have been disabled as a result of a work-related injury, provided there is bona fide, productive work available and medical approval is obtained by the County. In the case of a work-related injury, the employee will keep in constant contact with his/her Department Head or immediate Supervisor regarding his/her medical condition and the projected commencement date for the Transitional duty assignment. Should an employee who has been disabled as a result of a work-related injury refuse a viable transitional duty assignment, workers compensation payments will then cease.

- c) Physician's Role. An eligible employee must be released to return to transitional duty by his/her treating physician. The eligible employee must bring a letter to the Department Head from his/her treating physician that details the following:
 - i) The length of time that the employee is expected to remain on transitional duty;
 - ii) The exact nature of the work (including duties/limitations) that the employee can and cannot perform;
 - iii) The date of the next scheduled re-examination to determine any change in the employee's physical status;

- iv) A medical opinion as to whether the employee's current disability is permanent or temporary in nature.

The employee must provide the above-mentioned information in writing prior to assignment to transitional duty and after each re-examination while on transitional duty status. The County may consult a physician regarding an employee's placement on or removal from transitional duty status. The County's consulting physician will have the final advisory opinion on an employee's transitional duty status.

- d) Types of Duty/Work. Projects or tasks assigned to an eligible employee for transitional duty must be legitimate, ongoing, and productive work which does not consist of "manufactured" or "busy" work. Any transitional duties shall not be construed as creating a new or permanent position.

An eligible employee who is released by the County and/or their treating physician to return to transitional duty shall be directed by his/her Department Head or immediate Supervisor as to their job duties and responsibilities under this transitional duty status. These transitional duties must be within any restrictions enumerated by the treating physician and/or the County's consulting physician.

Transitional duty can involve, but is not limited to, work assignments to areas other than the eligible employee's regular duty station, division or department. The eligible employee may be assigned to an entirely different division or department. Coordination of placement of eligible employees into transitional duty will be through the employee's immediate Supervisor in conjunction with the Department Head.

The use of transitional duty is designed to benefit the employees and the employer. Department Heads are encouraged to outline department procedures regarding transitional duty for present and future situations.

If no transitional duties are available or, should any alternative duties become unavailable in the future, the eligible employee will be so informed and may be returned to disability leave status.

Availability, assignment, and continuation of transitional duty will always be at the discretion of the employee's Department Head in accordance with the guidelines set forth in this policy.

- e) Scheduling. Eligible employees assigned to transitional duty will be scheduled through the immediate Supervisor, in conjunction with the appropriate Department Head. Transitional duty assignments shall not be in derogation of any existing collective bargaining agreements. However, transitional duty schedules may vary from the employee's regular work schedule or hours. Transitional duty may be for part-time hours, in which case the employee will be paid on a part-time basis and, if applicable, Workers' Compensation wages will be applied to

make up the difference in hours for the employee's regularly scheduled work week.

- f) Administrative Review. An employee assigned to transitional duty will be subject to an Administrative Review at the end of every 30 calendar days. Included in this meeting will be the employee, the immediate Supervisor, the Department Head or his/her designee, and the appropriate collective bargaining unit representative, if requested by the employee. This review will consist of an evaluation of the employee's physical status to determine the employee's ability to perform the transitional duty and of the availability of legitimate work. If it is determined that the transitional duty assignment is not meeting the restrictions detailed by the County's consulting physician or the employee's treating physician or the needs of the County, the transitional duty assignment will be terminated, and the employee returned to disability status.

SAFETY TRAINING

PURPOSE

Training and providing safety information shall be considered an essential component of the County's occupational safety and health (OSH) program. As such, the purpose of this policy is to ensure County employees receive the OSH training and information needed to:

- a) Eliminate potential OSH risks associated with their work responsibilities.
- b) Prevent workplace accidents, injuries, illnesses, and deaths.
- c) Ensure safe, efficient, and productive work activities.
- d) Comply with the County's policies, procedures, and safe work practices.
- e) Meet the occupational safety and health training requirements of applicable local, state, and federal regulations.

SCOPE

All County employees shall comply with the OSH training and information requirements outlined in this manual along with those regulations defined in local, state, and federal health and safety standards. Contractors, service suppliers, and other stakeholders performing work on behalf of the County and/or on County-owned or -operated property shall also meet all applicable OSH-related regulatory training and information requirements.

TRAINING & INFORMATION - GENERAL REQUIREMENTS

- a) OSH competencies are the skills and knowledge required for employees to perform their work activities in a safe manner. Employees shall complete training

and receive information based on the OSH competencies requirements of the work to be performed and in accordance with the County's written safety policies and applicable regulatory standards. OSH competencies shall be categorized as:

- i) General. These competencies are common to all County employees (e.g., understanding the County's safety and health program, including knowledge of employees' rights and responsibilities and methods for identifying and reporting workplace hazards, etc.).
 - ii) Risk-Specific. Risk-specific competencies are identified according to the type of work being conducted (e.g., ergonomics, bloodborne pathogens, hazard communication, etc.). This category of OSH competencies shall require the appropriate level of training only for those employees who might be exposed to a real or potential risk or hazard. The Department Head or Supervisor shall assist the County Board and administrative personnel in determining the risk-specific training needs of County employees under their supervision.
 - iii) Task-Specific. Task-specific competencies are the skills and knowledge needed by employees to perform their work safely based on the task to be performed (e.g., operating a forklift, performing electrical installations or repairs, etc.). Task-specific training needs for each employee shall be determined by the Department Head or Supervisor with assistance from the County Board and Safety Committee personnel.
- b) OSH competencies shall be determined by the Department Head or Supervisor with assistance from Safety Committee personnel. The training needs assessment should consider:
- i) Applicable governmental regulatory standards.
 - ii) The County's written policies, procedures, and safe work practices.
 - iii) Accident and injury records.
 - iv) Incident and near-miss reports.
 - v) Safety inspection, audit, and observation results.
 - vi) The type of work being performed and tools or equipment to be used, including the knowledge and skills required to perform the work.
 - vii) Facility and other workplace-related hazards.
 - viii) Protective measures and equipment.
 - ix) Prior education and training (i.e., the existing knowledge and skill levels of employees, including gaps between an employee's skill level and the skills needed to perform his/her work).
 - x) Input from employees, supervisory personnel, and subject-matter experts.

TRAINING & INFORMATION - SCHEDULE AND FREQUENCY

- a) Employee OSH training and information shall be provided as follows:
 - i) Initial training for OSH competencies categorized as “General” shall be provided upon hire.
 - ii) Initial training for OSH competencies categorized as “Risk-Specific” or “Task-Specific” shall be provided at the time of an employee’s initial assignment to a work area, department, or task and prior to the start of work.
- b) Follow-up training and information shall be provided to employees:
 - i) Within those minimum OSH training and/or information sharing intervals defined in the County’s safety manual.
 - ii) Within those minimum OSH training and/or information sharing intervals defined in applicable governmental regulatory standards.
 - iii) Whenever there are changes or deviations in the County’s policies, procedures, and safe work practices.
 - iv) After a change in assigned duties, work area, or department but prior to the start of work.
 - v) Upon a change in tools, equipment, or operations that presents a new hazard.
 - vi) When employee OSH knowledge is inadequate.
 - vii) If an employee is observed working in an unsafe manner.
 - viii) After an accident, injury, or near-miss incident.

TRAINING DOCUMENTATION

- a) The County shall ensure all employee safety training, safety briefings, and toolbox talks have been properly documented. Training documentation shall include at a minimum:
 - i) The name of the individual trained.
 - ii) For instructor-led training, name of the individual(s) providing the training.
 - iii) Date of the training.
 - iv) Brief description of the training topics covered.
 - v) Copies of any written communications.
- b) Training documentation shall be maintained by the Department Head or Supervisor, with copies forwarded to designated administrative personnel upon request.

EMERGENCY ACTION PLAN

PURPOSE

The purpose of this Emergency Action Plan (EAP) is to provide procedures for County employees to follow during emergency situations. This plan is necessary to protect the health, safety, and welfare of employees and to provide for the protection of County property during emergency situations.

RESPONSIBILITY FOR COMPLIANCE

The Department Head shall be designated as the Emergency Plan Manager for each facility, work area, and/or department under their supervision. The Emergency Plan Manager shall manage the EAP and is responsible for the following:

- a) Devising procedures (Emergency Action Plan) for employees and visitors to follow during emergency situations.
- b) Designating evacuation routes, assembly areas, and/or areas of rescue/refuge during emergencies.
- c) Establishing a plan for safe evacuation of employees requiring assistance and designating individuals to provide such assistance.
- d) Determining if any critical functions exist that would require employees to remain on the job during emergency situations.
- e) Outlining procedures to be followed by employees (if any) who remain to conduct some critical function(s) before they evacuate.
- f) Defining a method to verify that all employees have safely evacuated to designated assembly areas and/or areas of rescue/refuge.
- g) Maintaining and updating the EAP as needed.
- h) Ensuring that emergency action plan information is made known to employees.
- i) Coordinating (as necessary) with local resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as outlined in this plan.
- j) Verifying that all employees and visitors have been accounted for during an emergency.
- k) Instructing emergency service personnel as to the location of utilities, potentially hazardous chemicals or flammable materials, or other hazards.

EMPLOYEE TRAINING

- a) All County employees shall participate in training covered by this policy. Employee training will include at least the following elements:
 - i) How to report emergencies.
 - ii) Emergency warning protocols, evacuation procedures, and route assignments.
 - iii) Procedures to account for all employees after emergency evacuation.
 - iv) Location of designated evacuation assembly areas.
- b) Additional training may be required for those employees (if any) who are:
 - i) Responsible for conducting critical functions before they evacuate.
 - ii) Designated to perform rescue and/or medical duties.
- c) Refresher training will be provided to employees:
 - i) Whenever there is a change to applicable regulatory standards.
 - ii) Whenever there is a change to this program.

ALARM SYSTEMS

- a) The Emergency Plan Manager for each department shall inform employees of those alerting systems used for areas under their responsibility.
- b) The Emergency Plan Manager shall notify employees anytime an alarm system is taken out of service.

MEDICAL EMERGENCIES

- a) When a serious medical emergency occurs:
 - i) First-aid trained employees shall provide immediate medical treatment and call 911 or contact the local emergency management services (EMS).
 - ii) Non-first aid trained employees should immediately call 911 or contact the local emergency management services (EMS).
 - iii) Report the incident to their Department Head or Supervisor.
- b) Persons contacting 911 or local EMS should be prepared to provide the following information to emergency service personnel:
 - i) Type of emergency.
 - ii) Address or location of emergency.
 - iii) Location of the victim.

- iv) Condition of the victim.
- v) Any dangerous conditions.
- c) Employees must follow all protective measures outlined in County's Bloodborne Pathogens Exposure Control Plan when assisting ill or injured persons.
- d) The Emergency Plan Manager, or a Department Head or Supervisor should have someone stationed outside the building to direct emergency service personnel upon arrival.

NOTE: *Only employees with the proper training and qualifications should provide medical assistance. Employees shall not provide medical care beyond the scope of their training and certification. Employees must also first obtain the consent of the ill or injured person, if the individual can provide consent, prior to offering any medical assistance.*

IMPORTANT: *Unless specifically designated as a medical caregiver, employees are not required to provide medical assistance to others.*

FIRE EMERGENCY PROCEDURES

- a) Upon discovering a fire:
 - i) Employees should try to remain calm.
 - ii) Only employees trained to use portable fire extinguishers may attempt to put out a small fire with this type of equipment. *(See "Portable Fire Extinguisher Use" section for additional requirements.)*
 - iii) Employees may only use a portable fire extinguisher to control small (incipient stage) fires or to assist with evacuation.
- b) In case of a major fire, employees shall not attempt to extinguish the fire but rather:
 - i) Notify others of the emergency.
 - ii) Move quickly, in an orderly fashion, to the nearest emergency exit and then to the designated outside assembly area. Employees shall also take responsibility for escorting any visitors they might have to the outside assembly area.
 - iii) Once at the designated assembly area employees should report to the Emergency Plan Manager or other designated persons for a "head count."
 - iv) Employees shall not leave the designated assembly area until directed to do so by the Emergency Plan Manager or another designated person.
 - v) Employees shall follow the fire emergency instructions given to them by the Emergency Plan Manager or emergency service personnel.

- vi) The Emergency Plan Manager or another designated person shall call 9-1-1 or the EMS contact number from a safe location. The person calling emergency service personnel shall be sure to provide the address of the facility, location of the emergency within the facility, and their name.

PORTABLE FIRE EXTINGUISHER USE

- a) Employees shall only use portable fire extinguishers if properly trained and they have a clear path for exit.
- b) Fire extinguishers should only be used on small fires that are in the incipient (early) stages.
- c) When using portable fire extinguishers, employees must be sure that the extinguisher is of the correct type for the class of fire.
- d) Prior to using a portable fire extinguisher, the fire alarm (pull station) should be activated, or verbal notification given to other employees in the building, facility, or work area.

FLAMMABLE AND COMBUSTIBLE MATERIALS LOCATIONS

- a) During an emergency it may be important for the Emergency Plan Manager to notify emergency services as to the location of flammable and combustible materials in the work area.

SEVERE WEATHER AND NATURAL DISASTER EMERGENCIES

- a) The Emergency Plan Manager or other designated persons will monitor weather conditions and reports during periods of severe weather or natural disasters. Employees should respond as follows during severe weather and natural disaster emergencies:
 - i) Tornadoes. During tornado emergencies employees shall:
 - 1) Move quickly, in an orderly fashion, to the designated tornado shelter. Employees shall also take responsibility for escorting any visitors they might have to the tornado shelter.
 - 2) Report to the Emergency Plan Manager or other designated persons for a "head count".
 - 3) Employees shall remain sheltered until the Emergency Plan Manager or other designated persons authorize them to exit the tornado shelter.

NOTE: Law enforcement and emergency responders shall follow the guidelines set by their department for working in weather conditions where high winds or a tornado is a risk.

- ii) Blizzards. During blizzard emergencies employees shall stay indoors unless receiving notification of an early facility closure. Notification of an early closure shall be communicated by the Emergency Plan Manager or other designated persons.

NOTE: Law enforcement, emergency responders, and employees assigned to maintain streets and roads shall follow the guidelines set by their department for working in extreme cold or blizzard conditions.

- iii) Earthquakes. During earthquake emergencies employees shall:
 - 1) Take shelter in a doorway or under a sturdy object.
 - 2) Keep away from dangerous machinery, equipment, shelving/storage units, and other dangerous locations.
 - 3) Evacuate the building only if instructed by the Emergency Plan Manager or other designated persons.

UTILITY FAILURES

The Emergency Plan Manager or other designated persons shall be responsible for reporting the power outage to the appropriate utility provider. If directed to evacuate during utility failures, employees shall cautiously exit the building or work area using the same evacuation plan and procedures as they would for a fire.

NOTE: When evacuating, employees shall stay away from all equipment and machinery to avoid hazards associated with unexpected power restoration and equipment or machinery start-up.

EVACUATION FLOOR PLANS

- a) Evacuation floor plans shall be posted throughout County buildings and facilities.
- b) Evacuation floor plans shall show locations of designated evacuation areas, and emergency equipment.
- c) Whenever possible, the posted evacuation floor plans should align with the actual directions of travel.

EVACUATION OF PEOPLE WITH DISABILITIES

- a) Employees with disabilities should:
 - i) Meet with the Emergency Plan Manager or other designated persons to familiarize themselves with this policy and the specific evacuation plan for employees with disabilities.

- ii) Familiarize themselves with the emergency evacuation routes and exits specific to their work area.
 - iii) Familiarize themselves with the location of fire extinguishers and fire alarm stations in their work areas.
 - iv) Know the means used at the facility or work area to notify employees of emergency situations.
 - v) Proceed directly to the designated or closest emergency exit whenever emergency notification is given.
- b) During the Evacuation:
- i) Individuals designated by the Emergency Plan Manager shall assist persons with disabilities outside of the building or work area and to the designated assembly area.
 - ii) The Emergency Plan Manager or other designated persons shall verify that individuals identified with disabilities have evacuated to the designated assembly area.

EMERGENCY ACTION PLAN (FOR EMPLOYEES TRAVELING)

Employees shall adhere to the following when working at non-County sites or locations.

- a) As needed, the employee in charge of the work shall be responsible for obtaining and communicating specific emergency policies and procedures for non-County sites or other locations where employees are working.
- b) Employees will follow all emergency policies and procedures for the sites or locations where they are working.
- c) Employees shall report to the Emergency Plan Manager or other designated persons as soon as possible, following any emergency.

ACCIDENT-INCIDENT INVESTIGATION

PURPOSE

The purpose of this policy is to define a systematic process for ensuring workplace accidents and incidents are properly reported in a timely manner, thoroughly investigated, and the appropriate corrective action(s) are taken.

GENERAL REQUIREMENTS

- a) This policy applies to the investigation of all accidents/incidents that result in:
 - i) Personal injury or illness.

- ii) Property damage.
 - iii) Near-miss events that could have resulted in personal injury, illness, or property damage.
- b) Accident/incident investigation is primarily a fact-finding procedure; the facts revealed are used to prevent recurrences of similar accidents. The focus of all accident/incident investigations will be to prevent future accidents, incidents, and injuries.
- c) The County Administrator must be immediately notified of accidents or incidents that result in personal injury, illness, or property damage.
- d) The Department Head or Supervisor and the Safety Committee shall also be notified of all accidents, incidents, and near misses.
- e) The County Administrator shall ensure each accident or incident is properly documented using the following forms:
 - i) Employee Incident Report
 - ii) Witness Statement
 - iii) Property Damage Incident Report
 - iv) OSHA Form 300 – Log of Work-Related Injuries and Illnesses
 - v) OSHA Form 300A – Summary of Work-Related Injuries and Illnesses
 - vi) Illinois Form 45: Employers First Report of Injury
- f) Accidents/incidents and near-miss reports shall include:
 - i) A detailed review of each accident, incident, or near-miss.
 - ii) Recommendations for corrective actions to prevent recurrence.
 - iii) Assignment of priorities to the corrective actions identified.
 - iv) The names of those persons responsible for ensuring all corrective actions are carried out.
 - v) Target date(s) for the completion of those corrective actions identified.
- g) Investigators should include statements written and signed by those persons involved in the accident/incident as well as any eyewitnesses whenever possible.
- h) Accident/incident investigation statements should contain only factual and applicable information.
- i) Pursuant to the Lee County Employee Handbook, employees are subject to testing when they cause or contribute to an accident that seriously damages a county vehicle, machinery, equipment or property and/or results in an injury to themselves or another person requiring off-site medical attention. In any of these instances, the investigation and the subsequent testing must take place within two (2) hours following the accident, if not sooner.

ACCIDENT/INCIDENT INVESTIGATION PROCEDURES

- a) County Investigations. County accident/incident investigation procedures shall provide for the following activities:
 - i) County investigators shall identify and record the names of individuals who witnessed the accident.
 - ii) Whenever possible, County investigators shall preserve the accident/incident scene by preventing the disturbance of physical evidence. Preserving the accident/incident scene may be achieved by barricading or taping off the accident scene and allowing only personnel necessary to the investigation to enter the area. Unless necessary to prevent further damage or injury, clean up, or repair activities should commence only when it is assured that all pertinent information has been collected.
 - iii) When and where appropriate, county investigators shall take photographs and draw measured diagrams of the accident/incident scene.
 - iv) County investigators shall identify and, whenever possible, question all witnesses and injured employees. When questioning witnesses and injured employees, investigators shall stress that the purpose of the investigation is fact finding and not fault finding. When questioning witnesses and injured employees, investigators shall use non-threatening questions.

NOTE: *If those persons investigating an accident/incident are unable to determine the cause(s) and corrective actions, other County resources should be sought.*

- b) Department of Labor (DOL) Investigations. Lee County personnel should always be prepared to handle safety inspections by DOL representatives. The following should occur when receiving notification of a pending DOL inspection or upon arrival of a DOL inspector:
 - i) The inspector should be directed to the County Administrator's office.
 - ii) The County Administrator or designated safety representative should ask to know the reason for the inspection.
 - iii) If the inspection is the result of an employee complaint, the County Administrator or designated safety representative should request a copy of the complaint.
 - iv) Be prepared to make the following County documents available for the inspector's review:
 - 1) OSHA 300 Log
 - 2) Illinois Form 45

- 3) Department of Labor Standards
 - 4) Lee County Safety Manual
 - 5) Applicable employee training records
 - 6) Relevant equipment inspection and maintenance records
- v) The County Administrator, Department Heads, and employee representative(s) should guide the inspector (upon request) directly to the location/jobsite that is the focus of the inspection.

NOTE: *The inspector need not be directed towards other areas not specifically outlined in the complaint or focus of the investigation.*

The County Administrator or designated safety representative should take notes of the inspector's comments or samples during the inspection.

- vi) The County Administrator or designated safety representative should take photographs or video during the inspection to record conditions.
- vii) The County Administrator or designated safety representative should share additional activities, self-inspection information, and other initiatives that would be relevant to the inspection and emphasize the County's commitment to employee safety.

DETERMINATION OF RECORDABILITY

Injuries or illnesses shall meet the general recording criteria, and therefore will be recorded on the County's OSHA Form 300, when resulting in any of the following:

- a) Any work-related fatality.
- b) Any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, or transfer to another job.
- c) Any work-related injury or illness requiring medical treatment beyond first aid.
- d) Any work-related diagnosed case of cancer, chronic irreversible diseases, fractured or cracked bones or teeth, or punctured eardrums.

NOTIFICATION OF ACCIDENTS/INCIDENTS

- a) **Death and Multiple Injuries.** The County Administrator and County Board Chair shall be notified immediately of any accident/incident resulting in death and/or multiple injuries.
- b) **Other Accidents/Incidents.** The County Administrator and Department Head or Supervisor responsible for those persons injured and/or the property damaged in an accident/incident shall be notified as soon as possible. The County Administrator shall report the accident/incident to the Safety Committee and when necessary, the County Board.

REPORTING OF ACCIDENTS/INCIDENTS

- a) The County Administrator and the Safety Committee shall verify that work-related injury and illness documentation is fully and accurately processed within the required timeframe(s).
- b) The County Administrator or another designated person shall orally report any fatality or multiple hospitalization accident/incident by telephone or in person to the OSHA Area Office (or State Plan office) that is nearest to the site of the incident. OSHA's toll-free telephone number may also be used: 1-800-321-OSHA. The County Administrator or another designated person shall provide the following information to OSHA:
 - i) The name of the establishment.
 - ii) The location of the accident/incident.
 - iii) The time of the accident/incident.
 - iv) The number of fatalities or hospitalized employees.
 - v) The names of any fatally injured or hospitalized employees.
 - vi) The designated administrative person's name and telephone phone number.
 - vii) A brief description of the accident/incident.

REQUIRED ACCIDENT REPORT FORMS

- a) OSHA Form 300: Log of Work-Related Injuries and Illnesses. The Log of Work-Related Injuries and Illnesses (Form 300) shall be used to classify work-related injuries and illnesses and to note the extent and severity of each case in accordance with 29 CFR 1904. Form 300 shall be completed by the County Administrator or appropriate Department Head. The OSHA Form 300 shall be maintained by the appropriate Department Head or County Administrator for five years following the year to which it pertains.
- b) OSHA Form 301: Injury and Illness Incident Report. The Injury and Illness Report (Form 301) shall be used to record supplementary information about recordable cases in accordance with 29 CFR 1904. Form 301 shall be completed by the County Administrator or appropriate Department Head within seven calendar days of any applicable accident. The OSHA Form 301 shall be maintained by the appropriate Department Head or County Administrator for five years following the year to which it pertains.
- c) OSHA Form 300A: Summary of Work-Related Injuries and Illnesses. The Summary of Work-Related Injuries and Illnesses (Form 300A) shall be used to show the work-related injury and illness totals for the year in each category in accordance with 29 CFR 1904. Form 300A shall be posted at a designated location that is visible to County employees. Form 300A shall be posted no later than February

1st and shall remain posted to at least April 30th of the year following the actual year covered by the form. The OSHA Form 300A shall be maintained by the appropriate Department Head or County Administrator for five years following the year to which it pertains.

- d) Illinois Form 45: Employer's First Report of Injury. An Employer's First Report of Injury or Illness Form (Illinois Form 45) shall be completed and filed with the Illinois Industrial Commission (Accident Reporting Department, Illinois Industrial Commission, Chicago, IL) for all injuries resulting in loss of work of three days or more. These reports shall be filed by the County Administrator or appropriate Department Head between the 15th and the 25th of each month. If a death has occurred, the County Administrator or another designated person shall notify the Industrial Commission in writing within forty-eight hours of the death. The County shall also notify applicable injured employees of their right to rehabilitation services, of the locations of available public rehabilitation centers, and of any other services known to the employer.

NOTE: *The Illinois Industrial Commission can also provide employees with benefits information.*

- e) Lee County's Incident Report Form. The County's Incident Report Form shall be completed as soon as possible following an accident/incident.

ADMINISTRATIVE CONTROLS

- a) Once all the necessary data has been gathered for the Incident Report Form, the Department Head or Supervisor or other authorized personnel may modify, or institute administrative control procedures as needed. This could include establishing new or revised safe work practices, implementing engineering controls, and requiring the use of additional protective equipment. The information derived from the accident investigation process will be reviewed by authorized persons to establish potential injury trends.
- b) For each identified accident cause, both root and contributory, a corrective action shall be determined. Designated County administrative personnel and department supervisory staff shall:
 - i) Determine which corrective actions are appropriate.
 - ii) Ensure all corrective actions are properly implemented and documented.

MEDICAL MANAGEMENT

- a) Medical treatment includes managing and caring for a patient to combat disease or health disorders. The following are not considered medical treatments and are not recordable on the OSHA Form 300:
 - i) Visits to a doctor or health care professional solely for observation or counseling;

- ii) Diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes; and
 - iii) Any procedure that can be labeled as first aid.
- b) Unless directed otherwise by the designated County administrative personnel, the following types of treatment should be considered first aid; and not recorded on OSHA Form 300.
 - i) The use of non-prescription medications at non-prescription strength.
 - ii) The cleaning, flushing, or soaking of wounds on the skin surface.
 - iii) The use of wound coverings, such as bandages, gauze pads, etc., or butterfly bandages.
 - iv) The use of hot or cold therapy.
 - v) The use of any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
 - vi) The use of temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards).
 - vii) The drilling of a fingernail or toenail to relieve pressure or draining fluids from blisters.
 - viii) The use of eye patches.
 - ix) The use of simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye.
 - x) The use of irrigation, tweezers, cotton swabs, or other simple means to remove splinters or foreign material from areas other than the eye.
 - xi) The use of finger guards.
 - xii) Drinking fluids to relieve heat stress.

ACCIDENTS INVOLVING NON-COUNTY EMPLOYEES

- a) Special consideration must be given when accidents involve non-County employees. The most probable situation will be in cases of automobile accidents. In these cases, employees should always try to obtain the names, addresses, and phone numbers of anyone involved in the incident as well as any witnesses. When speaking with those involved in the incident or any witness, never:
 - i) Admit fault or liability.
 - ii) Promise or suggest settlement.
 - iii) Speculate as to the cause of the accident.
- b) To prevent an accident from getting worse, County employees should always:
 - i) Take necessary steps to prevent further damage.

- ii) Call the police.
- iii) Request medical assistance as needed.

OFFICE SAFETY

PURPOSE

The purpose of this policy is to establish rules, procedures, and safe practices that will help employees identify work-related hazards within office areas and implement corrective actions to reduce or eliminate such hazards.

EMPLOYEE TRAINING

Employees working in office areas shall be familiar with all aspects of this policy.

OFFICE SAFETY

The following are some practices that can help ensure employee safety and health within office areas:

- a) General Safety Rules. Employees shall:
 - i) Adhere to all policies, procedures, and safe work practices established for their job and work area(s).
 - ii) Never distract the attention of other employees if it might result in an accident or injury.
 - iii) Observe all smoking policies and regulations.
 - iv) Not participate in unsafe activities.
 - v) Immediately report all unsafe conditions or acts to their Department Head or Supervisor.
 - vi) Use only designated passageways when moving from one area to another.
 - vii) Always use proper lifting techniques and/or material handling equipment when moving heavy loads.
 - viii) Wear the appropriate protective equipment, such as safety glasses, safety shoes, masks, gloves, etc., where and when required.
- b) General Housekeeping. Employees shall:
 - i) Ensure that their workspace is kept clean and orderly.
 - ii) Dispose of trash in the proper waste receptacles. Waste receptacles should be emptied on a regular basis.
 - iii) Be vigilant to potential slip, trip, and fall hazards.

- iv) Keep electrical cords and other trip hazards out of traffic areas and aisles.
- v) Properly store files, office supplies, and equipment to reduce the potential for injuries from falling objects or when lifting heavy objects.
- vi) Store or arrange supplies, tools, and equipment so as not to block aisles, exits, firefighting equipment, electrical panels, etc.

NOTE: Access to fire doors, aisles, and emergency equipment must always be kept clear.

- c) Office Furniture. Employees shall:
 - i) Keep all file, counter, desk, and table drawers closed when not in use.
 - ii) Never overload drawers, shelves, or files.
 - iii) Maintain all furniture, such as counters, tables, desks, and chairs, in good condition and free from sharp corners, projecting edges, wobbly legs, etc.
 - iv) Never use chairs, counters, desks, or other office furniture as a makeshift ladder.
- d) Appliances and Equipment. Employees shall:
 - i) Regularly inspect appliances and equipment to make sure they are maintained in proper working order.
 - ii) Inspect electrical cords to verify they are free from damage or defect.

NOTE: Defective power cords should be removed from service until repaired by a qualified person.

- iii) Use surge protectors to protect electrical equipment from power surges.
 - iv) Not overload electrical equipment and outlets.
- e) Sharp Objects. Employees should:
 - i) Take added caution when using scissors, box cutters, razor blades, and other sharp or pointed objects.

NOTE: Paper and box cutters and other like equipment should be properly stored when not in operation, and applicable covers or guards should be used.

- ii) Take steps to prevent paper cuts. This includes using a sponge or other similar device for wetting envelopes, wearing rubber finger guards when working with stacks of paper, etc.
- iii) Keep the blades from paper cutters closed when not in use.

ROOM TEMPERATURE

For the comfort and safety of employees and for energy conservation purposes, room temperature will be maintained within a reasonable comfort zone for all employees working in the area. Employees should dress accordingly for their individual comfort within the work area.

ERGONOMICS

PURPOSE

The purpose of this policy is to establish policies and provide guidance that will help employees identify work-related ergonomic risk factors and implement corrective actions to reduce or eliminate the potential for worker injury.

EMPLOYEE TRAINING

All employees shall be familiar with all aspects of this policy.

IDENTIFYING AND ANALYZING RISK FACTORS

- a) Each employee, Department Head or Supervisor shall routinely analyze their work area(s) to identify:
 - i) Any existing ergonomic hazards and conditions; and
 - ii) Areas where ergonomic hazards might develop.
- b) When analyzing their work areas, employees and the Department Head or Supervisor should closely scrutinize previous injury and illness incidents to identify ergonomic risk factors called stressors. These stressors include repetitive strain injuries (RSI), cumulative trauma disorders (CTD), and musculoskeletal disorders (MSD). Common causes of ergonomic stressors include:
 - i) Repetition. The number of motions or movements that are performed per cycle or per work shift.
 - ii) Force. The muscles used to produce the force needed to perform necessary activities such as lifting, grasping, pinching, pushing, etc.

- iii) Extreme Postures. When muscles are required to work at a level near or at their maximum capacity.
- iv) Static Postures. An awkward posture that occurs when a body part is not moving but is still doing work. Examples include sitting in a chair or holding an object.
- v) Contact Pressure. The pressure from resting part of the body against a sharp edge or corner. Resting the wrists or forearms on an edge of a desk while typing is one example.
- vi) Vibration. Exposure to local vibration occurs when a specific part of the body comes in contact with a vibrating object, such as a powered hand tool. Exposure to whole-body vibration can occur while standing or sitting in vibrating environments or objects, such as when operating heavy-duty vehicles or large machinery.
- vii) Cold Temperatures. Cold temperatures can reduce the natural elasticity of the body and reduce the sensation of touch (tactile feedback). To get the same amount of tactile feedback, an employee may need to exert more force than is necessary.
- viii) Hot Temperatures: Hot temperatures can increase the rate at which the body will fatigue.

SYMPTOMS OF ERGONOMIC STRESSORS

Symptoms of CTD, MSD, and RSI identify that one or more ergonomic stressors may be present. However, there may be individual differences in susceptibility and symptoms among employees performing the same or similar tasks. Employees shall take seriously any symptoms and report them to their Department Head or Supervisor. The following table contains some of the common symptoms of ergonomic stressors for CTDs, MSDs, and RSIs.

Common Symptoms of Ergonomic Stressors		
CTD	MSD	RSI
Pain	Pain	Pain (Hands, Arms & Upper Limbs)
Aching	Aching	Numbness (Hands, Arms & Upper Limbs)
Numbness	Numbness	Tingling in hands
Tingling	Tingling	Cramps in hands
Burning	Burning	Weakness

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Swelling	Cramping	Lack of Endurance
Redness	Stiffness	
Weakness	Weakness	
Decreased Joint Motion		
Clumsiness		
Cracking/Popping Joints		

NOTE: Workers typically exhibit symptoms of RSI stressors in their hands and arms (upper limbs), while CTD and MSD symptoms can surface throughout the body.

CONTROL MEASURES

Cooperation and communication between the County's safety committee, Department Head or Supervisor, and employees is critical to identifying and correcting work-related ergonomic risk factors. The Department Head or Supervisor shall be responsible for implementing the following controls to effectively contain workplace ergonomic hazards and prevent CTDs, MSDs, and/or RSIs.

- a) Engineering Controls. Engineering controls are designed to reduce or eliminate potentially hazardous conditions and shall be considered the preferred approach in preventing and controlling work-related ergonomic risk factors. Engineering control strategies used to reduce ergonomic risk factors include:
 - i) Changing the way materials are transported (e.g., using mechanical assist devices to relieve heavy load lifting and carrying tasks).
 - ii) Changing the process or equipment to reduce worker exposure to ergonomic risk factors.
 - iii) Changing workstation layout (e.g., locating tools and materials within short reaching distances).
 - iv) Changing the way tools and materials are to be manipulated (e.g., reducing or eliminating awkward hand and arm positions by using clamps or a vise to hold work pieces in place).
 - v) Changing tool designs (e.g., using squeeze-grip-actuated screwdrivers as a replacement for finger-trigger-actuated screwdrivers).
- b) Administrative Controls. Administrative controls are changes in work practices and management policies used to reduce or prevent exposure to ergonomic risk

factors. Common examples of administrative control strategies for reducing the risk of ergonomic risk factors include:

- i) Rotating employees between several jobs to reduce the repeated stress on limbs and body regions.
- ii) Scheduling more breaks to allow for rest and recovery.
- iii) Broadening or varying the job content to offset certain risk factors (e.g., repetitive motions, static and awkward postures, etc.).
- iv) Adjusting the work pace to relieve repetitive motion risks and give the worker more control of the work process.

NOTE: *Although engineering controls are preferred, administrative controls can be helpful as a temporary measure until engineering controls can be implemented or when engineering controls are not technically feasible. Since administrative controls do not eliminate hazards, the Department Head or Supervisor must ensure policies, procedures, and safe work practices are being followed.*

- c) **Work Practice Controls.** Work practice controls reduce MSD risk factors by altering the way work activities are performed. Some work practice controls include:
 - i) Developing proper work practices and procedures that improve posture and reduce stress/strain on extremities when performing a job or task.
 - ii) Adhering to proper lifting techniques.
 - iii) Using the appropriate tools for the task.
 - iv) Establishing a conditioning period for new employees.
 - v) Training in work practices that reduce MSD risk factors.
- d) **Personal Protection Equipment (PPE).** To reduce or prevent exposures to ergonomic risk factors, employees shall utilize the proper PPE in conjunction with applicable engineering and administrative controls. Examples of PPE that might reduce ergonomic risk factors are:
 - i) Gloves with anti-vibration properties.
 - ii) Support devices that distribute weight and reduce knee strains.
 - iii) Pads worn to protect the knee when kneeling on a hard surface.

CARING FOR INJURED WORKERS

- a) Employees shall immediately report any symptoms that may be associated with job-related CTD, MSD, and RSI to their Department Head or Supervisor. Once reported, the Department Head or Supervisor shall respond promptly to:
 - i) Prevent the employee's condition from getting worse.
 - ii) Assist the employee in accessing the necessary medical attention.
 - iii) Provide those health care professionals involved in the case with the necessary information.
 - iv) Obtain a written opinion from the health care professional for recordkeeping purposes.
 - v) Ensure the employee is provided with a copy of the health care professional's written opinion.
 - vi) Determine possible work restrictions and work restriction protection requirements.

PERSONAL PROTECTIVE EQUIPMENT

PURPOSE

The purpose of this policy is to protect County employees from exposure to workplace hazards by using personal protective equipment (PPE).

SCOPE

- a) This program applies to all County employees who may be exposed to hazards that require the use of PPE.
- b) PPE shall include all clothing and accessories designed to create a barrier against workplace hazards.
- c) The County shall provide PPE to its employees in accordance with applicable OSHA regulations and other industry standards. Employees wanting to use their own PPE must first obtain permission from their Department Head or Supervisor with the requisite knowledge and authority to approve such requests. Employees will properly utilize and maintain all PPE required by the County.
- d) County employees shall not consider PPE to be a substitute for safe work practices or good engineering and administrative controls, but rather a means of containing hazards after such controls and practices have been implemented. As necessary, the County shall require workers to use PPE in conjunction with other protective measures.

PPE RESPONSIBILITIES

- a) Department Head or Supervisors. The Department Head or Supervisor shall have the primary responsibility for implementing and enforcing PPE use and policies in work areas under their supervision. This includes:
 - i) Conducting walk-through surveys in work areas under their supervision to help assess PPE needs.
 - ii) Providing the appropriate PPE and making it available to employees.
 - iii) Ensuring that employees are familiar with the proper use, care, and cleaning of PPE.
 - iv) Ensuring that employees properly use and maintain their PPE and follow all PPE-related policies, procedures, and safe work practices.
 - v) Ensuring that defective or damaged PPE is immediately disposed of and replaced.
- b) Employees. As the PPE users, employees shall be responsible for:
 - i) Following the County's PPE policies, procedures, and safe work practices.
 - ii) Providing input regarding work activities, hazards, and protective measures, including PPE selection.
 - iii) Properly wearing PPE as required.
 - iv) Properly caring for, cleaning, maintaining, and inspecting PPE as required.
 - v) Informing the Department Head or Supervisor of the need to repair or replace damaged or defective PPE.

PPE PROCEDURES

- a) PPE Hazard Assessment. The Department Head or Supervisor will ensure walk-through surveys for each work area are conducted to identify sources of work hazards.
 - i) Walk-through surveys will be performed:
 - 1) Initially;
 - 2) Whenever a major job change occurs;
 - 3) Whenever new equipment is introduced;
 - 4) Whenever there has been an accident; and/or
 - 5) At least once every year.
 - ii) Issues to consider when performing walk-through surveys include:
 - 1) Employee accident, injury, and illness history;
 - 2) Applicable work activities performed by employees;

- 3) Potential hazards for each work activity being performed;
 - 4) The probability that an injury or illness could result from performing each work activity;
 - 5) The severity of any injury or illness that might result from performing each work activity;
 - 6) Administrative and engineering controls that are in place; and
 - 7) New equipment, procedures, or processes.
- b) PPE Selection. After completion of walk-through surveys, the Department Head or Supervisor will assist in the following procedures used for selection of personal protective equipment:
- i) Reviewing possible administrative and engineering controls before deciding to use PPE.
 - ii) Matching potential hazards with the most appropriate types of PPE.
 - iii) Obtaining employee input regarding work activities, hazards, and protective measures.

NOTE: Careful consideration must be given to PPE comfort and fit when selecting PPE. Only properly fitting PPE shall be utilized. Defective or damaged PPE shall not be used. The Department Head or Supervisor shall utilize walk-through survey results and the County's PPE Hazard Assessment Form when performing PPE selection activities.

- iv) Selecting only PPE that meets the design characteristics and requirements of applicable regulatory standards.
- c) PPE Ownership.
- i) Employer-owned PPE. All PPE purchased by the County will remain the exclusive property of the County. At any time, the County can require employees to return all employer-owned PPE. Employees not returning employer-owned PPE upon request may be required to reimburse the County for the cost of the PPE in accordance with applicable regulatory requirements. Employees may also be required to reimburse the County for employer-owned PPE that has been lost or intentionally damaged by the employee.
 - ii) Employee-owned PPE.
 - 1) In some cases, employees may be allowed by the County to utilize their own PPE. Employees wishing to utilize their own PPE understand that:

- (a) Use of their own PPE must be approved in advance by a Department Head or Supervisor with the requisite knowledge and authority to approve such requests;
 - (b) The County retains the right to inspect employee-owned PPE for its appropriateness, including proper maintenance and sanitation;
 - (c) The County retains the right to revoke its approval to allow employees to utilize their own PPE at any time; and
 - (d) The County will not reimburse employees for lost or damaged employee-owned PPE.
- d) PPE Inspection, Cleaning, and Maintenance.
- i) All PPE shall be used and maintained in a sanitary and reliable condition to protect employees from workplace hazards.
 - ii) PPE should be inspected before each use and cleaned and maintained according to manufacturers' specifications.
 - iii) Employees will immediately notify their Department Head or Supervisor if their PPE is damaged or contaminated and cannot be repaired or decontaminated.
 - iv) Damaged or contaminated PPE that cannot be repaired and/or decontaminated will be removed from service and disposed of in a manner that protects employees from exposure to hazards.
 - v) The Department Head or Supervisor will ensure that any damaged or contaminated PPE is properly replaced.

MEDICAL SERVICES AND FIRST AID

PURPOSE

The purpose of this policy is to encourage and promote the safe and efficient provision of first aid for minor injuries through employee self-care and voluntary first aid providers.

GENERAL

- a) The County and its employees shall place emphasis on the prevention of accidents and injuries. When accidents or injuries do occur, employees will report the incident to their Department Head or Supervisor as soon as possible.
- b) County administrative personnel shall ensure the availability of medical personnel, as needed, for advice and consultation on matters of employee health stemming from work activities at their facilities.

- c) Minor medical treatment for cuts, scratches, etc., may be given by County personnel with the proper first-aid training and CPR instruction.
- d) During emergency situations, employees shall call local emergency management services in accordance with the County's Emergency Action Plan.

NOTE: *If there is any doubt in the mind of the Department Head, Supervisor or lead man in charge regarding the severity of the injury or illness, Emergency 911 should be called.*

- e) When deciding to aid an ill or injured person while at work, employees shall:
 - i) Have the proper training to provide medical assistance.
 - ii) Not provide medical assistance beyond the scope of their training and qualifications.
 - iii) Not move a seriously injured person unless it is necessary.
 - iv) Obtain the consent of the ill or injured person prior to offering any medical assistance.

NOTE: *This requirement is only applicable if the ill or injured person can provide consent.*

- v) Comply with all requirements outlined in Lee County's Bloodborne Pathogens Program.
- f) Injured employees that need professional medical attention may be transported to the hospital by means of a County vehicle. However, in some cases, an injured employee may need to be transported by ambulance with a qualified medical attendant available.

GOOD SAMARITAN ACT

Unless designated as a medical caregiver by the County, employees are not required to provide medical assistance to others. Beyond designated medical caregivers, trained employees who render first aid to others do so in a volunteer capacity, not as part of their job responsibilities. As such, volunteer caregivers rendering first aid while on the job will not act negligently when providing care to others and shall comply with the Good Samaritan Statute of Illinois.

Good Samaritan Statute of Illinois

"Any person, who in good faith provides emergency or non-emergency medical services, in the normal course of conducting his/her duties, or in an emergency, shall not be civilly liable as a result of his/her acts or omissions in providing such services unless such acts or omissions, including the bypassing of nearby hospitals or medical facilities in accordance with the protocols developed pursuant to this Act, constitute willful and wanton misconduct."

EMPLOYEE TRAINING

All employees who have been trained in the following first aid elements are designated as medical caregivers:

- a) Basic First Aid
- b) Cardiopulmonary Resuscitation (CPR)
- c) Automated External Defibrillator (AED)
- d) Bloodborne Pathogens

NOTE: *Employees designated to be medical caregivers shall be required to successfully complete a nationally recognized program (e.g., American Red Cross, American Heart Association, etc.). At a minimum, refresher training shall be completed in accordance with the requirements of the nationally recognized program.*

IMPORTANT: *Healthcare personnel employed by the County shall also meet the professional qualifications, certifications, and licensing requirements necessary for their position and duties.*

FIRST AID KITS

Adequate first aid supplies (kits) shall be readily available to all employees and stored in clean, clearly marked containers. All first aid kits provided by the County shall meet the requirements of ANSI Z308.1-2003. Department Heads or other designated persons shall determine the exact contents of each first aid kit in work areas under their supervision. Contents of each first aid kit shall be adjusted as necessary to address the specific hazards of each work environment.

FIRST AID KIT ACCESS

Requirements for access to County-provided first aid kits include:

- a) Each County building, facility, and jobsite shall have at least one adequately stocked first aid kit available.
- b) The location of first aid kits shall be made known to employees.
- c) All County employees will have access to first aid supplies.
- d) When necessary, first aid kits shall be available and stored in assigned County vehicles.

FIRST AID KIT INSPECTION

- a) First aid kits must be inspected and completely stocked by the Department Head, Supervisor or other authorized persons, prior to being placed at a jobsite for use.
- b) A Department Head, Supervisor, or other authorized person shall be responsible for inspecting and maintaining first aid supplies, including stocking kits and checking expiration dates.

BASIC CARDIOPULMONARY RESUSCITATION

- a) All medical caregivers shall be adequately trained in cardiopulmonary resuscitation (CPR) protocols.
- b) Medical caregivers shall complete a nationally recognized CPR program (e.g., American Red Cross, American Heart Association, etc.). At a minimum, designated caregivers shall complete refresher training in accordance with the requirements of the nationally recognized program.

NOTE: *The Department Head or Supervisor shall ensure that CPR protective barriers are included in the County's first aid and/or bloodborne pathogen kits.*

AUTOMATED EXTERNAL DEFIBRILLATORS

- a) The purpose of maintaining an automated external defibrillator (AED) is to treat victims who experience a cardiac emergency within County buildings or facilities.
- b) All medical caregivers shall be adequately trained in AED usage through the completion of a nationally recognized program.

BLOODBORNE PATHOGENS

PURPOSE

The purpose of this Bloodborne Pathogens Exposure Control Plan (ECP) is to eliminate or minimize employee occupational exposure to blood or other potentially infectious material (OPIM) through the implementation of policies, procedures, and safe work practices.

RISK OF OCCUPATIONAL EXPOSURE

- a) Reasonable Expectation of Exposure.
 - i) Two employee groups within Lee County have a reasonable expectation of coming into contact with blood or OPIM as part of their job. These employee groups include:

- 1) Clinical staff in the Health Department who provide vaccinations and might possibly draw blood from clients; and
 - 2) Sheriff's Deputies acting as First Responders to incidents within the County.
- b) Incidental Risk of Exposure.
- i) Two employee groups within Lee County that may have an incidental risk of exposure to blood or OPIM as part of their job, include:
 - 1) County employees (other than Health Department clinical staff and Sheriff's Deputies) that are trained in First Aid; and
 - 2) Persons performing clean-up and decontamination activities after a bloodborne pathogens-related incident.

ECP ADMINISTRATION

- a) Department Heads with employees who have occupational exposure to blood or OPIM will:
- i. Establish and implement an ECP for their department.
 - ii. Solicit input regarding the ECP from non-managerial employees that may have occupational exposure to bloodborne pathogens.
 - iii. Maintain and review the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.
 - iv. Ensure all required medical actions are performed and that appropriate employee health and OSHA records are properly maintained.
 - v. Make the written ECP available to County employees with potential exposure to bloodborne pathogens, OSHA, and other applicable regulatory agencies as needed.
 - vi. Make certain employee training is provided to all designated and affected employees, and that training activities are properly documented.
 - vii. Maintain and provide PPE, engineering controls, and bloodborne pathogens decontamination and disposal supplies within work areas under their control.
 - viii. Review all exposure incidents to determine if proper precautions were taken and whether changes to the ECP or other protective measures are needed.
- b) The County Administrator or Department Head will:
- i. Evaluate and document exposure incidents in accordance with OSHA's Recordkeeping Standard 29 CFR 1914.
- c) Safety Committee will:

- i. Assist County Department Heads with identifying needed changes to department ECP guidelines and procedures, including improving engineering and safe work practice controls.
- ii. Routinely evaluate the need for new bloodborne pathogens-related safety measures and equipment.

EMPLOYEE TRAINING

- a) Employees who may have occupational exposure to blood or OPIM shall participate in training required by this ECP.
- b) Training will occur before assignment to a task where occupational exposure may take place.
- c) Refresher training will be provided to employees when changes such as modification of tasks or procedures or the institution of new tasks or procedures affect employee's occupational exposure.
- d) At a minimum, training will cover the following:
 - i. Applicable OSHA standards.
 - ii. Lee County's ECP.
 - iii. Types of controls and protective measures, including the use of PPE.
 - iv. The Hepatitis B vaccination program.
 - v. Bloodborne pathogens-related emergency protocols.
 - vi. Post exposure measures.
 - vii. Procedures for handling contaminated materials (e.g., clothing control, laundry, tools and equipment, PPE, etc.)

UNIVERSAL PRECAUTIONS

Universal precautions shall always be observed by County employees in order to prevent contact with blood or OPIM. Specifically, County employees shall always consider any blood or OPIM to be infectious regardless of the perceived status of the source individual.

ENGINEERING AND WORK PRACTICE CONTROLS

- a) Engineering and work practice controls shall be used whenever possible to eliminate or minimize employee exposure. Where occupational exposure remains after the institution of these controls, personal protective equipment shall also be used.

- b) Department Heads and/or other designated persons shall routinely evaluate and modify (as needed) all engineering, and work practice controls implemented by the County.
- c) All County employees are required to report any bloodborne pathogens exposure incident to the Department Head or another designated person as soon as feasibly possible, but no later than the end of the work shift during which the exposure occurred.
- d) Any employee involved in emergency first aid procedures shall follow the guidelines for Universal Precautions and utilize all necessary and required PPE.
- e) Lee County shall provide handwashing facilities for employees that may have exposure to blood or OPIM.
- f) Employees must wash their hands or other skin with antibacterial soap and water, or flush mucous membranes with water, as soon as possible following an exposure incident. Potentially exposed employees must also wash their hands immediately (or as soon as feasible) after removal of gloves or other personal protective equipment (PPE).
- g) Employees shall familiarize themselves with the nearest hand washing facilities for the areas in which they work.

NOTE: *If hand washing facilities are not available at a location where a bloodborne pathogens exposure incident has occurred, then the County will provide at-risk employees with an antiseptic cleanser to be used in conjunction with clean cloth/paper towels or antiseptic towelettes. If these alternatives are used, employees shall still be responsible for washing their hands with soap and water as soon as feasibly possible after a potential bloodborne pathogens exposure incident.*

- h) Employees who encounter improperly disposed needles and/or other sharps shall immediately notify their Department Head or Supervisor of the location of the needles and/or other sharps. These materials shall be disposed of in an appropriate, labeled sharps container.
- i) Needles should never be recapped.
- j) Contaminated needles and/or other sharps may only be moved or picked up by using a mechanical device or tool (forceps, tweezers, pliers, broom and dustpan, etc.).
- k) Bending, breaking, or shearing of contaminated needles and/or other sharps is prohibited.

- l) No eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses is allowed in a work area where there is a reasonable likelihood of occupational exposure to bloodborne pathogens.
- m) No food or drinks shall be kept in refrigerators, freezers, shelves, or cabinets or on counters or bench tops where blood or OPIM are present.
- n) Specimens of blood or OPIM shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.
- o) Employees shall perform all procedures involving blood or OPIM in such a manner as to minimize splashing, spraying, splattering, and the generation of droplets of these substances.

REGULATED WASTE

- a) Regulated waste shall be placed in containers that are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation, or shipping.
- b) The waste container must be labeled (BIOHAZARD), color coded (red), and closed before removal to prevent spillage or protrusion of contents during handling, storage, or transport.
- c) Incineration of biohazardous waste shall be handled by a biological waste destructor.
- d) Incineration of biohazardous waste shall be coordinated only by authorized County personnel.

***NOTE:** Employees should contact their Department Head about biohazard bags, labels, and other regulated waste containers.*

CLEANUP AND DECONTAMINATION

- a) Only those individuals or job classifications that are trained and authorized by their Department Head shall be responsible for the cleanup or decontamination of blood or OPIM.
- b) Areas, work surfaces, tools, objects, etc. contaminated with blood or other potentially infectious materials shall be cleaned as soon as possible.
- c) Contaminated work areas should be conspicuously marked with limited access to prevent accidental exposure and the spread of contamination.
- d) Areas shall be cleaned with the use of proper protective equipment and an appropriate disinfectant that is effective against bloodborne pathogens.

- e) Decontamination can be accomplished by utilizing a commercially available product specifically designed for such applications or a solution of sodium hypochlorite (household chlorine bleach) mixed with water. The solution mixture shall be one-part of 5.5% sodium hypochlorite to ten parts water.

NOTE: *Employee shall follow the product use instructions listed by the manufacturer for commercially available disinfectants. Bleach and water disinfecting solutions must be left in contact with contaminated work surfaces, tools, objects, etc. for at least fifteen minutes before cleaning.*

- f) Bins and pails (e.g., wash or emesis basins) shall be cleaned and decontaminated as soon as feasible after a contamination incident.
- g) Equipment that may become contaminated with blood or OPIM will be examined and decontaminated before servicing or use.
- h) Employees shall not pick up needles and/or other sharps directly with their hands. These materials may be moved or picked up only by using a mechanical device or tool (forceps, tweezers, pliers, broom and dustpan, etc.).
- i) The mechanical device(s) used must be cleaned and decontaminated if the needles and/or other sharps may have held any potentially infectious material.
- j) Known or suspected contaminated sharps shall be properly discarded immediately or as soon as feasible in containers that are closeable, puncture-resistant, leak-proof on sides and bottom, and marked with an appropriate biohazard label. When containers of contaminated sharps are being moved from the area of use or discovery, the containers shall be closed immediately before removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
- k) Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of needle-puncture/sharps injury.

LAUNDRY PROCEDURES

- a) Laundry contaminated with blood or OPIM will be handled as little as possible.
- b) Only authorized County employees shall coordinate cleaning or disposal of contaminated laundry.
- c) Personnel handling contaminated laundry shall always wear protective gloves.
- d) Other types of PPE shall be worn as needed to protect employees from exposure to blood or OPIM.

PERSONAL PROTECTIVE EQUIPMENT

- a) Where occupational exposure remains after institution of engineering and work controls, PPE shall also be utilized.
- b) Required protective clothing and PPE shall be provided by the County at no cost to employees.
- c) Protective clothing and PPE selection will be based on potential bloodborne pathogens hazards in the workplace and other protective measures available to County employees.
- d) Selected PPE will be considered appropriate only if it does not permit blood or OPIM to pass through or reach employees' clothing, skin, eyes, mouth, or mucous membranes under normal conditions of use and for the duration of time for which the protective equipment will be used.
- e) Employees must:
 - i. Utilize the appropriate PPE in occupational exposure situations.
 - ii. Use and maintain all PPE in accordance with the manufacturers' specifications.
 - iii. Inspect all PPE before use.
 - iv. Remove garments and PPE that become penetrated by blood or OPIM immediately or as soon as feasible.
 - v. Replace all garments and PPE that is torn or punctured or that loses its ability to function as a barrier to blood and OPIM.
 - vi. Remove all PPE before leaving the work area.
 - vii. Place all garments and PPE in the appropriate designated area or container for storage, cleaning, decontamination, or disposal.

HEPATITIS B VACCINATIONS

- a) Hepatitis B vaccinations shall be made available at no cost to all employees who have potential occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. Depending on their job situation and likelihood of exposure, the vaccine may also be offered to custodial staff, maintenance workers, and other personnel as necessary.
- b) If an employee initially declines the Hepatitis B vaccination but later decides to accept the vaccination, the vaccination shall then be made available. All

employees who decline the Hepatitis B vaccination offered shall sign an OSHA-required waiver indicating their refusal.

- c) If a routine booster dose of Hepatitis B vaccine is recommended by the County's designated healthcare provider or the U.S. Public Health Service at a future date, such booster doses shall be made available at no cost to those employees with potential occupational exposure to blood or OPIM.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

- a) All exposure incidents shall be reported, investigated, and documented. When an employee incurs an exposure incident, it shall be reported immediately to his/her Department Head. Following a report of an exposure incident, the exposed employee shall go for a confidential medical evaluation.
- b) The healthcare professional evaluating an employee will be provided with the following information:
 - i. A copy of this policy/ECP.
 - ii. A copy of the OSHA Bloodborne Pathogen Standard (29 CFR 1910.1030).
 - iii. Documentation of the route(s) of exposure.
 - iv. A description of the circumstances under which the exposure occurred.
 - v. Results of the source individual's blood testing, if available.
 - vi. All medical records applicable to treatment of the employee, including vaccination status.

NOTE: *The employee will receive a copy of the healthcare professional's written opinion within fifteen days of the medical evaluation.*

- c) The healthcare professional's written opinion for Hepatitis B vaccination is limited to the following:
 - i. Whether the employee needs a Hepatitis B vaccination.
 - ii. Whether the employee has received a Hepatitis B vaccination.
- d) The healthcare professional's written opinion for post-exposure evaluation and follow-up is limited to the following information:
 - i. That the employee was informed of the results of the medical evaluation.
 - ii. That the employee was informed about any medical conditions resulting from exposure to blood or OPIM that require further evaluation or treatment.

NOTE: All other findings or diagnoses will remain confidential and will not be in a written report.

- e) All medical evaluations shall be made by or under the supervision of a licensed physician or someone under the supervision of a licensed healthcare professional. All laboratory tests must be conducted by an accredited laboratory at no cost to the employee.

IMPORTANT: All medical records will be kept in accordance with applicable regulatory requirements.

RECORDKEEPING

- a) Training Records.
 - i) All employee bloodborne pathogens training shall be documented.
 - ii) Training documents will be kept by the County for at least three years by the appropriate department.
 - iii) At a minimum, training documentation shall include the date of each training session, attendee names, program content, and the instructor's name.
 - iv) Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days.

NOTE: Employee requests for training records should be addressed to the Department Head or Supervisor.

- b) Medical Records.
 - i) Medical records shall be maintained for each employee with occupational exposure in accordance with OSHA Standard 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."
 - ii) The Department Head is responsible for maintenance of the required medical records.
 - iii) These confidential records are kept for at least the duration of employment plus 30 years.
 - iv) Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within fifteen working days.

NOTE: Employee requests for medical records should be addressed to the Department Head or Supervisor.

- c) OSHA Recordkeeping.
 - i) An exposure incident shall be evaluated by the County Administrator to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904).
 - ii) The County Administrator shall be responsible for documentation of exposure incidents that meet the requirements of 29 CFR 1904.

MEDICAL AND EXPOSURE RECORDS

PURPOSE

The purpose of this policy is to establish procedures for County employees, their designated representatives, and/or representatives from the Occupational Safety and Health Administration (OSHA) to effectively gain access to relevant medical and exposure records.

PRESERVATION OF RECORDS

- a) Department Heads shall be responsible for the maintenance of all required employee medical records, exposure records, and Safety Data Sheets (SDS).
- b) Employee Medical Records. The County shall preserve and maintain employee medical records for the duration of each employee's employment plus thirty years.
- c) Employee Exposure Records. The County shall preserve and maintain employee exposure records for at least thirty years.
- d) Safety Data Sheets. The County shall maintain copies of safety data sheets for hazardous chemicals that are applicable to OSHA's employee exposure recordkeeping requirements. Such SDS information shall be maintained by the County for a minimum of thirty years.

RECORDS ACCESS

- a) Requests for access to employee medical records shall be directed to Department Heads.

- b) Whenever an employee or designated representative requests access to medical records, the County shall assure that access is provided within fifteen working days. Designated representatives shall provide written consent from the employee when requesting access to medical records.
- c) If the County cannot reasonably provide access to medical records within fifteen working days, a Department Head or another designated person shall apprise the employee or his/her representative of the reason for the delay and the earliest date when the records can be made available. This appraisal will happen within fifteen days of the request for access.
- d) An employee or designated representative may release all or portions of his/her medical and/or exposure records by submitting a Medical Authorization (Medical Release) Form, available from the County Administrator.
- e) Upon request, representatives of the Assistant Secretary of Labor for OSHA or the Director of the National Institute for Occupational Safety and Health (NIOSH) shall have immediate access to all employee medical and exposure records preserved and maintained by the County.
- f) Whenever an employee or designated representative requests a copy of a record, the County shall assure that either:
 - i) A copy of the medical record is provided without cost to the employee or representative; or
 - ii) The necessary mechanical copying facilities (e.g., photocopying) are made available without cost to the employee or designated representative for copying the medical record; or
 - iii) The medical record is loaned to the employee or designated representative for a reasonable time to enable a copy to be made.

NOTE: *In the case of an original X-ray, the County may restrict access to on-site examination or make other suitable arrangements for the temporary loan of the X-ray.*

- g) Whenever a record has been previously provided without cost to an employee or designated representative, the County may charge reasonable, non-discriminatory administrative costs (i.e., search and copying expenses but not including overhead expenses) for a request by the employee or designated representative for additional copies of the record, except that the County shall not charge for an initial request for a copy of new information that has been added to a record that was previously provided.

FIRE PREVENTION AND PROTECTION

PURPOSE

The purpose of this policy is to eliminate the causes of fire and prevent loss of life and property by fire. This policy also provides County employees with the necessary information and guidelines to assist them with recognizing, reporting, and controlling fire hazards.

FIRE PREVENTION

- a) The Department Head or Supervisor shall perform annual inspections of facilities under their supervision to determine if or where possible fire hazards exist. Potential fire hazards uncovered during these worksite evaluations shall be immediately eliminated.
- b) To limit the risk of fires in the workplace, employees shall take the following general fire safety precautions:
 - i) Minimize the use and storage of combustible materials.
 - ii) Keep storage, working areas, and offices free of trash and clutter.
 - iii) Dispose of combustible waste in covered, airtight metal containers.
 - iv) Store flammable and combustible liquids in approved storage containers and cabinets.
 - v) Keep incompatible chemicals away from each other.
 - vi) Use and store flammable materials in well-ventilated areas away from ignition sources.
 - vii) Perform hot work operations in controlled and well-ventilated areas.
 - viii) Keep equipment in good working order.
 - ix) Check equipment wiring for frayed or damaged wires and replace immediately.
 - x) Do not rely on extension cords if wiring improvements are needed.
 - xi) Take care not to overload circuits with multiple pieces of equipment.
 - xii) Report all gas leaks immediately.
 - xiii) Do not refuel gasoline-powered equipment while it is hot.
 - xiv) Maintain free and ample space around any heat source.
 - xv) Maintain free and clear access to fire extinguishers and fire alarm pull stations.
 - xvi) Ensure that all passageways and exits remain unobstructed.

- xvii) Smoke only in designated areas. Employees shall use proper receptacles to discard butts.

FIRE HAZARDS AND CONTROL MEASURES

Potential workplace fire hazards and their corresponding control procedures include:

- a) Class A Combustibles. Class A combustibles include ordinary combustible materials (wood, paper, cloth, rubber, plastics, etc.) that can act as fuel and are found in non-specialized areas. To prevent fire involving Class A combustibles, employees shall:
 - i) Properly dispose of waste daily.
 - ii) Keep trash in metal-lined receptacles with tight-fitting covers. (Wastebaskets that are emptied every day do not need to be covered.)
 - iii) Keep work areas clean and free of fuel paths that could allow a fire to spread.
 - iv) Keep combustibles away from accidental ignition sources, heat, or spark-producing devices.
 - v) Store paper stock in metal cabinets.
 - vi) Store rags in metal containers with self-closing lids.
 - vii) Know the location of and how to use the nearest portable fire extinguisher rated for Class A fires.

NOTE: Water and multi-purpose dry chemical (ABC) are examples of approved fire extinguishing agents for Class A combustibles.

- b) Class B Combustibles. Class B combustibles include flammable and combustible liquids, flammable gases, and flammable aerosols. To prevent fire involving Class B combustibles employees shall:
 - i) Use only OSHA-approved containers and portable tanks for storage and handling of flammable and combustible liquids. Approved safety cans or Department of Transportation (DOT) approved containers shall be used for the handling and use of flammable liquids in quantities of five gallons or less, except for those flammable liquid materials which are highly viscous (extremely hard to pour), which may be used and handled in original shipping containers. For quantities of one gallon or less, the original container may be utilized for storage, use, and handling of flammable liquids.

- ii) For indoor storage of flammable and combustible liquids, no more than twenty-five gallons of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet. Not more than 60 gallons of flammable or 120 gallons of combustible liquids shall be stored in any single storage cabinet.

NOTE: *Not more than three such cabinets may be in a single storage area.*

- iii) Storage cabinets containing flammable and combustible liquids shall be labeled in conspicuous lettering, "Flammable – Keep Fire Away."
 - iv) Use only approved pumps to dispense flammable or combustible liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).
 - v) Do not dispense flammable or combustible liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire. Either the tank or container must be grounded.
 - vi) Store, handle, and use flammable or combustible liquids only in approved locations where vapors are prevented from reaching ignition sources such as heating or electric equipment, open flames, or mechanical or electric sparks.
 - vii) Clean parts using only approved solvents. Never use gasoline as a cleaning solvent.
 - viii) Do not use, handle, or store flammable or combustible liquids near exits, stairways, or any other areas normally used as passageways or exits.
 - ix) Do not weld, cut, grind, or use unsafe electrical appliances or equipment near flammable or combustible materials.
 - x) Do not generate heat or allow an open flame near flammable or combustible liquids.
 - xi) Obey all "No Smoking" signs and requirements.
 - xii) Know the location of and how to use the nearest portable fire extinguisher rated for Class B fires.
 - xiii) Water shall not be used to extinguish Class B fires.
- c) Class C Combustibles. Class C combustibles include electrical fire hazards. To prevent electrical fires, employees shall:
- i) Inspect powered tools and equipment for damage before each use.
 - ii) Repair or replace damaged tools and equipment.

- iii) Replace worn or damaged wires and cords.
 - iv) Use only appropriately rated fuses.
 - v) Never overload extension cords or use them as substitutes for wiring improvements.
 - vi) Use only approved extension cords [i.e., those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label].
 - vii) Check wiring in hazardous locations where the risk of fire is especially high.
 - viii) Check electrical equipment to ensure that it is either properly grounded or double insulated.
 - ix) Know the location of and how to use the nearest portable fire extinguisher rated for Class C fires.
 - x) Water shall not be used to extinguish Class C fires.
- d) Portable Heaters. General requirements for using portable heaters include:
- i) All portable heaters shall be approved by a Department Head or Supervisor prior to use.
 - ii) Portable electric heaters shall have tip-over protection that automatically shuts off the unit if is tipped over.
 - iii) Gas heaters shall not be used in any area that does not contain enough ventilation.
 - iv) Heaters shall be located no closer than ten feet from any combustible material.
- e) Office Fire Hazards. To prevent office fires, employees shall:
- i) Avoid overloading circuits with office equipment.
 - ii) Turn off non-essential electrical equipment at the end of each workday.
 - iii) Keep storage areas clear of trash.
 - iv) Ensure that power and extension cords are not damaged or used for electrical loads beyond their maximum rating.
 - v) Ensure that trash and paper is not allowed to accumulate.
- f) Hot Work Operations. County employees that are involved in hot work (work that involves open flames or produces heat and/or sparks) operations shall ensure the following:
- i) Hot work operations are performed only by authorized personnel in approved cutting and welding areas.
 - ii) All necessary hot work permits have been obtained prior to beginning hot work operations.

- iii) Hot work operations are prohibited in areas protected by sprinklers while sprinkler protection is out of service.
 - iv) Hot work operations are prohibited in areas where explosive atmospheres of gases, vapors, or dusts could develop.
 - v) Hot work operations are prohibited on metal walls, ceilings, or roofs built of combustible sandwich-type panel construction or having combustible covering.
 - vi) Follow established Fire Watch procedures, as needed.
- g) Fueling Operations. General requirements for fueling operations include:
- i) Fire extinguishers are to be present at every fueling operation.
 - ii) Employees shall not smoke within twenty-five feet of any fueling operation or when pouring flammable fluids.
 - iii) Employees shall shut off all engines prior to fueling equipment. When transferring flammable liquids from one container to another, the containers must be electrically bonded (grounded).
 - iv) "No Smoking" signs shall be posted at all fueling locations.
 - v) Employees shall take the necessary steps to keep direct exhaust from equipment clear of combustible materials.
 - vi) Employees shall use only OSHA-approved containers for transportation and storage of flammable liquids.
- h) Drum Storage and Dispensing. General requirements for flammable or combustible liquids drum storage and dispensing include:
- i) All drums containing flammable or combustible liquids shall be stored in properly constructed rooms, or outdoors under a non-combustible canopy. Appropriate warning signs shall be posted in such storage areas.
 - ii) Prior to dispensing any flammable liquid from a drum, the following precautions shall be taken:
 - 1) The drum shall be equipped with an automatic pressure and vacuum relief vent and self-closing safety faucet, or with a safety pump.
 - 2) The container shall be bonded (grounded) to the drum.
 - 3) A drip pan with a perforated fire baffle shall be placed under the container to collect any spillage. Drip pans shall be regularly checked and emptied.
 - iii) In all cases, drums containing flammable or combustible liquids shall be grounded to an earth-ground to prevent fire or explosion due to static electricity discharge.

- iv) Safety cans shall be used in instances where small amounts of flammable or combustible liquids are to be transported to a site for use.
- v) Drums or cans used to store flammable and combustible liquids in work areas shall be stored in safety cabinets or in protected areas.
- vi) Flammable and combustible liquids shall not be stored in open containers. When it is necessary to use an open container for a flammable liquid or material, the containers shall be kept in a well-ventilated area and shall be emptied and cleaned at the end of each work period.
- vii) Any spillage of a flammable or combustible liquid shall be cleaned up immediately. Drain baskets to contain drips and spills shall be provided at locations that regularly use flammable liquids. The drain baskets shall be regularly emptied and inspected.
- i) Waste Disposal. General requirements for flammable or combustible waste disposal include:
 - i) All waste materials that are flammable or combustible shall be placed in closed drums or a covered metal waste can.
 - ii) Waste disposal drums shall be bonded (grounded) to an earth-ground.
 - iii) Rags, clothes, etc., that have been used with flammable or combustible liquids shall be placed in closed non-flammable containers.
 - iv) Waste flammable or combustible materials shall not be allowed to accumulate beyond reasonable levels.
 - v) All waste materials shall be disposed in accordance with applicable local, state, and federal regulations.
- j) Smoking. Rules for smoking in the workplace include:
 - i) The areas in which smoking is prohibited shall be identified by “No Smoking” signs.
 - ii) Smoking is prohibited in all County buildings.
 - iii) Smoking is prohibited within thirty (30) feet from building entrances, exits, windows that open, or ventilation intakes.
 - iv) Certain outdoor areas may also be designated as no smoking areas.
 - v) Smoking is prohibited in County-owned, -leased, or -operated vehicles.
 - vi) There shall be no smoking within twenty-five feet of any refueling operation or storage locations for flammable materials or liquids.

FIRE EMERGENCY PROTOCOLS

County employees should take the following steps during fire emergencies:

- a) Sound available alarms (i.e., activate fire alarm via pull station) if possible. If it is not possible to access local alarms, employees should take all reasonable steps to alert other employees working in the area.
- b) Call 911 to alert emergency service personnel. When contacting emergency service personnel, employees should provide the following information to the communications dispatcher officer:
 - (i) Name and telephone number.
 - (ii) The exact location of the fire emergency (address, building, and room number, if applicable).
 - (iii) Description of source or extent of the fire.
- c) Shut down equipment as necessary and if safe to do so.
- d) Exit the facility via designated evacuation routes. All employees shall report to their designated safe zone. Employees shall remain at their designated safe zone until receiving authorization to leave.
- e) Assist disabled and handicapped individuals with evacuating to a designated safe zone.
- f) The Department Head, Supervisor, or other designated personnel shall be responsible for verifying that all employees under their responsibility have reported to the appropriate safe zone.

PORTABLE FIRE EXTINGUISHERS

- a) Portable fire extinguishers are intended for use on small (incipient stage) fires, or as an interim protective measure when evacuating the work area.
- b) General Requirements. All employees shall be aware of the following:
 - i) Which type of fire extinguisher to use for each class of fire.
 - ii) The class of fire which may occur in their work area.
 - iii) The location of each fire extinguisher in their work area.
 - iv) The proper use of each type of fire extinguisher available in their work location.
 - v) Fire extinguishers' locations and marking.
 - vi) Portable fire extinguishers shall be maintained in a fully charged and operable condition and always kept in their designated places except during use.
 - vii) Portable fire extinguishers shall be mounted, located, and identified so that they are readily accessible to employees without subjecting the employees to possible injury.

- c) Choosing to use a fire extinguisher.
 - i) Only employees trained to use portable fire extinguishers shall be authorized to use such equipment.
 - ii) Employees must know the fuel source of the fire and verify that an appropriate portable fire extinguisher is available before attempting to extinguish a fire.
 - iii) Employees shall attempt to extinguish only incipient stage fires.
 - iv) Employees attempting to extinguish a fire shall always maintain a clear path of escape.

NOTE: *Employees should always follow their instincts if they are uncomfortable attempting to extinguish a fire. If uncomfortable, employees should not attempt to extinguish the fire but rather follow the fire evacuation protocols listed for their work area.*

- d) Selection and Distribution.
 - i) Portable fire extinguishers shall be selected and distributed based on the classes of anticipated workplace fires and on the size and degree of the hazard that would affect their use.
- e) Inspection, Maintenance, and Testing.
 - i) The Department Head or Supervisor shall be responsible for the inspection, maintenance, and testing for all fire extinguishers located in facilities and work areas under their supervision and will assure that all such equipment is subject to the following:
 - 1) Monthly visual inspections.
 - 2) Annual maintenance checks.
 - 3) 12-year hydrostatic tests.

NOTE: *Portable fire extinguishers shall also undergo a thorough maintenance inspection if they have been used, or an inspection indicates a potential defect.*

POST EMERGENCY

When it has been determined that the fire emergency is over, and it is safe to return to normal operations, the Department Head or Supervisor shall inform employees that it is safe to resume their duties. Employees shall not leave their designated safe zone until receiving approval by their Department Head, Supervisor, or another designated person.

VEHICLE OPERATION / FLEET SAFETY

PURPOSE

Vehicular collisions are a critical employee safety issue and potentially one of the costliest losses the County can incur when the summation of bodily injury, property damage, and liability suits are considered. The purpose of this policy is to outline the County's policies, procedures, and safe work practices regarding safe vehicle operation.

EMPLOYEE TRAINING

All employees whose job requires them to operate vehicles or any moveable equipment on the roadways and streets shall be familiar with this policy.

GENERAL REQUIREMENTS

- a) County vehicles may only be driven by employees specifically authorized by their Department Head or Supervisor.
- b) All drivers of County owned, leased, and rented vehicles, or moveable equipment (County vehicles) and those using their personal vehicle in pursuit of County business, shall comply with all applicable local, state, and federal laws.
- c) All County drivers are responsible for remaining abreast of any changes in laws or County policies regarding driving.
- d) County vehicles may be used only for County business unless permission for personal use is first obtained from a Department Head or Supervisor. Department Heads or Supervisors shall specify the terms, conditions, and duration regarding the personal use of County vehicles by authorized drivers.
- e) Employees who violate policy on personal use of County vehicles may be subject to disciplinary action, including the loss of work-related driving privileges.
- f) To be eligible to operate a County vehicle as a function of their job, employees must:
 - i) Have a valid driver's license that bears a classification qualifying the employee to operate the vehicle.
 - ii) Not have been previously convicted of or be presently charged with any driving-related offense that demonstrates that the employee would pose a significant safety hazard or risk, taking into consideration the seriousness of the offense, the length of time since its occurrence, and the general driving history and experience of the employee.

- iii) Disclose to their Department Head or Supervisor all the details concerning the above conditions or the nature of any driving incident, on or off duty.
- g) Employees operating their personal vehicles for County use must first obtain permission from their Department Head or Supervisor.
- h) Employees operating their personal vehicles for County use are responsible for ensuring that they are in possession of auto liability insurance coverage appropriate to their vehicle, and they shall provide proof of insurance to their Department Head or Supervisor upon request.
- i) Employees who use their personal vehicles on County business are subject to the rules and requirements outlined in this policy.
- j) Passengers are allowed in County vehicles only for legitimate reasons and if permission is obtained from the appropriate Department Head or Supervisor.

CHANGES IN DRIVING STATUS

- a) An employee who operates a County vehicle may be subject to loss of driving privileges and/or disciplinary action at the discretion of the Department Head if he or she:
 - i) Fails to keep his/her driver's license current or has it suspended, revoked, or restricted due to unsafe driving practices.
 - ii) Is charged with or convicted of driving while intoxicated or any other offense that could or does result in an automatic suspension of driving privileges under state law.
 - iii) Is at fault as a driver in any accident resulting in the death of or serious bodily injury to another person or serious property damage.
 - iv) Has violated motor vehicle laws to such an extent that his/her driving privileges could be suspended or revoked.
 - v) Displays carelessness, irresponsibility, recklessness, or negligence in the operation of a county vehicle.
- b) Employees driving County vehicles are required to provide their Department Head or Supervisor with a copy of any citation, complaint, or indictment charging them with any moving traffic violation or other driving-related offense or incident. Employees must provide the copy by the end of their next workday after receiving the citation, complaint, or indictment or the occurrence of the incident.

OPERATING RULES AND REGULATIONS

- a) Each vehicle operated by County employees shall be used only for its intended purpose.

- b) County vehicles shall be operated and treated with proper care.
- c) Employees shall thoroughly understand the manufacturers' operating instructions, vehicle limitations, and emergency procedures for any County vehicles they are required to operate.
- d) Modifications to a County vehicle beyond those recommended by the manufacturer and approved by their Department Head are prohibited.
- e) Employees shall not operate a County vehicle without a valid insurance card located in the vehicle.
- f) Employees shall not operate a County vehicle without a current vehicle inspection sticker properly displayed, when applicable.
- g) No person shall be required or allowed to drive a County vehicle, or a personal vehicle for County use, while under the influence of any alcoholic beverage or drug.
- h) Employees taking prescription drugs which may affect safe vehicle operate shall:
 - i) Immediately inform their Department Head or Supervisor of their need to take a prescription drug which could impact their ability to operate a vehicle safely.
 - ii) Receive approval from their Department Head or Supervisor before operating County vehicles or a personal vehicle in pursuit of County business.
- i) Vehicles used for County business must have enough seats and seat belts equal to the number of people being transported.
- j) Each driver and passenger in a County vehicle shall wear a seat belt and shoulder harness.
- k) Drivers of County vehicles shall always turn headlights on when the vehicle is in operation.
- l) Drivers of County vehicles must not exceed the posted speed limit. Drivers shall adjust operating speed in adverse road or weather conditions to ensure that they maintain control of the vehicle.
- m) Employees must adhere to all local, state, and federal rules and regulations regarding the use of cellular phones and other similar devices while driving County vehicles.
- n) Drivers of County vehicles shall properly secure or stow loads and materials being transported.
- o) Employees shall not transport materials that are dangerous, such as flammable, radioactive, chemically, or biologically toxic materials, in County vehicles unless the dangerous materials are properly packaged, marked, labeled, and secured in accordance with Department of Transportation regulations.

INVOLVEMENT IN AN ACCIDENT

- a) Employees shall take the following actions if involved in an accident while operating a County vehicle or driving on County business.
 - i) Remain calm and courteous.
 - ii) Stop the vehicle in a safe place.
 - iii) Summon medical care for any injured parties.
 - iv) Notify the appropriate law enforcement authorities.
 - v) Notify their Department Head or Supervisor.
 - vi) Exchange information with the police and other parties involved in the accident, including:
 - 1) Name(s) of driver(s) and vehicle owner(s) involved in the accident.
 - 2) Addresses of driver(s) and vehicle owner(s) involved in the accident.
 - 3) Driver's license numbers.
 - 4) Vehicle descriptions.
 - 5) Vehicle registration.
 - 6) Description of damages.

NOTE: It is Lee County's policy that employees do not admit responsibility for vehicle accidents occurring while on County business. It is important that such admissions, when appropriate, be reserved for the County Administrator and its insurance carrier.

- b) If involved in an accident, County employees shall obtain the following information:
 - i) Copy of the police report.
 - ii) Insurance information for the driver(s) of other vehicle(s) involved in the accident.
- c) In case of collision with an unattended vehicle (or other property), the driver of the moving vehicle is required by law to notify the other party and to exchange information pertaining to the collision.

NOTE: *If the County driver is unable to locate the other party, he or she should leave a note in, or attached to, the vehicle (or other property) giving the driver's name, address, and vehicle license number.*

VEHICLE SAFETY/REPORTING REQUIREMENTS

- a) This policy requires that County employees report any traffic accident to local law enforcement and his/her Department Head or Supervisor. If the driver is unable to make a report, another employee who knows the details of the accidents shall make the report.
- b) Employees shall complete a Motor Vehicle Accident Report whenever they are involved in an accident while operating a County vehicle or their personal vehicles while using it on County business. Vehicle Accident Reports should be submitted to Department Heads or Supervisors within one workday of the accident.
- c) Employees driving County vehicles are required to report any equipment malfunctions to their Department Head or Supervisor.

EXTREME CLIMATE EXPOSURE

PURPOSE

The purpose of this safety policy is to establish guidelines for the protection of County employees from injuries or illnesses when working in extreme hot and cold temperatures.

EMPLOYEE TRAINING

Employees who are required to work in hot and cold weather conditions shall be familiar with the contents of this policy and the health effects stemming from extreme temperature exposure.

HEAT ILLNESS PREVENTION - GENERAL INFORMATION AND REQUIREMENTS

- a) Health Effects of Excessive Exposure to Heat. Excessive exposure to heat can cause a range of heat-related illnesses including:
 - i) Heat Rash. Heat rash, also known as prickly heat, is skin irritation caused by sweat that does not evaporate from the skin. Heat rash is the most common problem in hot work environments.
 - ii) Heat Cramps. Heat cramps are caused by the loss of body minerals and fluid during sweating. Low salt levels in muscles cause painful cramps. Tired muscles, those used for performing the work, are usually the ones most affected by cramps. Cramps may occur during or after working hours.

- iii) Heat Exhaustion. Heat exhaustion is the body's response to loss of water and salt from heavy sweating. Signs include headache, nausea, dizziness, weakness, irritability, thirst, and heavy sweating.
 - iv) Heat Stroke. Heat stroke, the most serious form of heat-related illness, happens when the body becomes unable to regulate its core temperature. Signs include confusion, loss of consciousness, and seizures. Heat stroke is a medical emergency that may result in death. Employees should call 911 immediately during heat stroke emergencies.
- b) Hazard Assessment. When appropriate, an assessment shall be conducted by the Department Head or Supervisor to identify the types of jobs or employees who are at risk for excessive heat exposure.
- c) Clothing and PPE. Employees must wear all required clothing and personal protective equipment (PPE). When feasible, employees should wear light colored, loose-fitting, breathable clothing while working in hot and/or humid environments.
- d) Preventative Controls to Avoid Heat-Related Injuries. All Department Head or Supervisors are responsible for implementing and maintaining the following provisions for work areas under their supervision.
 - i) Provision of Water. Employees shall have access to potable drinking water. Where it is not plumbed or otherwise continuously supplied, potable drinking water shall be provided in enough quantity at the beginning of the work shift.
 - ii) Access to shade. Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided immediate access to an area with shade that is either open to the air or provided with ventilation or cooling.
- e) Physical Factors and Personal Considerations. Physical factors that can contribute to heat-related illness shall be taken into consideration before performing a task.
 - i) The most common physical factors that can contribute to heat-related illness are type of work, level of physical activity and duration, and clothing color, weight, and breathability.
 - ii) Working hours shall be modified to work during the cooler hours of the day, as needed and feasible. If a modified or shorter work shift is not possible, more water and rest breaks shall be provided.
 - iii) The Department Head or Supervisor must ensure personal factors that contribute to heat-related illness are taken into consideration before assigning a task where there is the possibility of a heat-related illness occurring. Common personal factors that can contribute to heat-related illness are age, weight, fitness, drug/alcohol use, prior heat-related illness, etc.

- iv) The Department Head or Supervisor will routinely check all employees and stay alert to the presence of heat-related symptoms.

COLD WEATHER - GENERAL INFORMATION AND REQUIREMENTS

- a) Health Effects of Cold Stress. Warning signs of hypothermia can include complaints of nausea, fatigue, dizziness, irritability, or euphoria. Workers can also experience pain in their extremities (hands, feet, ears, etc.), and severe shivering. Workers should be moved to a heated shelter and seek medical advice when appropriate.
- b) Hazard Assessment. An assessment will be conducted by the Department Head or Supervisor or other designated persons to identify the types of jobs or employees who are at risk for cold exposure. The assessment must also consider employees who work inside but must go outside for any portion of their shift either to perform work or to travel.
- c) Facilities. Regularly used walkways and travel ways shall be sanded, salted, or cleared of snow and ice as soon as practicable.
- d) Clothing, PPE, and Supplies. Proper cold weather protection must be worn by employees when working in cold, wet, and windy conditions. The following are recommendations for employees working in cold environments:
 - i) When possible, wear more than one layer of clothing.
 - ii) Wear a hat or hood and gloves.
 - iii) Keep a change of dry clothing available in case work clothes become wet.
 - iv) When necessary, wear insulated boots or another footwear.
 - v) Always wear the right thickness of socks for their boots.
 - vi) In extremely cold conditions, where face protection is used, eye protection should be kept separated from the nose and mouth to prevent exhaled moisture from fogging and frosting eye shields or glasses.
 - vii) Moisture should be kept off clothes by removing snow prior to entering heated shelters.
- e) Preventative Measures to Avoid Cold-Induced Injuries.
 - i) Some preventive measures against cold-induced injuries and illness include drinking plenty of liquids and avoiding caffeine and alcohol.
 - ii) If possible, heavy work should be scheduled during the warmer parts of the day to help prevent dehydration.
 - iii) Employees shall take breaks out of the cold.

- iv) Employees shall avoid becoming overly fatigued, as energy is needed to keep muscles warm.
- v) Employees shall consume warm, high calorie foods to maintain energy reserves.
- vi) If a worker shows signs or reports symptoms of cold stress or injury, he or she shall be removed from further exposure and shall seek medical evaluation and treatment as needed.
- vii) For workers doing continuous work in temperatures below the freezing point, heated warming shelters such as vehicles, tents, cabins, or rest rooms should be made available.
- viii) The work should be paced to avoid employees' excessive sweating. If fast-paced work is necessary, proper rest periods in a warm area should be allowed and employees should change into dry clothes.
- ix) Employees that are new to working in cold temperatures should be given enough time to get acclimatized to the cold before assuming a full workload.
- x) For work below the freezing point, metal handles and bars should be covered by thermal insulating material. Also, machines and tools should be designed so that they can be operated without having employees remove their gloves.

HAND AND PORTABLE POWERED TOOLS

PURPOSE

The purpose of this policy is to ensure the safety of employees working with hand and portable powered tools and other hand-held equipment. It is also the purpose of this policy to ensure that all hand and portable powered tools are used properly, safely, and in accordance with all manufacturers' guidelines.

GENERAL SAFETY PRECAUTIONS

- a) Employees who use hand and portable powered tools and who are exposed to the hazards of falling, flying, abrasive, and splashing objects or to harmful dusts, fumes, mists, vapors, or gases shall take all necessary protective measures. General protective measures include:
 - i) Keep all tools in good condition with regular maintenance.
 - ii) Use the right tool for the job.
 - iii) Inspecting each tool for damage prior to use.

- iv) Never use damaged tools - take damaged tools out of service immediately.
 - v) Obtaining instruction or training before using an unfamiliar tool.
 - vi) Operating all tools according to the manufacturers' instructions.
 - vii) Utilizing the proper protective equipment.
- b) The County and its employees have a responsibility to work together to establish safe working procedures. If a hazardous situation is encountered when using hand and portable powered tools and other hand-held equipment, it shall be immediately brought to the attention of the employee's Department Head or Supervisor.

NOTE: Only employees shall use County owned or leased hand and portable powered tools and other hand-held equipment.

HAND TOOLS-GENERAL REQUIREMENTS

Hand tools are considered non-powered. The greatest hazards posed by hand tools result from misuse and improper maintenance. As such, specific requirements pertaining to hand tool use shall include:

- a) Wear all required PPE when using hand tools.
- b) All hand tools such as chisels, punches, etc. which develop "mushroomed" heads must be taken out of service and reconditioned or replaced.
- c) Tools with wooden handles should not have cracks or splinters and the handle shall be kept tight in the tool.
- d) Wrenches whose handles are bent or whose gripping surfaces are worn should be replaced. Do not use a wrench as a hammer.
- e) Screwdrivers that are bent or whose ends are chipped should be replaced. Do not use a screwdriver as a pry bar.
- f) Tools should be stored in a secure, dry location.
- g) Tools should be stored in such a way that sharp edges do not present a danger when reaching into tool cribs and storage areas.
- h) Tool cutting edges should be sharp so that the tool will move smoothly and will not bind.

PORTABLE POWERED TOOLS-GENERAL REQUIREMENTS

There are several types of portable powered tools, and types can vary further based on the power source they use. General requirements pertaining to portable powered tool use shall include:

- a) Wear all required PPE when using portable powered tools.

- b) Never carry a portable powered tool by the cord or hose.
- c) Never remove prongs from the plug of any power cord.
- d) Never “yank” the power cord or the hose when disconnecting it from the tool, fuel or power source, or other equipment.
- e) Keep power cords and hoses away from heat, oil, and sharp edges.
- f) Replace all frayed or damaged extension cords.
- g) Disconnect portable powered tools when they are not in use, before servicing, and when changing accessories such as blades, bits, and cutters.
- h) Avoid accidental start-up of portable powered tools. Keep the power switch or other activating mechanism on the tool in the “OFF” position before connecting to the power source.
- i) Never place a finger on the power switch/button while carrying an energized portable powered tool.
- j) Do not leave a portable powered tool running while it is unattended.
- k) Keep all observers at a safe distance from the work area and all energized portable powered tools.
- l) Secure work with clamps or a vise to keep both hands free to operate the portable powered tool.
- m) Maintain good footing and balance when operating portable powered tool.
- n) Follow the manufacturer’s instructions for maintenance, lubricating, and changing accessories.
- o) Avoid wearing jewelry and loose-fitted clothing when operating portable powered tools.
- p) Use only double insulated portable powered tools.
- q) Operate portable powered tools only in work areas with adequate lighting.
- r) Remove all damaged portable powered tools from service and tag them “Do Not Use” until the needed repairs have been completed.

NOTE: County employees shall never operate a portable powered tool when they are *fatigued, ill, or under the influence of alcohol, drugs, or medication.*

GUARDING OF PORTABLE POWERED TOOLS

- a) Hazardous moving parts of a powered tool need to be safeguarded. For example, belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts of equipment shall be guarded if such

parts are exposed to contact by employees. Guards, as necessary, shall be provided to protect the operator and others from the following:

- i) Point of operation.
 - ii) Nip points.
 - iii) Rotating parts.
 - iv) Flying chips.
 - v) Sparks.
- b) Employees using portable powered tools must ensure guards are clean, secure, and arranged so they do not create a hazard when the tool is in use.

NOTE: *Safety guards shall not be removed when a powered tool is being used.*

ELECTRIC TOOLS

- a) Employees using electric powered tools shall be aware of several dangers, with one of the most serious being the possibility of electrocution. As such, employees should never stand in water when using electric powered tools.
- b) To protect employees from those electrical hazards associated with portable powered tools, all electric powered tools shall either:
 - i) Have a three-wire cord with ground;
 - ii) Be grounded;
 - iii) Be double insulated; or
 - iv) Be powered by a low-voltage isolation transformer.
- c) Any time an adapter is used to accommodate a two-hole receptacle, the adapter wire shall be attached to a known ground.

NOTE: *The third prong shall never be removed from the plug of a grounded electric powered tool.*

- d) Electric powered tools shall be shut down before cleaning, repairing, or maintenance.
- e) Electric powered tools shall be operated within their design limitations.
- f) The appropriate PPE (including work gloves and eye protection) is required when using electric powered tools.
- g) When not in use, electric powered tools shall be stored in a dry place.

- h) Electric powered tools shall not be used in damp or wet locations unless designed for such applications.
- i) Electric powered tools shall be used only in work areas with adequate lighting.

HYDRAULIC POWER TOOLS

- a) The fluid used in hydraulic power tools shall be an approved fire-resistant fluid and shall retain its operating characteristics at the most extreme temperatures to which it will be exposed.
- b) The manufacturers' recommended safe operating pressure for hoses, valves, pipes, filters, and other fittings shall not be exceeded.
- c) Hydraulic hoses should be inspected prior to each use to ensure they are free of damage or deterioration.
- d) All jacks must have a stop indicator, and the stop limit must not be exceeded.
- e) The manufacturer's load limit shall be permanently marked in a prominent place on each jack, and the load limit must not be exceeded.

PNEUMATIC TOOLS

- a) A safety clip or tool retainer shall be installed to prevent attachments, such as chisels on a chipping hammer, from being unintentionally shot from the barrel.
- b) Eye protection is required, and face protection is recommended for employees working with pneumatic tools.
- c) When sanders are used, dust masks shall be worn.
- d) Effective use of hearing protection shall be required when working with noisy portable powered tools.
- e) When using pneumatic tools, employees shall ensure they are fastened securely to the hose to prevent them from becoming disconnected.
- f) Screens shall be set up, when necessary, to protect nearby workers from being struck by flying fragments around chippers, riveting guns, staplers, or air drills.

LIQUID FUEL POWERED TOOLS

- a) One of the most serious hazards associated with the use of liquid fuel powered tools is from fuel vapors that can burn, explode, or give off dangerous exhaust fumes.
- b) Fuel must be handled, transported, and stored only in approved flammable liquid containers, according to proper procedures for flammable liquids.

- c) Before refilling a fuel-powered tool tank, shut down the engine and allow it to cool to prevent accidental ignition of hazardous vapors.
- d) When a fuel-powered tool is used inside a closed area, effective ventilation and/or proper respirators such as atmosphere-supplying respirators must be utilized to avoid breathing carbon monoxide.
- e) Fire extinguishers must also be available in the area.

EXPLOSIVE ACTUATED FASTENING TOOLS

- a) Explosive actuated fastening tools operate like a loaded gun and shall be treated with the same respect and precautions.
- b) The use of explosive actuated fastening tools must be approved by the Department Head or Supervisor responsible for the work area.
- c) Explosive actuated fastening tools shall not be used in an explosive or flammable atmosphere. Before using explosive actuated fastening tools, employees shall inspect the equipment to determine that it is clean, all moving parts operate freely, and the barrel is free from obstructions.
- d) Employees shall not modify explosive actuated fastening tools.
- e) Explosive actuated fastening tools shall never be pointed at anybody.
- f) Explosive actuated fastening tools shall not be loaded unless they are to be used immediately.
- g) Loaded explosive actuated fastening tools shall not be left unattended, especially where they could be available to unauthorized persons.
- h) Hands shall be kept clear of the barrel end.
- i) If an explosive actuated fastening tool misfires, the employee (user) shall wait at least 30 seconds before trying to fire it again. If it still will not fire, the user shall wait another 30 seconds so that the faulty cartridge is less likely to explode, then carefully remove the load. The bad cartridge shall be put in water to keep it from exploding.
- j) Suitable eye and face protection are required when using explosive actuated fastening tools.
- k) All explosive actuated fastening tools shall be designed for varying explosive power loads so that the user can select a power level necessary to do the work without excessive force.
- l) If an explosive actuated fastening tools develops a defect during use, it shall be tagged and taken out of service immediately until it is properly repaired.
- m) The muzzle end of any explosive actuated fastening tool shall have a protective shield or guard at least 3½ inches in diameter, mounted perpendicular to and

concentric with the barrel, and designed to confine any flying fragments or particles that might otherwise create a hazard at the time of firing the tool.

POWERED ABRASIVE WHEEL TOOLS

- a) Before an abrasive wheel is mounted, it shall be inspected closely and sound- or ring-tested to ensure that it is free from cracks or defects.
- b) The spindle nut shall be tightened enough to hold the wheel in place, without distorting the flange. Follow the manufacturer's recommendations.
- c) Due to the possibility of a wheel disintegrating (exploding) during start-up, employees shall never stand directly in front of the wheel as it accelerates to full operating speed. Defective wheels shall be removed from service immediately.
- d) The maximum rating of the abrasive wheel must not exceed the grinder listed rating.
- e) Grinders and grinding tools shall have properly installed safety guards that protect workers from flying fragments and moving parts.
- f) Safety guards shall be strong enough to withstand the effect of a bursting wheel.
- g) Employees shall always use eye protection when operating powered abrasive tools.
- h) Grinders and grinding tools shall be turned off when not in use.
- i) Grinding in an explosive or flammable atmosphere is prohibited.
- j) Employees shall never clamp a handheld grinder in a vise.
- k) Grinders that use coolant must be equipped with splash guards to prevent coolant from coming into contact with operator.

HAZARD COMMUNICATION

PURPOSE

The purpose of this hazardous communication policy is to protect employees by:

- a) Informing them on the contents of OSHA's Hazardous Communication Standard (29 CFR 1910.1200).
- b) Making them aware of any hazardous chemicals found in the workplace.
- c) Providing employees with information on the hazards associated with exposure to each chemical.

- d) Establishing and implementing the necessary protective measures that includes compiling a list of hazardous chemicals found in the workplace, maintaining safety data sheets (SDS), and ensuring all workplace chemicals are properly labeled.

EMPLOYEE TRAINING

- a) County employees shall be provided with information and training on any hazardous chemicals located in their work area at the time of their initial assignment, and whenever a new chemical hazard is introduced into the work area. Information and training may be designed to cover categories of hazards or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets meeting OSHA's Globally Harmonized System of Classification and Labelling of Chemicals (GHS).
- b) At a minimum, employee training shall meet the requirements of OSHA Standard 29 CFR 1910.1200(h).
- c) If a county employee is instructed to use a hazardous chemical for which he or she has not been trained, it is the employee's responsibility to inform his/her Department Head or Supervisor so that training can be provided.

HAZARD DETERMINATION

- a) A "hazardous chemical" is any chemical classified as a physical hazard or health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.
- b) Chemical manufacturers, importers, and distributors will be relied upon to perform the appropriate hazard determination for the substances they produce or sell.

EXPOSURE METHODS

Hazardous materials may enter the body through four different routes of exposure:

- a) Inhalation. Inhalation exposure occurs when chemical fumes, mists, dusts, or gases are breathed in through the nose or mouth. The inhaled chemical is then absorbed through the tissue and membranes in the nose, trachea, and lungs.
- b) Skin absorption. Absorption exposure occurs when a hazardous material enters the body through the skin or eyes.
- c) Ingestion. Ingestion exposure occurs when chemical fumes, liquids, mists, and dusts enter the body through the mouth and swallowed. Hazardous chemicals can be ingested several different ways including:
 - i) Chemical splashes.

- ii) The consumption of food or beverages that have been contaminated by chemicals.
- iii) Smoking near chemicals.
- d) Injection. Injection exposure occurs when contaminated sharp objects puncture the skin, introducing hazardous material to the bloodstream.

EXPOSURE PROTECTION METHODS

- a) General Exposure Protection Methods.
 - i) Employees shall:
 - 1) Eliminate hazardous chemicals or restrict exposure to hazardous chemicals whenever possible.
 - 2) Exchange hazardous chemicals for less or non-hazardous chemicals whenever possible.
 - 3) Utilize engineering and/or administrative controls whenever possible.
 - 4) Wear the appropriate protective equipment.
 - 5) Make sure PPE is clean and in good working condition.
 - 6) Keep hazardous substances off their skin and clothing.
 - 7) Change out of potentially contaminated work clothes before entering their vehicle or home.
 - 8) Take meal breaks and other breaks in approved areas away from areas where hazardous substances are used or stored.
- b) Protective Measures for Inhalation Exposures.
 - i) Employees shall:
 - 1) Use adequate ventilation to eliminate potential inhalation hazards in the work area.
 - 2) Select and utilize the appropriate respiratory protection based on the work being performed and hazardous chemical used.
- c) Protective Measures for Absorption Exposures.
 - i) Employees shall avoid spills and splashing when handling chemicals.
 - ii) Employees shall utilize protective clothing and equipment that prevents hazardous chemicals from contacting their skin.
- d) Protective Measures for Ingestion Exposures.

- i) Employees shall wash their hands and remove contaminated protective equipment and clothing after using chemicals.
- ii) Employees shall wash their hands and remove contaminated protective equipment and clothing before eating or drinking.
- e) Protective Measures for Injection Exposures.
 - i) Employees shall:
 - 1) Properly store or dispose of needles and other sharps.
 - 2) Use tongs, tweezers, or a dustpan and broom to clean up broken glass, dropped needles, or other sharp objects.
 - 3) Never place any sharp object directly in a waste basket.

CONTAINER LABELING

Policies, procedures, and safe work practices for chemical container labeling include:

- a) The Department Head or Supervisor will ensure all containers received and used in work areas under their supervision have been clearly labeled to identify the contents and the appropriate hazard warnings.
- b) The Department Head or Supervisor will ensure no chemical containers will be approved for use until labeling data is verified.
- c) The Department Head or Supervisor shall either contact the manufacturer and request labeling information for any product that does not have a label or generate an OSHA-compliant chemical label.
- d) Employees shall immediately notify the Department Head or Supervisor upon discovering an unlabeled container that might contain a hazardous chemical.
- e) Existing labels on incoming containers of hazardous chemicals will not be removed or defaced unless the container is immediately marked with the required information.
- f) The Department Head or Supervisor shall be responsible for ensuring that all portable containers used in their work area are labeled with the appropriate identity and hazard warning.
- g) All employees who transfer hazardous chemicals into portable containers (such as bottles, spray bottles, parts cleaning cans, etc.) will ensure the portable containers are appropriately labeled and the contents identified.
- h) Department of Transportation (DOT) shipping labels on containers may not be removed until all residue has been appropriately removed from the container.
- i) Employees shall report any torn or missing labels to their Department Head or Supervisor.

- j) If substances are transferred from one container to another, the new container must also have a label indicating what substance is in the container.
- k) All chemical labels shall contain the following GHS-required information:
 - i) Product identifier information.
 - ii) Manufacturer information.
 - iii) A signal word.
 - iv) A hazard pictogram.
 - v) Hazard statement.
 - vi) Precautionary statement.

SAFETY DATA SHEETS (SDS)

Policies, procedures, and safe work practices for Safety Data Sheets (SDS) include:

- a) The Department Head or Supervisor is responsible for establishing and monitoring the SDS for work areas under their supervision.
- b) It is the responsibility of the Department Head or Supervisor to obtain the necessary SDS for all hazardous materials, so a comprehensive SDS hardcopy or electronic file can be maintained.
- c) The Department Head or Supervisor will take all reasonable steps to keep SDS information current.
- d) If a required SDS is not received, the Department Head or Supervisor shall contact the manufacturer, distributor, or supplier to request the SDS.
- e) SDS information will be maintained in an accessible location for employees. Copies can be made available upon request.
- f) Each time a new chemical is received the SDS shall be reviewed for hazards.
- g) Each SDS shall include the following sections unless considered non-mandatory by OSHA:
 - i) Identification
 - ii) Hazard(s) Identification
 - iii) Composition/Information on Ingredients
 - iv) First Aid Measures
 - v) Fire-Fighting Measures
 - vi) Accidental Release Measures
 - vii) Handling and Storage

- viii) Exposure Controls/Personal Protection
 - ix) Physical and Chemical Properties
 - x) Stability and Reactivity
 - xi) Toxicological Information
 - xii) Ecological Information
 - xiii) Disposal Considerations
 - xiv) Transport Information
 - xv) Regulatory Information
 - xvi) Other Information
- h) The Department Head or Supervisor will request a complete SDS from the manufacturer or distributor for any product used within their department that has an incomplete SDS.

HAZARDOUS NON-ROUTINE TASKS

- a) Before performing non-routine tasks, the Department Head or Supervisor will review applicable SDS information, instruct employees on the associated hazards and recommended first aid treatment, and assure all essential personal protective and emergency equipment is available and operational.
- b) Prior to starting work on non-routine tasks, each affected employee will be given information by his/her Department Head or Supervisor about the hazardous chemicals he or she may encounter during these activities.
- c) The Department Head or Supervisor will notify all other employees working in this area that non-routine tasks are scheduled or being performed.
- d) When performing non-routine tasks, additional steps shall be taken to eliminate or control the hazard, including:
 - i) Performing air monitoring.
 - ii) Ventilating the work area.
 - iii) Use of respiratory protection.
 - iv) Using attendants to observe procedures.
 - v) Following emergency procedures.

LIST OF HAZARDOUS CHEMICALS

- a) Each department will maintain a list of hazardous chemicals present in the workplace at each work site.

- b) The listing of hazardous chemicals shall be reviewed at least annually and updated whenever a new hazardous chemical is introduced into the workplace.

EMERGENCY RESPONSE PROCEDURES FOR HAZARDOUS CHEMICAL SPILLS

- a) When a hazardous chemical spill occurs, employees shall follow these procedures:
 - i) Move all personnel away from the spill to a safe environment.
 - ii) Call 911 or the designated emergency response number to notify the Hazardous Material Response Team.
 - iii) Retrieve a copy of this policy and the SDS information for the chemical that was spilled.

NOTE: *Employees shall not try to contain the spill. The designated Emergency or Hazardous Material Response Team shall be responsible for mitigating hazardous chemical spills.*

LADDER SAFETY

PURPOSE

The purpose of this policy is to protect County employees from those hazards associated with the use of ladders in the workplace.

EMPLOYEE TRAINING

All County employees that are required to use ladders while on the job shall be familiar with all aspects of this policy prior to being assigned to such work.

GENERAL REQUIREMENTS

The following general requirements shall apply to all ladders:

- a) Employees shall not use job-made ladders unless receiving prior authorization from their Department Head or Supervisor.
- b) Employees shall select and use only those ladders appropriately designed and rated for the work to be performed.
- c) Ladders must not be tied or fastened together to create longer sections unless they are specifically designed for such use.
- d) Ladders shall not be loaded beyond the maximum intended load capacity for which they were built or beyond the manufacturer's rated capacity.

- e) Ladders must be visually inspected prior to each use. Inspections shall be completed by the employee(s) using the ladder.
- f) Ladders with structural defects shall be immediately marked defective or tagged "Do Not Use" or similar language and removed from service until repaired.
- g) Damaged ladders must be restored to a condition meeting or exceeding its original design criteria before they may be returned to use.
- h) Ladders must be maintained free of oil, grease, and other slipping hazards.
- i) Ladder components must be surfaced to prevent injury from punctures or lacerations and prevent snagging of clothing.
- j) Employees shall wear the appropriate footwear when using ladders. Wearing sandals, high-heeled shoes, or other footwear that is likely to result in slip or fall hazards is prohibited when working from ladders.

LADDER SETUP AND USE

General ladder setup and use rules include:

- a) Placing ladders in areas (e.g., passageways, doorways, driveways, etc.) where they can be displaced by workplace activities or traffic should be avoided. If ladder placement in such areas cannot be avoided, then employees will be responsible for securing the ladder and barricading work area. Employees shall also post a warning sign or lock the doors when working from a ladder positioned near a doorway.
- b) All portable ladders shall be properly positioned on level ground and firmly secured.
- c) Ladders must not be used on slippery surfaces unless secured or provided with slip-resistant feet that prevent accidental movement.

NOTE: Slip-resistant feet shall not be used as a substitute for the care in placing, lashing, or holding a ladder upon slippery surfaces.

- d) The area around the top and bottom of ladders in use must be kept clear.
- e) Portable ladders shall not be placed on top of boxes, barrels, crates, or other objects that might move.
- f) Ladders must not be moved, shifted, or extended while in use.
- g) Non-self-supporting ladders must be used at an angle where the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder.

- h) Fixed ladders must be used at a pitch no greater than 90° from the horizontal, measured from the back side of the ladder.
- i) When extension ladders are used for access to an upper landing surface, the side rails must extend at least three feet above the upper landing surface.
- j) When portable ladders are used for access to an upper landing surface, the ladder must be secured, and a grasping device, such as a grab rail, must be provided to assist employees in mounting and dismounting the ladder.
- k) Employees shall never use ladders in a horizontal position or as scaffolding.
- l) Ladders must have nonconductive side rails if they are to be used where an employee or the ladder could come in contact with energized electrical equipment.
- m) The top or top step of a stepladder must not be used as a step.
- n) Cross-bracing on the rear section of stepladders must not be used for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
- o) Single rail ladders must not be used.
- p) Only one employee at a time shall be allowed to climb or work from a ladder.
- q) Employees must face the ladder when ascending or descending.
- r) Employees shall use at least one hand to grasp the ladder when working from or progressing up and down a ladder.
- s) Employees shall keep the center of their belt buckle (stomach) between the side rails when climbing or working from a ladder.
- t) Employees on a ladder must not carry any object or load that could cause them to lose balance or fall.
- u) Employees shall not slide down a ladder.

EXTENSION LADDERS

General rules for using extension ladders include:

- a) When extended, the sections of extension ladders must overlap enough to retain the strength of the ladder. *(See the following table for minimum overlap lengths for extension ladders.)*

LENGTH OF LADDER	MINIMUM EXTENSION ABOVE UPPER LANDING
Up to 36'	≥ 3'

36' to 48'	≥ 4'
48' to 60'	≥ 5'

- b) Extension ladders shall be extended and elevated only from the ground up.
- c) Employees should ensure the locking mechanism is secured on extension ladders prior to ascending or descending.

STEPLADDERS

General rules for using stepladders include:

- a) Employees shall always open a stepladder completely, making sure the spreader bars are locked in place.
- b) Employees shall never climb or stand on the pail shelf, braces, or back section of a stepladder.
- c) Employees shall never stand on or work from the top and top step of a stepladder.

FIXED LADDERS

General rules for fixed ladder design and safety include:

- a) Fixed ladders must be firmly secured to the object to which they are attached.
- b) Fixed ladders shall be provided with cages, wells, ladder safety devices, or self-retracting lifelines where the length of climb is less than twenty feet, but the top of the ladder is at a distance greater than twenty feet above lower levels.
- c) Employees shall use self-retracting lifelines or other safety devices whenever ascending or descending fixed ladders fitted with such equipment.

EMPLOYEE DISSEMINATION/ACKNOWLEDGEMENT

REQUIREMENTS

Each Department Head shall be responsible for reviewing the Safety Manual with each employee. Each employee must sign an acknowledgement form indicating the employee has received and reviewed a copy of Safety Manual. This acknowledgement form shall be kept in the employee's personnel file. All new hires will receive instructions on the Safety Manual as part of his/her orientation.

**EMPLOYEE SAFETY MANUAL
ACKNOWLEDGEMENT FORM**

As an employee of Lee County, I hereby acknowledge the receipt of the Lee County Safety Manual. I also acknowledge that I am responsible for:

- a) Performing my job in a safe manner and in compliance with the County's written safety policies, procedures, and safe work practices.
- b) Complying with applicable governmental health and safety regulations.
- c) Completing all the training needed to perform my work safely and efficiently.
- d) Inspecting, using, and maintaining tools, machinery, and protective equipment in accordance with the manufacturer's specifications and the County's policies, procedures, and safe work practices.
- e) Assisting with workplace safety inspections and maintenance activities as directed.
- f) Immediately report all workplace health and safety concerns to my Department Head, Supervisor, or other designated County personnel.

I also acknowledge that it is my responsibility as an employee of Lee County to read and follow the policies outlined in the Lee County Administrative Safety Manual. I understand that failure to observe the rules of the Safety Manual may result in possible disciplinary action or termination.

Print Name: _____ Department: _____

Signed: _____ Date: _____

ADMINISTRATIVE NOTE TO DEPARTMENT HEAD:

The original acknowledgement form should be kept in the employee's file, one copy should be retained by the Department Head, and one copy should be returned to the employee and kept with their handbook.

ADDENDUM A: OVERVIEW OF ACCIDENT/INCIDENT REPORTING FORMS

(Forms can be found on Lee County Intranet at <https://countyoflee.sharepoint.com/sites/Intranet>)

Employee Incident Report is completed by the employee and the Supervisor or Department Head within 24 hours or as soon as possible following an injury/incident. The Supervisor or Department Head completes his/her section of the report and submits it to the County Administrator within 48 hours or as soon as possible following an injury/incident.

Non – Employee Injury Report is completed by the injured party (other than a county employee) and filed with the County Administrator within 24 hours or as soon as possible following the injury/incident.

Witness Statement is completed within 24 hours or as soon as possible by any/all witnesses to any type of incident and retained by the Department Head or County Administrator.

Illinois Form 45: Employers First Report of Injury This form is required by the Illinois Workers' Compensation Commission. By law, employers must keep accurate records of all work-related injuries and illness (except for certain minor injuries). Employers shall report to the Commission all injuries resulting in the loss of more than three scheduled workdays. The form is confidential and does not affect liability under the Workers' Compensation Act and is not incriminatory in any way. This form may also be required by the County's Insurance Company.

The **General Liability Loss, Auto Loss, and Property Loss Notice** is used by the County's Insurance Representative to process an insurance claim. It is completed by the Department Head, the County Administrator or other individual involved with incident and filed within 24 hours or as soon as possible with the County Administrator.

OSHA Form 300 – Log of Work Related Injuries and Illnesses is a US Department of Labor Occupational Safety and Health Administration (OSHA) form to be compiled and retained by the County Administrator or applicable Department Head. This form lists every work-related death, injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. This form is available on the US Department of Labor website at www.osha.gov.

OSHA Form 300A – Summary of Work-Related Injuries and Illnesses is a US Department of Labor Occupational Safety and Health Administration (OSHA) form compiled by the Insurance Liaison. This annual summary of work-related injuries or illnesses must be posted by Feb. 1 of the year following the year covered by the form and keep it posted until April 30 of that year. This form is available on the US Department of Labor website at www.osha.gov.