



# **Risk Management Policy**

## **Orange County, TX**

### **March, 2011**

## Table of Contents:

Safety Policy Statement	Page 4
Section 1:-----	Page 5
1. Purpose	Page 5
Section 2:-----	Page 7
1. Injury Reporting Procedure	Page 7
2. Safety Procedures	
3. First Aid Procedures	Page 8
4. Emergency Actions	
5. Threatening Messages	Page 9
Section 3:-----	Page 11
1. New Employee Safety Orientation	Page 11
Section 4:-----	Page 13
1. Operator's Use and Maintenance	Page 13
2. Seat Belt Policy	
3. Speed Limits	Page 15
4. Use of a Spotter (While backing a vehicle)	Page 16
5. Tailgates/ Tarps/ Trailers	Page 16
6. Fire Extinguishers	Page 17
7. Driver/Operator Safety	Page 18
Section 5:-----	Page 20
1. Employee Safety and Vehicle Accident Policy	Page 20
2. Defensive Driving Course	Page 22
Section 6:-----	Page 24
1. Individual Safety Equipment	Page 24
2. Respiratory Protection Program	Page 28
3. Signs/Labels/Color Codes	Page 34
4. Lifting and Manual Materials Handling	Page 36
5. Electrical Safety	Page 38
6. Lock Out/Tag Out Procedures	Page 41
7. Machine Operations	Page 43
8. Ladders	Page 44

9. Fall Protection	Page 46
10. Confined Space	Page 47
Section 7:-----	Page 48
1. Hazard Assessment and Identification	Page 48
2. Hazard Inspection Checklist	Page 48
Section 8:-----	Page 50
1. Risk Management Committee	Page 50
2. Risk Management Procedure	Page 51
Section 9:-----	Page 52
1. Office Safety Rules	Page 52
Appendix: -----	Page 55
1. Threatening Message Report Form	Page 56
2. Supervisor's Report of Injury or Illness Form	Pages 59-60
3. Risk Management Hazard Inspection Checklist	
• Precinct and Maintenance Operations	Pages 61-62
• Vehicle Checklist	Pages 67
• General County Operations List	Pages 63-71
• Safety Violation Reporting Form	Page 72
• Operators Hand Signals	Pages 73-76

(Insert Risk Management Statement)

## **SECTION 1:**

### **Purpose:**

Orange County considers no phase of operations or administration of greater importance than accident prevention. Our concept is not a job performance and safety; it is job performance with safety. When job performance with safety is achieved, efficient job performance is also attained. This manual contains many rules and safety practices that have been universally accepted as a standard, yet it cannot cover all conditions that might arise on the job. Omission of any safety rules herein does not reduce an individual's responsibility of work. Read the safety rules given in this manual frequently and follow them carefully. **Be Safety Minded.**

### **Individual Responsibility:**

All Orange County Employees are required as a condition of their employment to follow safety practices for the protection of themselves and their co-workers. Each employee is expected to accept as a personal matter and to cooperate in the Risk Management Program by developing safe working habits and by reporting to their supervisor hazardous working conditions, unsafe practices, and unsafe apparatus. Each employee shall protect and safeguard themselves and others working with or near them by using approved protective devices and safe practices. Each employee should remember that a "first-class" employee is one who thinks safety and act safely.

### **Supervisors and Foreman:**

A supervisor or a foreman must believe in safety, insist on safety, and practice safety if he or she is to measure up to the Orange County standards of a good supervisor or foreman. In large, the success of the Orange County Risk Management Program depends upon the efficiency of a supervisor or foreman. While responsible for other production activities of the people reporting to him or her, they are also responsible for their own safety.

### **IN NO CASE ARE UNSAFE METHODS OR PRACTICES TO BE USED IN THE INTEREST OF GREATER PRODUCTION.**

A supervisor or foremen have the following specific responsibilities:

1. To instruct their employees of dangerous areas.
2. Never place a new employee on a job until the supervisor is sure that the new employee understands their job and is properly trained on all equipment they will be operating.

3. Never permit horseplay on the job.
4. Make sure that all equipment is adequate and safe.
5. Know exactly what they should do in the case of an accident or emergency.

## **Risk Management Coordinator:**

The Risk Management Coordinator assists in the development of departmental safety programs, and will hold countywide safety meetings. The Risk Management Coordinator shall be alert for and analyze safety hazards, unsafe practices, unsafe conditions, and recommend changes as needed. The Risk Management Coordinator should also demonstrate practical safety, first aid skills, coordinate safety meetings upon request, and assist the Risk Management Committee. The Risk Management Coordinator shall make periodic safety inspections of the County and personally owned tool used to perform job duties. The Risk Management Coordinator shall coordinate the investigation of all Orange County Accidents resulting in an injury of an employee, maintain the records of individual injuries, and make recommendations to prevent a reoccurrence.

## **Risk Management Policy:**

Each employee shall be issued a copy of the Risk Management Manual. Each employee shall study carefully and observe the rules contained in this manual, especially those pertaining to their job function. Ignorance of any safe practice will not be accepted as an excuse for neglect or omission of safe working habits. If a difference of opinion arises on the meaning of these rules or in the method of how to carry them out, the decision of the Risk Management Coordinator shall be followed.

## **SECTION 2:**

### **Injury Reporting Procedures:**

Any employee who is injured on the job, regardless of the nature of the injury should notify their supervisor immediately after the occurrence.

In all cases, immediately after the notification of an injury the supervisor will contact Risk Management and the Personnel Department with the following information:

1. Name of the injured employee.
2. Type of Injury.
3. Medical Facility to which the employee was taken.

The supervisor will investigate the cause of the incident and complete the "Supervisor's Immediate Report of Injury and Illness" and send it to the Risk Management and Personnel Department. (See Appendix A) This should be accomplished within 24 hours of the incident. If the supervisor fails to perform this reporting procedure, they will be subject to disciplinary action. If an administrative penalty is assessed by the Texas Workers' Compensation Commission, it may be charged to the department's budget. (Maximum amount of a penalty is \$500.00 dollars)

When the "Supervisor's Immediate Report of Injury and Illness" is received, the Risk Management and Personnel Departments will review the report and file accordingly and if necessary might request additional information.

If the employee initially did not require medical attention or did not incur lost time as a result of the injury, their supervisor must notify the Risk Management and Personnel Department immediately. Likewise, if an employee returns to work after experiencing a lost time accident, their supervisor should notify the Risk Management and Personnel Department immediately.

**It is essential that employees and supervisors report all injuries in a timely manner.**

**All departments will notify the Risk Management and Personnel Department of "near-miss incidents". This information will be forwarded to the Risk Management Committee and they will review and make recommendations as necessary if possible.**

## **First Aid Procedure:**

First aid is defined as: "The immediate and temporary care given to a victim of an accident or sudden illness until the services of a doctor can be obtained".

1. All injuries, regardless of how small must be reported as soon as possible after the injury occurs.
2. Failure to report minor injuries or to receive medical treatment may result in serious infections or complications.
3. After an injury, the appropriate first aid should be administered to the injured employee.
4. If necessary the injured employee should be transported to a medical facility.
5. Each office or work crew should have employees trained in the application of first aid.
6. All supervisors should be trained in first aid.
7. County offices and vehicles should be equipped with recommended supplies and the contents checked on a weekly basis to ensure that expended items are replaced.

## **Procedure for reporting a Fire, Police, or Medical emergency:**

1. Dial 9-911
2. Give the operator the following information:
  - a. Your first and last name, your work location, and your phone number.
  - b. The type of emergency: Fire, Police, or Medical.
  - c. The area in which the emergency is occurring.
3. Speak slow and distinctly.
4. Any employee can report an emergency.

### **Fire:**

Stay calm and dial 9-911. If it is safe locate the nearest fire extinguisher and use it to aid in evacuation the area and from preventing injury to yourself or others. **YOU ARE NOT A FIREFIGHTER!!**

All personnel should evacuate the building through the nearest exit in a calm and orderly fashion. **DO NOT PANIC!!!**



All vehicles parked in county parking lots should remain parked until authorized to be moved. Discontinue all telephone conversations that may be in progress when alarm is sounded. Avoid using the telephone except for emergency related communications. Water should not be used on live electrical equipment under any circumstances. Only use Carbon Dioxide or Dry Chemical extinguishers.

Carbon Dioxide, Dry Chemical, and water extinguishers mixed with foam may be used to extinguish vapor fires from hydrocarbon, methanol, gasoline, oil, grease, paint, or solvents.

Water should be used to extinguish fires involving wood, textiles, rubber, and ordinary construction. Avoid using water on high temperature lines, equipment, and active sprinkler system when necessary to contain a fire.

## **Medical Emergencies:**

Stay calm and don't panic. Determine if an ambulance is needed for a medical emergency and if so dial 9-911. Provide assistance to the injured until professional help arrives.

## **Threatening Messages:**

Any attempt by a person or persons to damage or destroy County buildings, equipment, interrupt operations, or harm personnel by the use of a threatening message should be reported immediately to your department head and the proper authorities.

1. A threatening message may convey threats of a bomb, fire, sniper attack, sabotage or a hostage situation.
2. A threatening message may be received before or after discovery of physical evidence of a threat.
3. A threatening message may be verbal or written.

## **Possible consequences:**

1. Personal injuries or loss of life.
2. Damage to county facilities or equipment.
3. Power outages.
4. Fire or Explosion.
5. Interruption of normal County operations.

## **Individual Responsibility:**

If an employee receives a telephoned or written threatening message, follow the following steps.

1. Get the attention of fellow employees if possible.
2. Determine the nature of the threat and what County location. If possible determine the identity of the person or persons being threatened, time the threat might be carried out, and why the threat is being made.
3. The employee receiving a threatening message will notify his supervisor immediately.
4. The department head will notify the proper authorities immediately.
5. Talk to no other persons unless instructed by your supervisor or department head.
6. On receiving a written message, save all materials received including the envelope, container, or wrapping in which the message arrived in. Suspicious looking mail should not be opened until your supervisor and proper authorities have been notified.
7. All employees should become familiar with the "Threatening Message Form". If the threat is by phone, listen attentively and ask questions listed on the "Threatening Message Form" if given the opportunity. (See Appendix B).

### **SECTION 3:**

#### **New Employee Safety Orientation:**

##### **General:**

The Supervisor of a new employee shall:

1. Inform the employee of Orange County's desire to maintain a safe workplace and inquire if they have received a Risk Management Manual from Personnel and sign the receipt.
2. Advise the employee to report any possible hazards or dangerous conditions to their supervisor or the Risk Management Coordinator.
3. Show the employee where to get needed supplies. (First Aid, Safety Supplies)
4. The supervisor will make sure the employee is aware of disciplinary actions related to safety violations.
5. Inform the employee of the safety training that is available. (First Aid, CPR, Defensive Driving)

##### **Individual Safety:**

The Supervisor shall:

1. Explain the importance of professional behavior and conformance to safety policies.
2. Advise the employee that it's required to practice safe job procedures and methods.
3. Advise the employee that it's required to attend monthly safety meeting. These meetings cover various safety topics related to all employees, including policy changes or job procedures.
4. Require the employee to sign for issued safety equipment.
5. Require the employee be responsible for using and maintenance of issued equipment.
6. Inform the employee of the drivers' license regulations, and require the employee to read and abide by the Orange County Equipment/Vehicle Operator Use and Maintenance Policy.
7. Inform the employee of the Hazardous Materials Communication Act and show the employee where to find all Materials Safety Data Sheets (MSDS). If the employee is not sure of a chemical or material being used to check with their supervisor.

## **Vehicle Maintenance and Safety:**

The Supervisor shall:

1. Show the employee where to find copies of the daily equipment checklist and give instruction on how to fill them out properly.
2. Instruct the employee on the proper use of a spotter for backing in accordance with the County Risk Management Policy.
3. Require that the employee use seat belts in all Orange County vehicles in accordance to the County Risk Management Policy.
4. Advise the employee on operator's maintenance versus mechanic's responsibilities.
5. Advise the employee on the proper accident reporting procedures and the time limits for reporting injuries and vehicle accidents.

## **Precinct Barn Safety:**

The Supervisor shall:

1. Require that each employee keeps their work place clean, neat, and make the extra efforts to improve the appearance and safety of all precinct barns and maintenance areas.
2. Advise each employee to forward suggestions that may improve safety to the Risk Management Coordinator.
3. Advise each employee to notify him if an unsafe condition exists.

## **SECTION 4:**

### **Operator's Use and Maintenance:**

#### **Policy:**

It is the responsibility of every employee to ensure that all County vehicles and equipment are in good and safe operating condition. No employee shall operate an Orange County Vehicle if the employee does not have a valid Texas Drivers License. Every employee who operates County vehicles and equipment shall comply with the Maintenance Program.

Supervisors shall enforce and support this program and make appropriate recommendations to make the program functional.

#### **Procedure:**

The employee's responsibilities are as follows:

1. Before a vehicle is started the employee shall check all operating fluids, air lines, tanks, tires, mud flaps, lights, mirrors, fan belts and hoses. The employee shall also check any other item listed on the daily check sheet that is applicable to the vehicle that's being operated.
2. The employee shall sign the Equipment Condition Report on the line that corresponds with the date that the vehicle or equipment is being operated. The employee shall verify that the operational check has been completed and that the vehicle or equipment is in a good and safe operating condition.
3. When starting the engine, the employee shall listen for any unusual noises. If unusual noises are heard or operating instruments indicate a problem, the employee shall shut down the engine and make note on the Equipment Condition Form. All maintenance issues should be reported to your immediate supervisor.
4. Vehicles that are equipped with air brakes should be allowed to warm up and the employee shall check the air pressure indicators to ensure the appropriate air pressure is being generated. Operational checks of the braking system should be performed before exiting the parking area of the vehicle.
5. The employee shall check the date of the vehicles state inspection sticker; if the inspection is expired the employee shall notify their immediate supervisor. A vehicle with expired inspection sticker should not be driven unless it is going to an vehicle inspection station.

6. Vehicles with air tanks should be drained daily so moisture does not build up and cause a failure of the braking system.
7. Supervisors should check vehicles and equipment to help ensure that each one is returned in good operating condition. Any new damage or unsafe condition needs to be reported immediately.
8. Supervisors should allow time during the day for employees to refuel and clean all trash and personal belongings from vehicles and equipment.
9. Supervisors should ensure that all vehicles are washed on a weekly basis.
10. Any deficiencies found during the operators check should be noted on the report and immediately reported so repairs can be done in a timely manner.
11. Operator maintenance includes but not limited to replacing head lights, tail lights, turn signal bulbs, reflectors, fuses, mirrors, mud flaps, wiper blades, flat tires, worn cutting edges (if equipped), and maintain proper fluids levels. (oil, coolant, hydraulic fluid, batteries)
12. The Equipment Condition Reports shall be turned in on the last working day to the employee's immediate supervisor.
13. Supervisors are responsible for reviewing these forms for accuracy and to ensure that all noted repairs have been taken care of and fixed.
14. Supervisors will keep an ample supply of Equipment Conditions Report forms and provide to their employee's on a monthly basis.
15. Supervisor should conduct spot inspections to ensure that every employee operating a vehicle or equipment has filled out the Equipment Condition Report form correctly.

## **Speed Limits:**

### **Policy:**

Employees operating Orange County vehicles shall observe all posted speed limits and warning signs.

### **Procedure:**

Employees who drive Orange County vehicles or equipment shall obey all posted regulatory and warning signs on public roadways and Orange County property. Operators shall obey all posted construction warning and temporary speed limit signs.

Employees driving privately owned vehicles will obey all posted speed limit and warning signs while on Orange County property and while conducting county business.

Speed limits within prescient maintenance yards will be posted not to exceed 5 mph. All employees and visitors to prescient areas shall exercise extreme caution while operating a vehicle inside the prescient areas to prevent damage to property or injury to personnel.

**Failure to comply with this policy may result in loss of driving privileges within Orange County property boundaries.**

## **Use of a Spotter (While backing a vehicle):**

### **Policy:**

No vehicle or equipment shall be backed without a spotter when personnel are available.

### **Procedure:**

Employees operating Orange County vehicles and equipment shall take necessary precautions to prevent damage to equipment or injury to others while backing their vehicles. When personnel are available, the operator shall utilize a spotter.

When a spotter is not available, the operator shall walk completely around the vehicle or equipment to clear the path of the vehicle of any people or obstructions. Before backing, the operator shall sound the horn to warn any person attempting to cross the path of the vehicle being backed and use extreme caution.

If the vehicle is equipped with a backup alarm, the operator shall ensure the alarm is in good working condition. Any backup alarm that is not operating shall be reported to your immediately supervisor.

## **Tailgates, Tarps, and Trailers:**

### **Policy:**

Employees who operate Orange County trucks and trailers shall check to ensure that all weight and height requirements meet state laws and that materials and equipment are secured before driving onto a public roadway.

### **Procedure:**

Operators shall check tailgates, running boards, axles, aprons (if equipped), tires, and any loose materials that could blow off or bounce off the vehicle and cause damage or injury. Any loose materials will be removed before entering a public roadway. Operators shall check tailgates for a tight fit and properly operating tailgate lock. Defective tailgates and tailgate locks should be reported immediately to their supervisor.

Tarps shall be utilized when hauling loose materials or when required by law.



When pulling a trailer, the operator shall check the trailer hitch to ensure that the latch is properly connected and safety chains are connected. The operator shall check all lights, tires, and trailer brakes prior to driving onto a public roadway.

No operator shall drive a vehicle pulling a trailer until the load on the trailer is properly secured with chains or the approved method for hauling that load is met.

When pulling a trailer that is equipped with air brakes, the operator shall check all air hose fittings for a good seal. Defective fitting should be reported immediately.

## **Fire Extinguishers:**

### **Procedures:**

All Orange County vehicles, equipment and facilities shall be equipped with a fire extinguisher of the proper type. (A, B, C, Water, CO2 type)

Any operator of an Orange County Vehicle or equipment shall check to ensure that the vehicle is equipped with a suitable fire extinguisher and that it's properly charged and mounted.

Fire extinguishers that need to be recharged shall be reported to the employee's immediate supervisor or the Risk Management Coordinator. Fire extinguishers recharging will be the responsibility of the foreman, supervisor, or department head.

Shop foreman and other supervisory personnel shall be responsible for checking the fire extinguishers located in their buildings or designated work sites. Any irregularities should be reported to the Risk Management Coordinator.

## Driver/Operator Safety:

### General:

Driver/Operator Safety: Each County employee who operates County owned vehicles/equipment will:

1. Have a valid and appropriate Texas license.
2. Notify their supervisor immediately if their license is revoked for any reason.
3. Be trained on special vehicles or equipment prior to conducting unsupervised operations.
4. Comply with all license restrictions, such as wearing or use of corrective lenses at all times while operating County vehicles or equipment.
5. Not operate any County vehicle or equipment while under the influence of alcohol, drugs or other medications which may alter mental status or physiological responses.
6. Never leave their vehicle or equipment unattended with the engine running.
7. Report any accident immediately to their supervisor.

Trucks, Gradalls, Mowers, etc:

1. Employee's working with Gradalls cleaning ditches or lifting should be certain that everyone is in the clear and the load can swing freely.
2. Do not stand under a suspended load. Stand in the clear as much as possible when loads are being lifted. **Hard hats must be worn at all times near gradall operations.**
3. Learn and use the standard hand signals and assign one person to each gradall to avoid confusion.
4. Report equipment repair needs to a foreman or a supervisor immediately. Inspect the machine before and after operations.
5. Don't operate equipment or perform work with which you are not familiar with.
6. Examine surfaces before proceeding. Sharp objects may puncture or cut tires. Wire may get tangled in the drive train.
7. Stop all equipment before unloading.
8. Do not operate equipment too closely to any vehicle that is dumping.
9. If equipment has to be backed up, check and be sure the rear area is clear of people and equipment.
10. Wear heavy-duty gloves when handling cables, lumber, trash, etc.
11. Be alert to passing traffic at all times.
12. Place advance warning regarding the ongoing maintenance or construction. Remove warnings after the job is complete.

13. Display high visibility orange flags or flashing yellow warning lights on signal warning signs.
14. Work one side of the road at a time if possible.
15. Do not ride on loose materials or equipment carried on trucks. Do not ride on trailers or towed equipment.
16. Clear windows and windshields so that the driver vision will not be obstructed.
17. Operators must always be in the seat when the motor of equipment is running.
18. Test brakes on equipment at the start of each day. Report defects at once and get repaired before putting equipment back into operations.
19. Test lights and other signals devices on a daily basis. Do not operate equipment until lights and signals are working properly.
20. Operate mowing equipment cautiously.
21. Mowers and road crews **must wear safety hats, safety shoes, safety glasses and high visibility clothing. (Reflective vest)**
22. Display slow moving vehicle emblems on rear of mowers.
23. Do not stand in front of or behind parked equipment.
24. Extend every courtesy to traffic and pedestrians.
25. Wear high visibility clothing that should be visible to traffic for at least 500 ft.
26. Never get under a raised tailgate or allow anyone to do so.
27. Check for underground cables or pipelines before digging.
28. Keep dead trees and limbs cut and grass mowed.
29. Employees shall not jump on or off vehicles in motion.
30. Seat belts shall be used when provided.
31. When refueling vehicles, observe the "NO SMOKING" rule.

## **SECTION 5:**

### **Employee's Safety and Vehicle Accident Policy:**

#### **Purpose:**

Accident costs have a direct impact upon the budget of each department. In many cases accident reports reflect that these accidents could have been avoided or mitigated had the employee received proper safety training or exercise reasonable care and judgment.

This policy provides measures to encourage a higher level of responsibility and accountability from county employees entrusted with Orange County vehicles and equipment.

#### **Procedures:**

An organized accident prevention and safety program has been established to promote safety through training in hazard recognition, reporting, vehicle maintenance, the use of safety supplies and equipment, through management, supervisors, and employee involvement.

Manager will support and enforce all safety policies and procedures.

Supervisors will be on the constant alert for unsafe work practices and conditions and take immediate measures to eliminate them. Supervisory personnel are directly responsible for ensuring that instruction is provided to all employees under their supervision and that proper safety procedure and safety methods are utilized by all employees in performing their duties. Supervisors will inform all newly hired employees of the Orange County Risk Management program and provide necessary safety equipment.

Every employee, regardless of their position within the county will cooperate in every respect with established policies. Each employee has the responsibility for their own safety, as well as the safety of his fellow employees.

Each employee of Orange County can contribute to the success of this program by:

1. Identifying problem areas and reporting hazardous conditions or equipment to their immediate supervisor or the Risk Management Coordinator.
2. Attending scheduled safety information meetings and voicing concerns and give suggestions for improvement.
3. Appropriately utilizing all safety equipment, supplies and safeguarding safety equipment to keep it in good working conditions.

4. Attending and participating in all scheduled safety, first aid, CPR, and fire prevention training.
5. Keeping safety the first priority in each and every task assigned.

Each precinct and the Maintenance Department will provide scheduled training, incentive programs, safety equipment, hazard elimination procedures and full support for all safety policies and procedures.

Each employee has an important role in this safety and health program. Everyone is expected to contribute to making this a successful, accident free, healthy organization.

An Accident Review Committee consisting of the Risk Management Committee will review all accident reports and determine whether vehicle accidents involving County employees can be prevented in the future. These recommendations will be forwarded to the employee's supervisor. The Committee will consist ( ) members with the Risk Management Coordinator serving as the chair. The Risk Management Coordinator or a delegated member of the committee will keep minutes of the committee meetings.

Members of the committee will be members of the Risk Management Committee.

Commissioner's Court must approve members of the committee.

A committee member shall be ineligible to participate in the review process if they were involved in the accident being reviewed.

### **Procedure for Vehicle Accident Review:**

The Risk Management Coordinator will schedule a review date during a regular Committee meeting and Committee members will be provided information on the accidents. Accident review should occur at the earliest possible date after the accident. No more than thirty (30) days after if possible.

### **Accident Investigation (Personal or Vehicle)**

All accidents, major or minor, personal or vehicular, shall be reported immediately to the supervisor of the employee involved, Personnel Director, Risk Management Coordinator, as well as any damage to County or private property.

Supervisors of employees involved in any accident will respond to the accident scene to begin a thorough investigation. The Supervisor will take photographs, statements, drawings, and any necessary measurements needed to provide a detailed report. The Risk Management

Coordinator may be called to take photographs and will be immediately contacted in the event of a serious accident with bodily injury.

Accident reports, statements, and other pertinent information shall be forwarded to the Personnel Director and Risk Management by 10:00 AM the following workday.

The Accident Review Committee will review and discuss all pertinent information including the police report, witness statements, employee statements, and other available facts surrounding the accident. The committee members as to how a similar accident may be prevented in the future will make a decision. The decision reached by the committee will be reported to the department head to which the employee normally reports too.

Disciplinary Action may be taken for:

1. Failure by an employee to report an accident, personal injury, or damage to public or private property by 10:00 AM on the following workday.
2. Failure by an employee to report suspension of his license by 10:00 AM of the workday following the suspension.

The Risk Management Committee shall also review non-vehicle related accidents and make appropriate corrective recommendations. In an at fault traffic accident, the employee will be required to take the next available County defensive driving class. If that class is missed, they will take a defensive driving class at their own expense within two months of the missed class. Receiving a traffic citation will sufficiently show fault.

## **Defensive Driving Course:**

### **Procedure:**

All County employees who operate County vehicles or equipment on a regular basis shall attend the Defensive Driving course offered through their departments. It is the Counties responsibility and intention to train all employees who drive County vehicles in a safe operating procedure and to keep vehicle accident costs to a minimum.

Employees should attend the Defensive Driving course at the earliest scheduled class date after starting work for the County. Employees should be aware that in addition to the obvious advantages of the course, they could receive a discount on their vehicle insurance.

Employees will be scheduled to attend the course every three years. The Risk Management Coordinator will assist with scheduling. An employee involved in an accident

where Orange County sustains loss will automatically be scheduled for the next available Defensive Driving course.

If an employee does not take the next available Defensive Driving class following an “at fault” accident, the employee may, at the request of the department head, be required to attend a Defensive Driving course at the employee’s expense and show proof of attendance.

Law Enforcement employees who drive on a regularly basis will have a police pursuit driving course available.

## **SECTION 6:**

### **Individual Safety Equipment:**

#### **Policy:**

Employees shall utilize all safety equipment issued to them by their supervisor, in accordance with recommend procedures and instructions.

#### **Procedure:**

Every precinct and maintenance department employee will be required to have at least Five (5) pieces of safety equipment. Employees should have a safety helmet, safety glasses, safety toe boots/shoes, and hearing protection. Safety vest will be made available when working on or near a highway. An employee unable to wear equipment due to medical reasons will supply a letter from his/her doctor.

#### **Safety Toe Boots/Shoes:**

All Maintenance and Road & Bridge employees are encouraged to wear ANSI/OSHA approved safety toe boot/shoes at all times during working hours and overtime hours. We encourage employees to select boots/shoes that will be heat resistant, and have slip and chemical resistant soles.

Supervisors/Foreman should make sure new employees are aware that Orange County encourages the use of heat, heat, and chemical resistant shoes or boots. They should also be informed we encourage the use of safety toe boots/shoes.

#### **Safety Glasses:**

All precinct and maintenance employees are required to wear supplied safety glasses while present at a shop, building, or job location where work is in progress. This includes anyone observing work in progress and applies to visitors. If an employee wears prescription glasses, supplied goggles will be worn over the glasses. An employee may purchase prescription safety glasses as long as they meet ANSI standards. Employees may wear ANSI approved tinted glasses if they have light sensitive eyes. Glasses will be worn in any vehicle or while operating any equipment, if there is an open window or door, or if the equipment is not totally enclosed. Safety glasses will not be worn while using heavy equipment such as a gradall, unless instructed by a supervisor. This is due to sight limitations. Any employee operating grinders, blowers, table saws, or band saws shall be required to wear safety glasses, goggles, or face shields while operating these machines.



## **Safety Helmets:**

All employees who are issued safety helmets shall wear them at all times while at a site where work, with the possibility of falling objects, is in progress. While at a worksite, mowers and equipment operators shall wear their safety helmets while there is exposure to the outside. Safety helmets will always be worn while working around a Gradall. This applies to supervisors and visitors. Other precinct and maintenance crews that have to wear safety helmets will be determined by the supervisor depending on the daily tasks to be performed. This will be determined by the potential for falling or flying rocks, limbs, debris, electrical wires, etc. The job specific need for safety helmets is subject to review. Safety helmets may be required on a specific job by the Risk Management Coordinator, Commissioners Court, County Engineer, or a supervisor. Employees will keep their safety equipment with or near them at all times. Unforeseen circumstances may cause the need for safety equipment.

Inspectors, visitors, and supervisors shall wear safety helmets while visiting job sites where safety helmets are required. Visitors and Employees from all departments who visit job sites shall sign out equipment (e.g., hard hats, glasses, and hearing protection) from a precinct barn, Road & Bridge office or the Maintenance Department. The employee or visitor will return the equipment to the lending locations. The particular shop, barn, or office supervisor will be responsible for the issuance and return of all safety equipment. This may be done personally or the duty assigned to a designated employee.

Trustees will be subject to the helmet, hearing, and safety glasses/goggles requirement and checked out by Maintenance. The people supervising trustees will ensure use of safety equipment, return of equipment, and ensure trustees follow proper safety work practices.

Safety helmet color designation is as follows:

1. County Judge, Commissioners, Elected Officials, and Department Heads- White or Yellow
2. Supervisors, Foreman- White
3. Precinct or Maintenance hourly workers- Orange
4. Trustees- Blue
5. Visitors- Yellow
6. MIS and Health & Code- Green

Employees will place their name inside or outside the helmet in a manner that is not distracting or will compromise the integrity of the helmet.

In the event an employee has a doctor's note requesting that he/she be excused from wearing a helmet, the doctor will be required to recommend appropriate safety headgear, and the employee will purchase and wear the recommended equipment.

Each employee must wear an appropriate hearing device whenever exposed to hazardous noise. (Hazardous noise is determined to exist when it is difficult to hear a loud spoken voice at a distance of one (1) foot). ANSI approved ear plug inserts will be provided. However, any employee may use his or her own ANSI approved earmuff type device if desired. Cotton or non-ANSI plugs are not acceptable. Ear protectors should be washed with mild soap and water after each use. Dirty equipment may cause the ear to become sore or inflamed.

Each employee is responsible for their safety equipment. All individual safety equipment shall be signed out. The crew leader will sign out crew equipment such as first aid kits. Foremen will physically inventory each employee's safety equipment every Monday morning. Employees will be loaned equipment for a maximum of three days. During this time, the employee will replace their lost equipment with ANSI/OSHA approved equipment. A hard hat must be the same color.

Safety equipment that is worn out or destroyed on the job shall be returned to the employee's immediate supervisor for replacement.

Safety equipment that is lost, stolen, or destroyed due to neglect shall be replaced at the employee's expense.

Safety helmets shall be worn only in the manner in which they were intended. Damaged head-gear shall be reported immediately to the supervisor. No decals shall be placed on any type of headgear unless approved by the Risk Management Coordinator.

Employees found to be in violation of the safety policy are subject to disciplinary action. Disciplinary procedures of verbal reprimand, written reprimand, time off without pay, and termination may be found in the Personnel Manual.

Supervisors are responsible for the daily enforcement of this and all safety procedures set forth by Orange County. Supervisors will be subject to disciplinary action for non-enforcement of safety policy. Disciplinary procedures of verbal reprimands, written reprimands, time off without pay, and termination are outlined in the Personnel Manual.

## **Hand Safety:**

Employees will practice hand safety and wear the appropriate work gloves. Employees should: be alert to potential hand hazards before an accident can happen, be alert to possible unguarded pinch points, always use push sticks, guards, shields, and other protective devices when appropriate. Do not remove guards, and then use brushes to wipe away debris. Inspect equipment and machinery before and after tasks to make sure that it is in good operating condition. Disconnect power and follow established lock-out procedures before repairing or cleaning machinery. Never wear gloves, jewelry, or loose clothing when working with moving machine parts. Use appropriate personal protective equipment- gloves, guards, forearm cuffs, and barrier creams for the specific task you are performing. Select tools designed to keep wrists straight to help avoid repetitive motion/overuse problems.

## **Gloves**

Select the right protective hand-wear.

**Disposable Gloves-** Disposable gloves, usually made of lightweight plastic, can help guard against mild irritants. (These gloves are often used for food handling operations)

**Fabric Gloves-** Gloves made of cotton or fabric blends are generally used to improve your grip when handling slippery objects. They also help insulate your hands from mild heat or cold.

**Rubber Gloves-** Although commonly called “rubber” these gloves may actually be made of rubber, neoprene, poly-vinyl alcohol or vinyl. These gloves help protect hands from corrosives such as organic acids and petroleum-based products.

**Leather Gloves-** These gloves are used to guard against injuries from sparks or scraping against rough surfaces. They are also used in combination with an insulated liner when working with electricity.

**Metal Mesh Gloves-** These gloves are used to protect your hands from accidental cuts and scratches. Persons working with cutting tools or other sharp instruments use them the most.

**Aluminized Gloves-** Gloves made of aluminized fabric are designed to insulate your hands from intense heat. Persons working with molten materials use these gloves often.

## **Respiratory Protection Program:**

### **Policy:**

It is the policy of Orange County to provide employees with a safe working environment. The Commissioners Court of this County has made commitment to establish and maintain a respiratory protection program to reduce employee exposure to harmful vapors and particles.

### **Purpose:**

The practices and procedures described herein constitute the program under which respirators are utilized at Orange County.

### **Personnel Responsibility:**

The Risk Management Coordinator is the Respiratory Protection Administrator.

1. The Program Administrator is responsible for:
  - Ensuring that EPA, DSHS, ANSI, OSHA and other applicable regulations are followed. In the event of any conflict between rules, standards or manufacturer specifications, the most stringent shall apply.
  - Providing technical assistance in determining the need for respirators and in selecting appropriate types.
  - Providing the appropriate respirators.
  - Surveillance of work area conditions.
  - Providing educational materials to be used in employee training.
  - Implementing training and instruction programs.
  - Administering the overall program.
  - Periodically re-evaluating the respiratory protection program.
2. Supervisory personnel are responsible for:
  - Ensuring that respirators are available as needed.
  - Ensuring that employees wear respirators as required.
  - Inspection of respirators on a regular schedule.
3. Each employee is responsible for:
  - Using the supplied respirator in accordance with instructions and training.
  - Cleaning, disinfecting, inspecting, and storing the respirator.
  - Reporting any respirator malfunction to his or her supervisor.

## **Medical Evaluation:**

### Medical Questionnaires

1. All employees who may come in contact with asbestos must complete the Medical Questionnaire in 29CFR 1926.68 (See Personnel). This is a mandatory requirement.

### Medical Determination

1. If an employee notifies his supervisor he cannot wear a respirator, a licensed physician must determine whether or not the required respirator can be worn without physical or psychological risk. If it is the opinion of a licensed physician that an employee might suffer physical or psychological harm due to wearing a respirator, the employee will not be allowed to wear that type of respirator.
2. This determination is available for each employee, initially upon change to a job classification requiring respirator protection. When an employee terminates, they may be given an exit physical examination.
3. The Program Administrator keeps records for each employee who is not able to wear respiratory protection as part of his duties.

## **Selection:**

The Program Administrator selects respirators based on physical, chemical, and physiological properties of the air contamination likely to be encountered. Only respirators jointly approved by the National Institute for Occupational Safety and Health (NIOSH) and the Mine Safety and Health Administration (MSHA) are purchased by Orange County and used by its employees.

## **Distribution:**

Respirators are issued to individuals. Each respirator is identified in a way that does not interfere with its performance. Employees are not allowed to purchase their own respirators and use in any area controlled by Orange County. The Program Administrator maintains a list of the number and types of respirators in use.

## **Fitting Procedures:**

Half-face respirators:

1. Fit face piece on nose-bridge, making sure that you are able to breathe through your nose. Then, swing bottom of face piece into contact with the chin.
2. Position headbands with the longest strap above the ears and over the crown of the head, with the shortest strap below the ears and along the nape of neck.
3. Adjust for comfortable fit by moving the adjustment slides to lengthen or shorten the straps. Adjust the straps snug enough so that no air leaks around the face piece. It is not necessary to pull the straps so tight that the respirator digs into the face.

Full-face respirator:

1. Fit face piece against the face, making sure you are able to breathe, then pull the head harness into place.
2. Tighten the lower straps first, then the temple straps, and finally the forehead straps.

## **Testing for Tightness:**

The respirator must be subjected to the following tightness test(s) before each use:

1. Positive pressure test:
  - Lightly place palm over exhalation valve cover. A slight positive pressure should build up inside of the respirator.
  - If any leakage is detected around the facial seal, re-adjust head harness straps and repeat test until there is no leakage.
  - If something other than facial seal leakage is detected, investigate and correct the condition before another test is made.
2. Negative pressure test (to be performed on certain types of respirators):
  - Lightly place palm over cartridges or filter holders. Gentle inhale. The face piece should collapse against the face.
  - If the face piece does not collapse against the face, investigate and correct the condition before another test is made.

The respirator must pass tightness test(s) before the respirator is used. The respirator will not furnish protection unless all inhaled air is drawn through suitable cartridges or filters.

## **Special Problems:**

The following are special problems that may be encountered in the wearing and use of respiratory protective equipment.

1. Facial hair, including beards, sideburns, moustaches, or even a few days growth of stubble, must not be permitted on those required to wear respirators. Facial hair between the wearers' skin and the sealing surfaces of the respirator will prevent a good seal. A respirator that permits negative air pressure inside of the face piece during inhalation may allow leakage of vapors or particles and, in the case of positive pressure devices, will either reduce service time or waste breathing air. A worker will not enter any contaminated work area when conditions prevent a good seal of the respirator to the face.
2. Ordinary eye glasses will not be used in full-face piece respirators. Eye glasses with temple bars or straps that pass between the sealing surface of a full-face piece and the workers face will prevent a good seal and will not be used. Special corrective lenses can be permanently mounted inside a full-face piece respirator and are available from all manufacturers. To ensure good vision, comfort, and proper sealing of the face piece, an individuals designated by the manufacturer as qualified to install accessory items should mount these corrective lenses. These special corrective lenses will be at the employee's expense.
3. Workers will not, under any circumstances, be permitted to wear contact lenses when wearing any type of respirator device. With full-face pieces, incoming air directed towards the eye can cause discomfort from dirt, lint, or other debris lodging between the contact lens and the pupil.
4. Facial deformities such as scars, deep skin creases, prominent cheekbones, severe acne, or the lack of teeth or dentures, can prevent a respirator from sealing properly.
5. Talking while wearing a respirator equipped with a face piece can break the seal of the face piece. Workers who must speak will be cautioned to keep jaw movements to a minimum. When communication is necessary within a contaminated area, it should be done with the help of a special communicating equipment obtained from the manufacturer of the respirator.

## **Inspection and Maintenance:**

Respirators are properly maintained to retain their original effectiveness by periodic inspection, repair, cleaning, and proper storage.

### 1. Inspection:

- All respirators are inspected routinely by user, before and after each use and after cleaning, to check the condition of the face piece, headbands, valves, hoses, canisters, filters, and cartridge fit.
- The foreman and supervisor inspect all respirators at least once a month.
- Respirators maintained for emergency use are tagged, noting the date of inspection and initials of the person doing the inspection. A log indicating the inspections is maintained at the job site.

### 2. Repair:

- Respirators that do not pass inspection are replaced or repaired immediately. Repair of the respirator by the user is limited to changing canisters, cartridges, filters, and head straps. All other replacements or repairs are performed by the RESPIRATOR MANUFACTURER, or an experienced person, with parts designed for the respirator.

### 3. Cleaning:

- Individually assigned respirators are cleaned and disinfected as frequently as necessary to ensure that proper protection is provided to the wearer. Respirators not individually assigned and those for emergency use are cleaned and disinfected after each use. The following procedure is used for cleaning and disinfecting respirators:
  - a) Filters, cartridges or canisters are removed before washing the respirator and discarded if necessary.
  - b) Respirators are washed in detergent solution, rinsed in clean water, and allowed to dry in a clean area. A brush is used to scrub the respirator to remove adhering dirt.

### 4. Storage:

- After inspection, repairs, and cleaning, respirators are stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, and damaging chemicals. Improper storage usually results in a reduced service life and added cost.



It is recommended that respirators be stored in plastic bags or the original cartoons and placed in special designated cabinets or lockers with other protective equipment. Under most conditions it is not advisable to store a respirator in a toolbox or in the open. Cartridges, canisters, and mask equipped with these components should be sealed in plastic bags to preserve their effectiveness.

## **Training:**

Every employee who may have to wear a respirator will be trained in the proper use of the respirator. Every supervisor of an employee who may have to wear a respirator also receives training. The Training includes:

1. Description of the respirator.
2. Intended use and limitation of the respirator.
3. Proper wearing, adjustments, and testing for fit.
4. Cleaning and storage methods.
5. Inspection and maintenance procedures.

## **Records:**

The Respirator Protection Program Administrator maintains the following records:

1. The Medical Letter for each employee, which certifies that the employee is not capable of wearing certain respirators under certain working conditions.
2. A record of the number and types of respirators in use.
3. Inspection reports and maintenance reports.
4. A record of employee training program materials and training conducted.

## Signs/Labels/Color Codes:

### Policy:

Signs are intended to indicate conditions that lead to accidental injury or property damage. Each sign shall conform to this policy and shall indicate the following:

1. Approved heading that indicates the potential hazard.
2. A statement of the type of hazard and what to do, or not to do, in the area. Signs shall be visible at all times work is being performed and shall be removed or covered promptly when the hazard no longer exists.

Accident prevention signs:

1. Danger signs are to be used only where an immediate hazard exists. They indicate that special precautions must be taken. The red upper panel, black border, and the word "DANGER" in white letters identify danger signs. Examples are as follows: "DANGER-HIGH VOLTAGE," "DANGER-NO SMOKING," "DANGER-KEEP OUT."
2. Caution signs are to be used only to warn against potential hazards or to caution against unsafe practices. They indicate possible hazards so precaution can be taken. A black panel and the word "CAUTION" in yellow letters identify caution signs.
3. Safety instructions signs are to be used where there is a need for general instructions and suggestions relative to safety measures. They are identified by a green panel with a word such as "THINK" or "BE CAREFUL" in white letters. Examples are as follows: "THINK-REPORT UNSAFE CONDITIONS," "BE CAREFUL-WALK DON'T RUN".
4. Directional signs are for providing specific directions. The standard color is red on white, and the directional symbol should be dominant. Examples are as follows: "THIS WAY OUT"-with an arrow, "FIRE EXTINGUISHER"- with arrow.
5. Blue shall be the standard color for information signs. It may be used as a background color for the complete sign or as a panel at the top of such types of "NOTICE" signs, which have a white background.
6. The slow-moving vehicle emblem consists of a fluorescent yellow-orange triangle with a dark reflective border. The emblem is intended as a unique identification for, and it shall be used only on vehicles that by design move slowly (25 mph or less) on public roads.

Accident Prevention Tags- Tags are a temporary means of warning all concerned of a hazardous condition, defective equipment, and radiation hazard, etc. The tags are not to be considered as a complete warning method, but should be used until the hazard can be eliminated. For example, a “DO NOT START” tag on power equipment shall be used for a very short time until the switch in the system can be locked out, and a “DEFECTIVE EQUIPMENT” tag shall be placed on a damaged ladder until the ladder can be repaired or replaced.

1. “DANGER” tags shall be affixed to equipment that is being held out of service for repair or for equipment that poses an imminent or immediate hazard to the user. Before repair work is performed on equipment, a danger tag shall be attached and the equipment shall be locked out of service.
2. “CAUTION” tags must be affixed to equipment that poses a potential hazard to the user. These tags are also used to warn against an unsafe practice,
3. “NOTICE” tags are to be utilized for conveying safety information or suggestions regarding equipment or conditions.
4. During routine inspections of building areas, inspectors may affix red danger tags to equipment that is in a state of disrepair or is deemed imminently or potentially hazardous. A time limit may be established for correction. A correction of deficiencies is the responsibility of the department head.

Color code for marking physical hazards:

1. Red shall be used to identify:
  - a. Fire protection equipment and apparatus.
  - b. Safety cans or other portable containers of flammable liquids.
  - c. Emergency-stop buttons or electrical switches used for emergency stopping of machinery.
  - d. Danger signs.
2. Orange shall be used to designate dangerous parts of machines or energized equipment and to emphasize such hazards when enclosure doors are open or when gear or other guards around moving equipment are open or removed, exposing unguarded hazards.
3. Yellow shall be used to designate that caution should be exercised such as a potential of striking against, tripping, or being caught in between something. Solid yellow and yellow and black stripes can be used interchangeably, using the combination that will attract the most attention to the particular environment.
4. Green shall be used to designate “SAFETY” and the location of first aid equipment.

5. Blue shall be limited to warning against the starting of, use of, or movement of equipment under repair or being worked upon.
6. Black, white, or a combination of the two shall be the basic colors for designating pedestrian traffic and housekeeping problems.

## **Lifting and Manual Materials Handling:**

### **Procedures:**

Orange County recognizes the fact that lifting and materials handling injuries make up a major portion of our risk for employee injury. We also recognize that in order to reduce the risk of this type of injury, we must find safe procedures for manual lifting and materials handling. Employees are to follow these procedures when handling materials:

1. Try to eliminate the need for lifting or reduce the risk for lifting injuries through:
  - a. Organizing the storage of materials.
  - b. Limiting the bulk and weight of materials to be lifted. Keep package sizes manageable (remember that bulky and awkward objects cause most materials handling injuries).
  - c. Keep aisles clear to prevent tripping or stumbling.
  - d. Make sure you are aware of the weight of an object. Understanding or overestimating the weight of an object can lead to injury.
  - e. Wipe off wet, greasy, or slippery objects before handling them.
2. Use mechanical lifting devices whenever possible rather than lifting manually. If the appropriate device is not available, contact your supervisor or someone on the Risk Management Committee.
3. Lift an item manually only if mechanical aids are not available and the lift is necessary. Orange County recognizes that all manual lifting cannot be eliminated. When lifting alone, follow either of the appropriate lifting procedures below.
  1. A two-hand squat lift involves six steps:
    - a. Keep feet apart, one alongside and one behind the object.
    - b. Keep back straight, nearly vertical.
    - c. Tuck elbows and arms in and hold close to the body.
    - d. Grasp the object with your whole hand, not just the fingers.
    - e. Tuck in the chin.
    - f. Keep body weight directly over your feet.

2. An assisted one-hand lift should be used when it is impossible to bend the knees and squat. Reaching over into a container to lift something would be a good example of this.
  - a. Place the non-lifting hand on the container top and bend over the container.
  - b. While bending over, place the foot on the same side as the non-lifting hand rearward to provide body balance.
  - c. Reach and grasp the object to be lifted.
  - d. Push down on the container top with the non-lifting hand, raising the upper body to a vertical position. Be sure to let the non-lifting arm do the work, not the back.
  - e. Remember that this technique is not always practical. This type of lift should be limited to a load of 15-25 lbs.
3. Avoid twisting the body. Turn your body as a whole unit to reduce the risk of an injury while lifting and carrying loads.
4. It is impractical to establish a definite limit on how much weight can be lifted. However, based on an infrequent lift, the following chart can be used as a guideline. This is based on a normal lift (with no twist) of a standard size tote box (19" x 13" x 5"). Allowances should be made if the object is bulkier than this by decreasing the allowable weight.

Height of lift	Workforce	90% of People can lift	75% of People can lift	50% of People can lift
Floor to Knuckle Height	Men Women	(lbs) 37 28	(lbs) 45 33	(lbs) 54 37
Knuckle Height to Shoulder Height	Men Women	34 25	43 29	54 34
Shoulder Height to Arm Reach	Men Women	29 24	39 26	49 29

5. We recommend the following 90% guideline, meaning 90% of the workforce can lift the above-described object acceptable.
6. Employees who will be lifting objects on the job should keep themselves in good physical condition. If you are going to be lifting objects that are heavy or lifting for a prolonged period, take time to do some stretching and warm up exercises prior to starting the job. Studies have shown that this can have a dramatic effect on reducing injuries of this type.

## **Electrical Safety:**

### **Guidelines:**

Only authorized personnel are ever permitted to repair, adjust, test or service electrical equipment in any way. Governmental codes regulate these requirements and impose strict guidelines to follow in the area of electrical safety.

1. Never expose yourself or others to energized electrical circuits. No type of work, tests or adjustments on energized circuits is permitted unless specific authorization has been given.
2. Be sure that all implements are in safe condition before using. If you have any doubts or questions regarding the safety of the equipment, notify your supervisor immediately and have the condition checked by an electrician.
3. Inspect electrical cords for cuts and abrasions through the other insulation.
4. Examine the male plug to be sure that the protective insulation disc is in proper position and that no prongs are loose or missing.
5. Check for evidence of loose or visually damaged parts, switches, shielding, nuts, bolts, etc. Report any of these defects to your supervisor.
6. Inspect the receptacle before plugging in electrical cords. Check for burn marks, cracks, broken insulation, missing cover plates or other noticeable defects. Notify your supervisor immediately if you find any of these faults.
7. Upon insertion of plug, if the receptacle is discovered to be loose, immediately disconnect plug and report the situation to your supervisor.
8. All portable and stationary electric tools should be fitted with ground connectors where possible.
9. Do not attempt to repair defective wiring sockets and other electrical equipment. Call a maintenance electrician for this work.
10. Use an extension light that is in good condition and equipped with a proper guard.
11. Use only non-spark or vapor-proof lamps in rooms where spray painting is being done. Do not use open or exposed light bulbs where spray painting is being performed in poorly ventilated areas.
12. Place electrical extensions in such a position that others will not trip over them. Do not set steel cabinets or metal object on electrical extension cords. It may cause a short and start a fire.
13. Do not remove lights from exit signs or stairways. Keep these areas lit at all times. It may result in a fall or injury to someone else.
14. Control and fuse boxes should be kept closed at all times, clear of fags, bottles, rubbish and other objects.

15. Do not use electrical tools, machinery or touch wiring if your hands or cloths are wet or if you are standing on a wet surface.
16. When fuses blow continually it is an indication of an overload or short. Report this to your supervisor at once.
17. Keep electrical equipment properly oiled and free of dirt and grease.
18. Treat all electrical wire as "LIVE WIRE".
19. Always wear safety goggles when working with or in an area where air tools are in use.
20. Be sure that all hose connections and couplings on power tools are fitted properly.

### **Operation of Electrical Equipment:**

1. If any shock sensation is felt when using the equipment, immediately shut it off, unplug it, and inform your supervisor. Return the equipment to be repaired.
2. Never unplug equipment by pulling the cord. Turn off the apparatus switch and then pull the plug from the receptacle.
3. When you leave a work area, be sure that all equipment is unplugged.
4. When your job is complete, recheck the equipment to be sure it is ready for the next operator.
5. Supervisors must see that all electrically powered apparatus is forwarded to the authorized repair agency promptly for scheduled or emergency repairs.
6. Supervisors must ensure that all employees thoroughly understand inspection and operating instructions.

### **Portable Electrical Tools:**

1. Check all electrical tools before use to ascertain acceptable safe condition and the presence of all necessary safety devices. Additionally, a thorough inspection must be made of the electrical cord and its components.
2. All metal parts which do not carry current (handles, housing, etc.) must be effectively grounded when connected to a power source.
3. Electrical tools must be used in accordance with the manufacturer's instructions.
4. All tools must be kept in a good repair. Always disconnect them when making adjustments or repairs. Never use electrical tools in areas of flammables such as dust, gases or vapor.
5. When using portable electric tools, use a portable ground fault interrupter, just as you would around wet or metallic areas or on a ladder.
6. Do not use extension cords except when absolutely necessary, and then only with an electrical ground interrupter.
7. When using power tools always wear impact-resistant, protective eyewear.

## **Hand Tools:**

1. Check tools and equipment for good condition before using. Turn in defective tools or equipment to your foreman or supervisor.
2. Carry tool s in tool box, bag or tool belt and not in pockets or pants belt.
3. Mushroomed and burred heads on striking tools can cause serious injury. Grind head down.
4. Always use a handle on hand file.
5. Do not leave tools scattered on floor or on a table. Put tools in proper place and return to the tool room area.
6. Keep tools clean. Grease and dirt cause slips and mashed fingers.
7. Do not use excessive pressure or force on hand tools. If tool requires to much exertion it is not the right tool for the job.
8. When possible, pull on a hand toll rather than push on it.
9. Never use a wrench as a hammer.
10. When using jacks, be sure of good footing and foundation. When using on vehicles set brakes and block vehicle wheels.
11. Keep all hand tools clean, oiled, sharp, or properly dressed.
12. Use the proper tool for the job. Do not substitute, alter, or use makeshift tools.



## **Lock out/Tag out:**

### **General:**

This procedure establishes the minimum requirements for the lock out or tag-out of energy isolating devices. It shall be used to insure that machines and equipment are isolated from all potentially hazardous energy, and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected start-up or release of stored energy could cause injury.

### **Responsibility:**

Appropriate employees shall be instructed in the safety significance of the lock out (or tag out) procedure. Each new or transferred affected employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use the lock out or tag out procedure.

### **Preparation for Lock out/Tag out:**

Locate and identify all isolating devices to be certain which switches, valve(s), or other energy isolating devices apply to the equipment to be locked out or tagged out. More than one energy source (electrical, mechanical, or others) may be involved.

### **Lock out/Tag out Procedures:**

Sequence of lock out or tag out system procedures:

1. Notify all affected employees that a lock out or tag out system is going to be utilized and why. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the potential hazards.
2. If the machine or equipment is operating, shut it down by the normal stopping procedures (depress stop button, open toggle switch, etc).
3. Operate the switch, valve, or other energy isolating devices so that the equipment is isolated from its energy source. Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, air, gas, steam, water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
4. Lock out and/or tag out the energy isolating devices with assigned individual locks or tags.

5. After ensuring that no personnel are exposed, and as a check for disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.
6. CAUTION: Return operating controls to the “neutral” or “off” position after the test.
7. The equipment is now locked out or tagged out.

## **Restoring to Production:**

Restoring machines or equipment to normal operation:

1. After the service and/or maintenance are complete and the equipment is ready for normal production operation, check the area around the machine or equipment to ensure that no one is exposed.
2. After all tools have been removed from the machine or equipment, guards have been reinstalled, and employees are in the clear, remove all lock out and tag out devices. Operate the energy-isolating devices. When an energy-isolating device cannot accept multiple locks or tags, a multiple lock out or tag out device (hasp) may be used. If lock out is used, a single key may be used to lock out the machine or equipment with the key being placed in a lock out box or cabinet that allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his/her lock out protection, that person will remove their lock from the box or cabinet.

## **Basic Rules:**

Basic rules for using the lock out and tag out system procedure:

1. All equipment shall be locked out or tagged out to protect against accidental or inadvertent operations when such operation could cause injury to personnel.
2. Do not attempt to operate any switch, valve, or other energy-isolating device when it is locked or tagged out.

## **Machine Operation:**

### **Procedure:**

Do not operate any machinery without complete and clear instructions from your supervisor. It is their responsibility to make certain that each employee knows and understands the proper operation of the machine and tells of any potential hazards involved. If you have any questions or doubts about the operation of any machine, do not run it before your supervisor has answered your questions.

1. The motor safety switch must be OFF before you work on a machine. The safety switch/circuit breaker will be locked and tagged off, so the machine cannot be started accidentally.
2. No machine should be oiled, cleaned or adjusted while it is in operation unless specific provisions have been made for this purpose.
3. Safety devices should not be bypassed, blocked or tied down.
4. Guards are placed at all hazardous points on the machine. They must be in place when the machinery is in operation.
5. Make sure the guards and safety devices are in working conditions and properly adjusted before you operate a machine. Be sure the machine is grounded.
6. If it is necessary to remove a guard and operate the machine power, keep a safe distance. Never attempt a repair or adjustment in an area of the machine that cannot be reached safely. Don't make any alterations to a machine guard.
7. Keep your fingers out of the area of cutting edges and other exposed moving parts.
8. You may make only those operating adjustments stated in the machine operation instructions.
9. Machinery operation requires you to wear safety glasses.
10. It is not a safe policy to talk with employees while operating fast-moving machines, such as table saws, band saws, grinders, etc. All cutting tools should be sharp at all times.
11. Face shields and goggles shall be worn when using a rip saw, planer or grinder.
12. Do not stand or allow others to stand on either side of a band saw while it is in operation. NOTE: If the blade should break, it would cause serious injury to anyone standing near the side of a band saw.
13. When you leave your machine, SHUT OFF the safety switch. No machine should be left running unattended, unless specifically designed for that purpose.
14. Wait for the machine to STOP! Do not try to slow down or brake a moving machine by hand or with a makeshift device. If there is a problem, notify your supervisor.
15. Before clearing a jam be sure to turn the safety switch OFF.

16. Do not attempt to cut large pieces of plywood on a rip saw by yourself. Always use a guide when cutting plywood with a rip saw.
17. Do not raise a table saw blade any higher than necessary to cut through materials.
18. Always use a push stick to get materials past the saw when ripping small pieces. Also, a safe jig should be used when cutting small pieces on a jointer.
19. Never rip wedges on a band saw without a guide.
20. Never use a power skill saw with a guard up or with a guard that does not work properly.
21. Make sure everyone is clear of the machine before you start it.
22. Adjusting tools or keys should not be left in places where they can fall, slide or be thrown into the machine when it is started.
23. Only use those machines and equipment for which you have been trained and authorized. Do not wear jewelry, gloves, neckties, long sleeves or loose clothing around machines.
24. Machines should always be clean and free from rags, tools or other devices. The floor around the machine must be cleaned and dry to avoid stumbling, slipping or tripping.
25. Use the proper brush, hook, or tool to remove residue such as chips or shaving. Never use your hands or an air hose.
26. Transparent guards must be clean at all times.
27. Use special tools such as pliers, push sticks, hooks, etc. Keep fingers and hands clear of operating surfaces.
28. Report all hazards to your supervisor.

## **Ladders:**

### **Guidelines:**

Ladders must be regularly and frequently inspected. All defective ladders (weakened, broken, missing steps, broken side rails, etc) must be tagged, removed from service, and reported to your supervisor immediately.

1. Ladders and scaffolds must be strong enough for intended use. Check with your supervisor if the strength is questionable.
2. Do not use portable ladders near energized electrical circuits.
3. Ladders must not be placed in front of doors that open towards the ladder unless the door is open, locked or guarded.
4. Portable ladders when in use must be firmly placed, held, tied or otherwise secured to prevent slipping or falling.
5. Do not use chairs, boxes, etc as a ladder.

6. Do not use portable straight ladders without a non-skid base.
7. Do not leave tools or materials on stepladders where they can fall off.
8. Do not place a ladder against an unsafe support. Never put spliced ladders together to make a longer ladder.
9. Do not use stepladders as a straight ladder. When using stepladders, be certain the legs are fully spread out.
10. When using a stepladder taller than 10 feet high, another person must hold the ladder (except a platform ladder).
11. Have both hands free when ascending and descending ladders. Wear a tool belt and pouch when carrying tools.
12. Only one employee is to use a ladder at a time. If two employees are needed, use another ladder.
13. Do not climb a stepladder higher than the second step from the top. Do not climb straight ladders higher than the third step from the top.
14. When dismounting a ladder from an elevated position, be certain the side rails extend at least 3 feet above the dismount position.
15. Ladders shall not be used in a horizontal position as platforms, runways, or scaffolds.
16. Straight ladders shall be used in accordance to the “one-to-four” rule; for every four feet of vertical incline, the bottom of the ladder should be set out one foot at the bottom.

## **Fall Protection:**

### **Purpose:**

Each year, 300,000 American workers are disabled in work related falls. In addition, the National Safety Council says falls are the second highest cause of death in the workplace. As a result, fall protection devices, equipment, and gear will be issued when working in high places.

### **Guidelines:**

1. Employees required to work in high places should be in good physical condition.
2. Employees shall be properly trained in the procedures, hazards, and safety equipment prior to being assigned to duties requiring climbing or working in high places. This is the duty of the job foreman or supervisor.
3. Scaffolds shall be designed to support at least four times the anticipated weight of employees and materials.
4. Scaffold platforms shall be guarded on all exposed sides. A safe means shall be provided for access to scaffold platforms.
5. Safety harnesses with a life line and lanyard shall be worn at all times when working at height above six (6) feet.

## **Confined Space:**

Confined space means a space that is large enough and so configured that an employee can enter and perform assigned work, has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy. For example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.

## **Attendant:**

An “attendant” must be stationed outside the space to monitor the person making an authorized entry into a confined space.

## **Conditions:**

The attendant and person making entry must make sure there are “acceptable entry conditions.” This means the conditions that must exist in a space to allow entry and to ensure that employees involved with a confined space entry can safely enter into and work within the space. If the safety of the environment is uncertain, the worker will wear a safety harness. **Supervisors and employees must ensure there is proper oxygen and no hazardous atmosphere or contaminants present before entry into a confined space is allowed.**

## **Equipment:**

The necessary personal protective (equipment, lighting, ladders, etc.) will be provided and implemented when entering a confined space.

## **Emergencies:**

An employee will be trained in the work being done and other employees will be instructed concerning measures and phone numbers (911). No employee will enter a life threatening hazardous environment, for the purpose of rescue, without the proper personal protection equipment, such as a self-contained breathing apparatus (SCBA).

## **SECTION 7:**

### **Hazard Assessment and Identification:**

A “hazard” is a condition with a potential to cause injury to people, damage to equipment, or loss of materials.

“Safe” literally means that no hazard exists. But, “NOTHING” is actually completely safe, although some things are “safer” than others are.

“Safer” is a relative term. Relatively speaking, a safer product has less potential to cause injury, damage, or loss, then does a product that is “not as safe”. But, one should always remember that hazards still “POTENTIALLY” exist, and that the product must always be used properly and within manufacturer’s specifications.

“Safety” means that something is “RELATIVELY” free from hazards. Again, one should always remember that hazards still “POTENTIALLY” exist. For example, “safety shoes” are not actually “safe”, but they are “safer” than “regular” shoes. Also, they are made for specific purposes and therefore should be used only as the manufacturer recommends.

“Accidents” are unfortunate events resulting from the presence of hazards. If we properly control hazards, we will eliminate the occurrence of accidents.

### **Hazard Inspection Checklist:**

#### **Purpose:**

The Risk Management Coordinator and others will use the “Hazard Inspection Checklist” during inspections of County premises and operations. These checklists provide a quick and easy reference to hazardous conditions, and they will help the inspectors determine and note any potentially hazardous conditions during inspections. Words used, such as “appropriate” and “proper” shall be defined in the County Regulations, Safety Rules, Industry Codes, or other authority source required by the County, and the definitions will be more job-specific.

The information on a completed checklist will help the Risk Management Coordinator and others determine what conditions are potentially the most hazardous. These conditions should be given top priority, and appropriate corrective actions should be recommended and carried out in order to reduce or eliminate the hazards of those conditions.



These Hazard Inspection Checklists are in Appendix "C":

1. General County Operations (See Appendix "C") - includes ALL locations within the County.
2. Vehicle Inspection (See Appendix "C-1") - Vehicles should be inspected at the beginning of each shift using a checklist. Checklist will be kept on file.
3. Road and Bridge/Maintenance (See Appendix "C-2")

The General Checklist is to be used at all locations within the County. It covers hazards that are common to all types of operations. The remaining checklists are more job-specific. They cover hazards that are more specific to the type of the operations at those locations. Also, they are to be used **IN CONJUNCTION** with the General Checklist at a specific location.

## **SECTION 8:**

### **Risk Management Committee:**

#### **Purpose:**

In support of the Safety Policy of Orange County, Commissioners Court reactivated The Risk Management Committee in February 14, 2011.

#### **Members:**

The County Risk Management Coordinator shall serve as an ex-officio member; other member shall be appointed by the:

1. Sheriff's Office
2. Commissioner Precinct #1, #2, #3, and #4
3. County Judge
4. Risk Management Coordinator

#### **Goals and Objectives:**

The goals and objectives of the Committee shall be to:

1. Discuss safe working practices or conditions and recommend policies and procedures to Commissioners Court.
2. Monitor and evaluate safety training programs.
3. Coordinate and evaluate safety training programs.
4. Create and maintain an active interest in and positive attitude towards safety among **ALL EMPLOYEES.**
5. Review monthly accident and incident reports and arrive at a means to correct problems and prevent reoccurrences.
6. Establish a means for corrective action and a time frame in which corrective action is to be taken.
7. Communicate safety policies and procedures of Orange County to **ALL EMPLOYEES.**
8. Establish procedures for safety recommendations and suggestions.

The authority of the Risk Management Control Committee shall come from Commissioners Court.

Subcommittees, when needed, will be appointed and assignments made by the Risk Management Committee.

## **Risk Management Procedures:**

### **General:**

Basic meeting guidelines:

1. The committee will meet a minimum of quarterly at a designated time.
2. Minutes of the meeting will be recorded and distributed to members.
3. Representatives will be required to attend each meeting. When a representative is unable to attend a scheduled meeting they shall send an alternate.

## **SECTION 9:**

### **Office Safety Rules:**

#### **General:**

Report all safety hazards to your supervisor without delay.

Report all injuries, regardless of severity, to your supervisor; an "Employer's First Report of Injury or Illness" will be completed and submitted to the Personnel Director who will forward to the Risk Management Coordinator.

1. All employees shall observe the locations of portable fire extinguishers.
2. Emergency exits shall be plainly marked and each employee shall be acquainted with exit locations.
3. Employees shall walk slowly and cautiously up and down stairs and shall use the handrails.
4. Employees shall not run in the office.
5. Caution shall be exercised when walking around blind corners. Always keep to the right.
6. Do not stand in front of closed doors that may be opened suddenly.
7. Employees shall not climb on or jump from chairs, tables, benches or other furniture or equipment. When necessary to reach things in high places, a stepladder shall be used.
8. Extension cords shall not be used in excess of six (6) ft. and only when UIL approved surge protector is in use.
9. Employees shall not lift heavy objects or climb ladders without the aid of other employees.

#### **Housekeeping:**

Good housekeeping is one of the first requirements of sound accident prevention. Supervisors shall see that the area for which they are responsible is kept clean and orderly at all times. Nothing shall be placed or stored in aisles, walkways, or stairways.

Washrooms shall be kept neat and clean at all times. A dirty, untidy washroom is not only unsanitary but can also be the cause of many accidents,

#### **Office Equipment and Furniture:**

1. All exposed moving parts of power-driven office machines shall be covered with suitable guards. Operators shall be instructed how to safely operate all office machines.
2. Employees operating or working around power-driven machines shall not wear loose-fitting clothing, dangling bracelets, rings, or ties because they may cause serious injury.
3. Always open and close drawers with the handle to avoid pinched fingers or hands.
4. Only one file drawer shall be opened at a time unless the file cabinet is properly anchored to prevent it from tipping over.
5. File cabinets and desk drawers shall be closed when not in use.
6. All defective equipment and furniture shall be tagged and reported to your supervisor.
7. Desk drawers and filing cabinets shall be opened slowly.
8. Never tilt a straight chair backward onto the two rear legs while you are sitting in it.
9. Defective electric cords shall be reported and replaced without delay.
10. No employee shall attempt to repair any office machine unless authorized and trained to do so and then only when the power has been turned off, disconnected from electrical plug and the machine stopped.

## **Floors:**

1. Water, oil, and other liquids spilled on floors present dangerous slipping hazards and shall be cleaned up at once.
2. Loose objects such as matches, pencils, and paper clips shall not be left on stairs or floors as they may cause slipping and bad falls.
3. When treating floor surfaces, do so with a slip-resistant preparation.
4. Where runners are used on floors, check them often to prevent strips from causing a fall.

## **Points to Remember:**

1. Work safely at all times. If you have a question about any safety matter, consult your supervisor or the Risk Management Coordinator.
2. Report all injuries to your supervisor, no matter how slight the injury may appear. Minor injuries, if not given immediate and proper attention, can develop into serious problems.
3. Obtain proper instructions from your supervisor before beginning work. Plan the job with them. A thorough knowledge of the job to be done will enable you to perform in a safe and conscientious manner.

4. Safety is your responsibility. The proper attitude towards this responsibility is a necessity for your own personal safety and that of your co-workers.
5. Know and practice all safety rules and procedures that apply to any job you are doing. There is a reason for each of them based on considerable experiences and thought. Consult your supervisor if you have a question about the rules and procedures involved.
6. Do not, under any circumstances, take unnecessary risks.
7. Do not engage in horseplay, practical jokes, or fighting which can lead to accidents and injuries.
8. Feel free to ask questions and make suggestions to our supervisor or the Risk Management Coordinator at any time. Effective programs develop from employee ideas.
9. Practice good housekeeping. The level of housekeeping is one of the best indications of your safety practices and attitude.
10. When going up or down stairs, use the handrail provided. Take one step at a time.
11. Avoid running anywhere except to attend to safety or emergency conditions.
12. Do not use safety equipment for reasons other than its intended purpose.
13. Observe signs within County buildings that indicate potential hazards.
14. When possible, avoid walking on surfaces covered in ice or oil, and on floors that are wet from water spills. Eliminate such unsafe conditions as quickly as possible.
15. **IF YOU SPILL SOMETHING, CLEAN IT UP.**

**Appendices:**

## Instructions

Be calm and courteous. Listen – do not interrupt the caller. If possible, signal someone else nearby to also listen on an extension.

After initial information is given, question the person to get complete data.

**1. NATURE OF THREAT: (circle)**

Bomb

Fire

Sniper

Sabotage

Hostage

**2. TIME AND LOCATION OF ATTACK:**

When:

Where:

**3. SUMMARIZE MESSAGE:**

**4. IF BOMB OR EXPLOSIVE DEVICE:**

- a. When will it explode?
- b. How will it be triggered?
- c. Where is the device now?
- d. What does it look like?
- e. Did you place it?
- f. Why?

**5. DESCRIPTION OF PERSON MAKING THREAT:**

IDENTITY:      ☐ Male      ☐ Adult  
                    ☐ Female      ☐ Child  
                    Age \_\_\_\_\_



**VOICE:**            ☐ Loud            ☐ High Pitched  
                         ☐ Soft                    ☐ Pleasant  
                         ☐ Deep            ☐ Intoxicated  
                         ☐ Raspy            ☐ Other \_\_\_\_\_

**ACCENT:**            ☐ Local  
                         ☐ Foreign  
                         ☐ Not Local  
                         ☐ Description \_\_\_\_\_

**SPEECH:**            ☐ Fast                    ☐ Slow            ☐ Distinct  
                         ☐ Distorted   ☐ Slurred        ☐ Nasal  
                         ☐ Congested   ☐ Lisp            ☐ Stutter

**LANGUAGE:**        ☐ Poor            ☐ Excellent   ☐ Fair  
                         ☐ Foul            ☐ Good

**MANNER:**            ☐ Calm            ☐ Irrational   ☐ Other \_\_\_\_\_  
                         ☐ Rational       ☐ Deliberate   ☐ Coherent  
                         ☐ Incoherent   ☐ Laughing     ☐ Emotional  
                         ☐ Righteous     ☐ Angry

**BACKGROUND NOISES:**  
                         ☐ Office            ☐ Party/Club   ☐ Factory  
                         ☐ Machines       ☐ Animals       ☐ Traffic  
                         ☐ Trains           ☐ Music           ☐ Quiet  
                         ☐ Airplanes       ☐ Voices

**ADDITIONAL INFORMATION:**

After basic information is obtained, try to get answers to the following:

1. Who are you?
2. What is your name?

3. Do you work here?
4. Did you work here?
5. Where do you work?
6. Where are you?
7. How can we contact you?
8. What do you want?
9. Why are you doing this?
10. Who is involved besides you?

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_



## EMPLOYEES REPORT OF ACCIDENT

Must be reported to Personnel/Risk Management Department within 24 hours

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Name and telephone # of friend or relative \_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

Marital Status \_\_\_\_\_ Number of minor children \_\_\_\_\_

Department \_\_\_\_\_ Date hired \_\_\_\_\_

Describe fully how accident occurred, and state what employee was doing when injured. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names and address of witnesses \_\_\_\_\_

\_\_\_\_\_

Describe the injury or illness in detail and indicate the part of body affected \_\_\_\_\_

\_\_\_\_\_

Has injured returned to work? \_\_\_\_\_

Name and address of physician (if known) \_\_\_\_\_

Name and address of hospital (if known) \_\_\_\_\_

Date \_\_\_\_\_ Employees Signature \_\_\_\_\_

## Supervisors Report of Accident

Name of injured \_\_\_\_\_ Speak English \_\_\_\_\_ Yes \_\_\_\_\_ No

Occupation when injured \_\_\_\_\_

Was this his/her regular occupation? \_\_\_\_\_

Machine, tool or thing causing injury \_\_\_\_\_

-----

Location where accident occurred – Street # and City \_\_\_\_\_

-----

Did accident occur on employers premises? \_\_\_\_\_ Yes \_\_\_\_\_ No

Department where injured \_\_\_\_\_

Department regularly employed in \_\_\_\_\_

Date of Injury \_\_\_\_\_ Date of week \_\_\_\_\_

Hour of day \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

When did you or foreman first know of injury? \_\_\_\_\_

Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

## General County Operations Checklist

Loss Control Officer \_\_\_\_\_

Date \_\_\_\_\_

Accompanying Inspectors \_\_\_\_\_ Location \_\_\_\_\_

(/ = Good, X = Needs Attention)

(/ or X)	Type of Hazard/Condition	Recommendation
!	1. Personal Protective Equipment	
!	a. Proper equipment worn?	
!	b. Equipment inspected and tested according to procedure?	
!	c. Eye and ear protection required and worn at shooting range?	
!	2. Watercraft	
!	a. General condition inspected and documented at required intervals?	
!	b. Engine and other equipment inspected, tested, and documented at required intervals?	
!	c. Required maintenance conducted immediately by approved personnel?	
!	d. Only authorized personnel allowed to test/use equipment?	
!	3. Vehicle Maintenance	
!	a. Preventative maintenance conducted at proper intervals and documented?	
!	b. Vehicle tires checked daily for nails and worn spots?	
!	c. Brakes inspected at proper intervals and documented?	
!	d. All vehicle windows free of cracks?	
!	e. Proper refueling procedures followed?	
!	f. Only approved mechanics work on vehicles?	
!	4. Fueling Areas	
!	a. Spills properly and promptly cleaned up?	

<p>!</p> <p>!</p> <p>!</p>	<p>b. Protective barriers/car stops properly placed around storage tanks and pumps?</p> <p>c. Protective barriers/car stops adequately marked?</p> <p>d. Fire extinguishers readily available, inspected, and charged?</p>	
<p>!</p> <p>!</p> <p>!</p> <p>!</p> <p>!</p>	<p>5. Traffic Control</p> <p>a. Traffic barriers used properly?</p> <p>b. Signal personnel used where appropriate?</p> <p>c. Signal personnel properly trained?</p> <p>d. Signal personnel using proper signaling techniques?</p> <p>e. Adequate room provided to conduct safe operations?</p>	

## General County Operations Checklist

Loss Control Officer \_\_\_\_\_

Date \_\_\_\_\_

Accompanying Inspectors \_\_\_\_\_ Location \_\_\_\_\_

(/ = Good, X = Needs Attention)

(/ or X)	Type of Hazard/Condition	Recommendation
!	1. Grounds and Building Entrances	
!	a. Grounds and paved surfaces free of holes, protrusions, and other obstacles?	
!	b. Fences structurally sound and free of holes?	
!	c. Trees free of loose branches or protruding roots?	
!	d. Sidewalks, steps, and lawn properly maintained?	
!	e. All doors and windows in good working condition?	
!	f. All doors and windows free of broken or cracked glass?	
!	2. Housekeeping	
!	a. Waste picked up and disposed of properly?	
!	b. Adequate frequency of waste disposal?	
!	c. Adequate containers for waste?	
!	d. Equipment properly stored when not in use?	
!	e. Signage indicating wet floors?	
!	3. Walkways (floors, stairs, ramps, platforms)	
!	a. Even, unobstructed surfaces?	
!	b. Proper maintenance of walking surfaces?	
!	c. Lighting adequate and maintained in walkways?	
!	d. Handrails/toeboards properly secured?	
!	e. Non-slip strips/mats in place and in good condition?	
!	f. Stair treads in good condition?	
!	g. Adequate strength of ramps/platforms?	
!	4. Ladders/Scaffolds	
!	a. Proper maintenance and repair?	
!	b. Tread and platform in good condition?	

!	c. Toeboards and guardrails in good condition?	
!	d. Safety feet where required?	
!	e. Proper tie-off used for all equipment?	
!	f. Safety lines in good condition?	
!	g. Safety belts and lifelines used where necessary?	
!	h. Safety belts and lifelines in good condition?	
!	i. Equipment properly used and erected?	
!	5. Fire/explosion	
!	a. Fire extinguishers checked and tagged?	
!	b. Fire extinguishers mounted on wall and easily accessible?	
!	c. Proper storage and handling of flammable liquids and gases?	
!	d. Flammable storage cabinets where required?	
!	e. Flammable waste placed in self-closing safety cans?	
!	f. Proper bonding and grounding of transfer containers?	
!	g. Spray painting conducted in approved areas?	
!	h. Smoking allowed only in designated areas?	
!	i. No smoking/warning signs posted?	
!	6. Electrical Equipment	
!	a. Switchboards, transformers, wiring, and controls in good condition?	
!	b. Temporary wiring and extension cords in good condition?	
!	c. Equipment properly marked, grounded, and guarded?	
!	d. Portable power tools in good condition?	
!	e. Lines marked for voltage?	
!	f. Proper lock out devices and procedures used?	
!	g. Ground Fault Circuit Interrupters used?	
!	h. Poor equipment taken out of service and repaired or replaced before being put back into service?	
!	7. Manual Lifting	
!	a. All employees properly trained in proper lifting	



!	posture and techniques?	
!	b. Proper lifting posture and techniques used?	
!	c. Proper weight limits observed?	
!	d. Proper stacking of materials?	
!	8. Elevators	
!	a. Hoistway, car doors, and gates in good condition?	
!	b. Interiors in good condition?	
!	c. Cars level with floor when opened?	
!	9. Parking Areas	
!	a. Well illuminated parking areas?	
!	b. Designated entrances and directional signs?	
!	c. Designated areas for pickup and delivery?	
!	d. Signs in good condition and adequately secured?	
!	e. Assigned parking areas designated and used?	
!	f. Car stops provided around the building?	
!	g. Utility poles, meters, fire hydrants, transformers, etc. in parking area properly marked and protected?	
!	10. Medical Facilities	
!	a. Employees properly trained in first aid procedures?	
!	b. First Aid supplies adequately stocked?	
!	c. First Aid supplies readily available and accessible at each location/jobsite?	
!	d. Emergency phone list posted and readily accessible?	
!	11. Life Safety	
!	a. Exits clear of obstructions and easily accessible?	
!	b. Exits properly marked and lighted?	
!	c. Building evacuation routs adequately mapped and in readily accessible places on the wall?	
!	d. Fire alarms and smoke detectors regularly checked and documented?	
	12. Accident Reports	

!	a. Accidents promptly and properly investigated and documented?	
!	b. Accident reports promptly sent to management?	
!	c. Accident and injure reports reviewed and discussed with the employee?	

## Daily Vehicle Checklist

And Supervisor's Monthly Equipment Condition Checklist

Must be completed at the beginning of each shift.

Completed checklists will be kept on file in the appropriate office.

Vehicle \_\_\_\_\_ Employee \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Location \_\_\_\_\_

Circle OK if there is no problem.

Equipment	Condition	Problem, if any
Oil	OK	
Tires	OK	
Brakes	OK	
Windows	OK	
Fire extinguisher	OK	
Seat belts	OK	
Inspection sticker	OK	
Spare tire	OK	
Lights, signals, and reflectors	OK	
Mirrors	OK	
Wiper blades	OK	
Body	OK	
Other _____	OK	
—		

## General County Operations Checklist

Loss Control Officer \_\_\_\_\_

Date \_\_\_\_\_

Accompanying Inspectors \_\_\_\_\_ Location \_\_\_\_\_

(/ = Good, X = Needs Attention)

(/ or X)	Type of Hazard/Condition	Recommendation
!	1. General Conditions/Safety Rules	
!	a. Safety posters displayed?	
!	b. No horseplay allowed?	
!	c. Employees inform supervisors when taking prescription medicine that can affect their judgement?	
!	d. Safety meetings routinely conducted and documented according to safety guidelines?	
!	e. All visitors restricted access to job sites and equipment yards?	
!	2. Personal Protection	
!	a. Appropriate safety shoes worn where required?	
!	b. Appropriate eye protection worn where required?	
!	c. Appropriate hand protection worn where required?	
!	d. Appropriate head protection worn where required?	
!	e. Appropriate hearing protection worn where required?	
!	f. Frequent employee breaks in hot and humid climate?	
!	g. Proper protection from herbicides, mosquito spraying, and other environmental control substances?	
!	3. Powered Hand Tools	
!	a. Maintained in good working condition?	
!	b. Properly insulated?	
	c. Properly stored and protected when not in use?	

!	d. Guards in good working condition?	
!		
!	<b>4. Machine Hazards</b>	
!	a. Guards for gears, pulleys, belt drives, fan blades, saw blades, and other machine parts in proper place?	
!	b. Guards in good working condition?	
!	c. Guards interlocked where necessary?	
!	d. Points of operation guarded?	
!	e. Emergency stops working properly?	
!	f. Lock out procedures properly used and followed?	
!	g. Proper maintenance of all parts?	
!	<b>5. Welding/Cutting</b>	
!	a. Oxygen and Acetylene stored at proper distance from each other?	
!	b. Proper barrier enclosures to store compressed gas cylinders?	
!	c. Compressed gas cylinders properly chained?	
!	d. Proper personal protective equipment worn?	
!	e. Proper personnel protective barriers where required?	
!	f. Adequate exhaust ventilation for welding fumes and gases?	
!	g. Operation performed in an approved area away from combustibles?	
!	<b>6. Electrical Equipment</b>	
!	a. Properly guarded moving parts?	
!	b. Cables, cable fastenings, slings, machines, and other equipment properly inspected and maintained?	
!	c. Lift trucks stored and operated properly?	
!	d. Proper rigging and loading practices used?	
!	e. Proper stacking of materials?	
!	f. Only qualified and approved workers allowed to operate machinery?	
	<b>7. Mowers/Shredders</b>	

!	a. Blades checked before use for tightness?	
!	b. Blade guards in place and in good condition?	
!	c. Slow moving signs properly attached and displayed?	
!	d. Preventative maintenance and inspection performed at proper intervals and documented?	
!	e. All moving parts greased regularly?	
!	f. Rollover protection in place and in good condition?	
!	<b>8. Earth Moving Equipment</b>	
!	a. Blades landed and equipment turned off when operator is not in the control seat?	
!	b. Blades landed when the equipment is not in use?	
!	c. Rollover protection in place in good condition where required?	
!	<b>9. Watercraft</b>	
!	a. General condition inspected and documented at required intervals?	
!	b. Engine and other equipment inspected, tested, and documented at required intervals?	
!	c. Required maintenance conducted immediately by approved personnel?	
!	d. Only authorized personnel allowed to test/use equipment?	
!	<b>10. Fueling Areas</b>	
!	a. Spills properly and promptly cleaned up?	
!	b. Protective barriers/car stops properly placed around storage tanks and pumps?	
!	c. Protective barriers/car stops adequately marker?	
!	d. Fire extinguishers readily available, inspected, and charged?	
!	<b>11. Vehicle Maintenance</b>	
!	a. Preventative maintenance conducted at proper intervals and documented?	
!	b. Truck tires checked daily for nails and worn spots?	
!	c. Brakes inspected at proper intervals and documented?	

!	d. All vehicle windows free of cracks? e. Proper refueling procedures followed? f. Only approved mechanics work on vehicles?	
! ! ! ! !	12. Traffic Control a. Traffic barriers used properly? b. Signal personnel used where appropriate? c. Signal personnel properly trained? d. Signal personnel using proper signaling techniques? e. Adequate room provided for safe machinery operations?	

**Safety Violation Report Form**

(To be completed by foreman/supervisor or the Loss Control Coordinator observing violation)

Employee

Name \_\_\_\_\_

Date of Violation \_\_\_\_\_

Type of

Violation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location \_\_\_\_\_

\_\_\_\_\_

Recommendation –

Verbal Warning \_\_\_\_\_

Written Warning \_\_\_\_\_

(     ) Days off Without Pay \_\_\_\_\_

Termination \_\_\_\_\_

-----

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Person Making Violation Report (Printed  
name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

-----

Result \_\_\_\_\_

\_\_\_\_\_

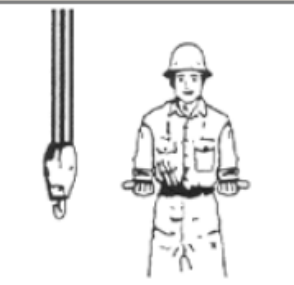

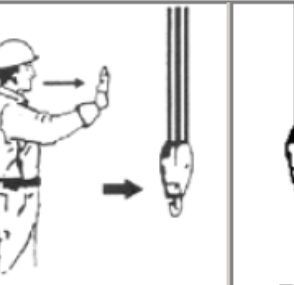

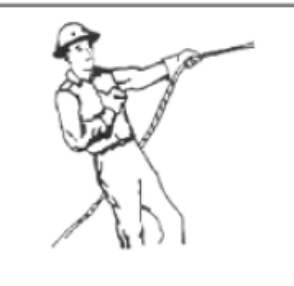
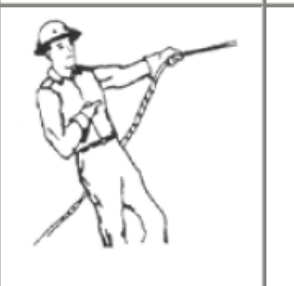
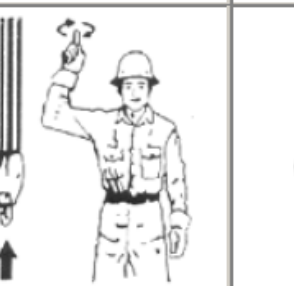

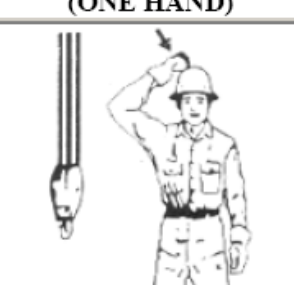
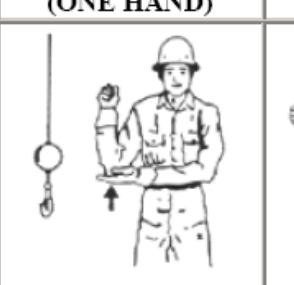
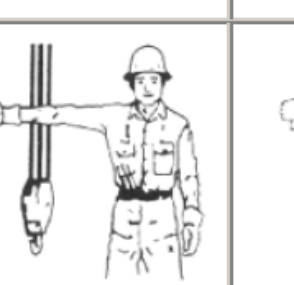
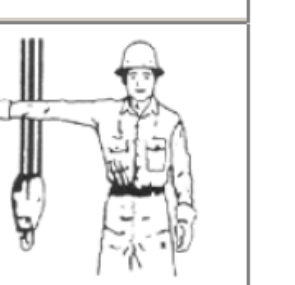

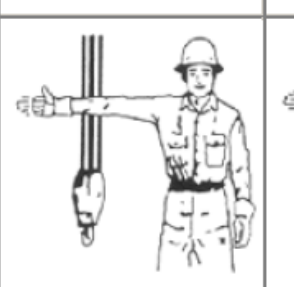
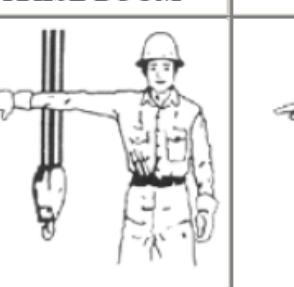
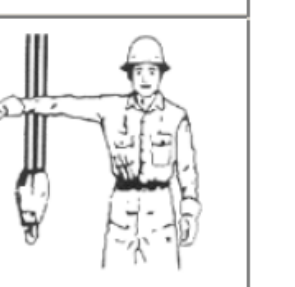
\_\_\_\_\_

Person Logging Final

Disposition \_\_\_\_\_

(Copy to be maintained by Supervisor, Loss Control Coordinator, and in Personnel File.)




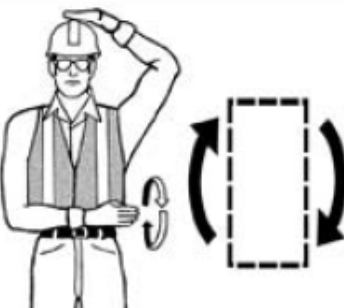
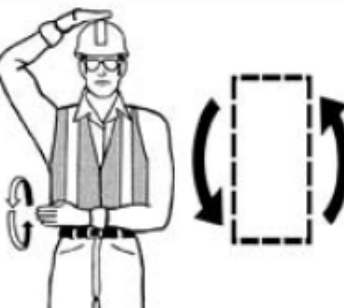








			
<b>EXTEND BOOM</b>	<b>DOG EVERYTHING</b>	<b>TRAVEL</b>	<b>RETRACT BOOM</b>
			
<b>EXTEND BOOM (ONE HAND)</b>	<b>RETRACT BOOM (ONE HAND)</b>	<b>HOIST</b>	<b>LOWER</b>
			
<b>USE MAIN HOIST</b>	<b>USE WHIP LINE</b>	<b>RAISE BOOM</b>	<b>LOWER BOOM</b>
			
<b>MOVE SLOWLY</b>	<b>RAISE THE BOOM &amp; LOWER THE LOAD</b>	<b>LOWER THE BOOM &amp; RAISE THE LOAD</b>	<b>SWING</b>



## Excavator Handsignals

2008

 <p><b>Swing Left</b></p>	 <p><b>Swing Right</b></p>	 <p><b>This Far To Go</b></p>
 <p><b>Counter Rotate</b></p>	 <p><b>Counter Rotate</b></p>	 <p><b>Open Bucket</b></p>
 <p><b>Close Bucket</b></p>	 <p><b>Dipper In</b></p>	 <p><b>Dipper Out</b></p>
 <p><b>Emergency Stop</b></p>	 <p><b>Stop Engine</b></p>	<p><b>NO RESPONSE SHOULD BE MADE TO UNCLEAR SIGNALS</b></p>

## HOISTING Hand Signals

2008

