

Sarpy County Safety
and Loss Control
Manual dedicated to the
safety of Sarpy County
employees.

Table of Contents

Responsibilities	1-1
Section 1: Introduction	1-1
Section 2: Safety Policy Statement	1-2
Section 3: Departmental Safety Manuals	1-2
Section 4: Responsible Safety Officer	1-2
Section 5: Safety Committee	1-3
Section 6: Safety Sub-committees	1-3
Section 7: Employee Responsibilities	1-4
Section 8: Supervisory Responsibilities	1-4
Accident Reporting and Investigation	2-1
Section 1: Personal Injury Accidents	2-1
Section 2: Vehicle Accidents	2-1
Section 3: Accident Investigation	2-2
Vaccination and Testing for Communicable/Contagious Diseases	3-1
Section 1: Affected Personnel	3-1
Section 2: Exposures	3-1
Section 3: Procedure	3-1
First Aid	4-1
Section 1: General	4-1
Section 2: What To Do In An Emergency	4-1
Section 3: First-Aid Information	4-2
Section 4: First-Aid Kits	4-4
Section 5: Automatic Electronic Defibrillator's	4-4
Office Environment	5-1
Section 1: General.....	5-1
Section 2: Workplace Injury	5-2
Section 3: Slips, Trips and Falls.....	5-2
Section 4: Preventing Falls	5-2
Section 5: Strains, Sprains and Overexertions	5-3
Section 6: Proper Lifting Techniques	5-3
Section 7: Struck by or Striking Objects	5-4
Section 8: Preventing Incidents Involving Being Struck By or Striking Objects	5-5
Section 9: Caught Between	5-5
Section 10: Preventing Injuries Caused By Being Caught Between	5-5
Section 11: Office Furniture.....	5-5
Section 12: Lighting.....	5-6
Section 13: Noise	5-6
Section 14: Indoor Air Quality	5-6
Section 15: Workstation Ergonomics	5-7

Vehicle and Equipment Operations	6-1
Section 1: General	6-1
Section 2: Seat Belts	6-5
Section 3: Motor Vehicle Records Evaluation(Per Personnel Policy)	6-5
Material Handling and Storage	7-1
Section 1: General	7-1
Section 2: Lifting	7-2
Flammable Gases and Liquids.....	8-1
Section 1: Refueling Equipment	8-1
Section 2: Use of Flammable Liquids and Gases	8-1
Section 3: If A Fire Should Occur	8-2
Electrical	9-1
Section 1: General	9-1
Section 2: Equipment Not Grounded or Improperly Grounded.....	9-1
Section 3: Overloaded Outlets.....	9-2
Section 4: Non-Approved Equipment	9-2
Section 5: Defective, Frayed, or Improperly Installed Cords	9-3
Section 6: Electrical Cord Placement	9-3
Section 7: Electrical Cords In or Across Walking Areas	9-3
Section 8: Unguarded Live Electrical Parts	9-3
Walking and Working Surfaces.....	10-1
Section 1: Ladders.....	10-1
Section 2: Stepstools	10-2
Section 3: Stairways	10-2
Fire Protection and Prevention	11-1
Section 1: General	11-1
Section 2: Extinguisher Requirements	11-1
Section 3: Inspection and Maintenance	11-2
Section 4: Fire Causes	11-3
Section 5: Class A Combustibles	11-4
Section 6: Class B Combustibles	11-4
Section 7: Portable Heaters	11-6
Section 8: Fire Fighting Equipment	11-6
Section 9: Fire Doors and Exits	11-7
Section 10: No Smoking	11-8
Emergencies	12-1
Section 1: General	12-1
Section 2: Supervisors Responsibilities	12-1

Section 3:	Employee Responsibilities	12-1
Section 4:	Fire	12-2
Section 5:	Discovery of a Fire	12-2
Section 6:	Tornado	12-3
Section 7:	Injury	12-3
Section 8:	Civil Disturbance	12-3
Section 9:	Chemical Spills	12-4
Section 10:	Mechanical Failure/Power Outage	12-4
Section 11:	Bomb Threat	12-4
	Bomb Threat Call Checklist	12-5
General Safety Rules		13-1
Section 1:	Intoxicants and Narcotics	13-1
Section 2:	Safety Tips	13-1
Section 3:	Hostile working Environment.....	13-1
Section 4:	Drug Free Workplace.....	13-1
Section 5:	Key Control.....	13-2
Section 6:	Horseplay.....	13-2
Hazard Communication Plan		14-1
Section 1:	Location of Plan	14-1
Section 2:	Designated Personnel.....	14-1
Section 3:	Updating and Evaluating	14-1
Section 4:	Container Labels	14-2
Section 5:	Material Safety Data Sheets	14-2
Section 6:	Employee Information and Training	14-3
Occupational Health and Environmental Controls		15-1
Section 1:	Sanitation	15-1
Section 2:	Gases, Vapors, Fumes, Dusts, and Mists	15-1
Section 3:	Ventilation	15-1
Section 4:	Silica Dust	15-1
Section 5:	Carbon Monoxide Asphyxiation	15-2
Protective Equipment and Clothing		16-1
Section 1:	General	16-1
Section 2:	Head Protection	16-1
Section 3:	Eye and Face Protection	16-2
Section 4:	Foot Protection	16-3
Section 5:	Hand Protection	16-4
Section 6:	Safety Belts and Lanyards	16-4
Section 7:	Hearing Protection	16-4
Section 8:	Respiratory Protection	16-4
Section 9:	Life Jackets	16-5
Section 10:	Other	16-5

Maintenance Department Vehicle and Equipment Operations ..	17-1
Section 1: Loading Trailers	17-1
Section 2: Towing Procedures	17-1
Section 3: Loaders	17-1
Section 4: Snow Removal and Sanding	17-2
Section 5: Other	17-2
Maintenance Operations	18-1
Section 1: Mowing	18-1
Section 2: Spraying	18-2
Section 3: Tree Trimming	18-3
Section 4: Snow Removal and Ice Control	18-4
Section 5: Excavating and Trenching	18-5
Section 6: Scaffolds	18-5
Maintenance Shops and Yards	19-1
Section 1: Shops	19-1
Section 2: Yards	19-3
Maintenance Department Material Storage	20-1
Section 1: Sack Materials	20-1
Maintenance Department Flammable Gases and Liquids	21-1
Section 1: General	21-1
Section 2: Purging Tanks and Containers	21-3
Section 3: Steam Purging	21-3
Machine Guarding	22-1
Section 1: General	22-1
Hand Tools	23-1
Section 1: Care of Tools	23-1
Section 2: Using Tools	23-1
Section 3: Wrenches	23-2
Section 4: Chisels	23-2
Section 5: Punches	23-2
Section 6: Screwdrivers	23-2
Section 7: Files	23-2
Section 8: Hand Saws	23-3
Section 9: Hacksaws	23-3
Section 10: Pliers	23-3
Section 11: Picks	23-3
Section 12: Shovels	23-3
Section 13: Jacks	23-3

Power Tools	24-1
Section 1: General	24-1
Section 2: Electric Tools	24-1
Section 3: Gasoline Engine-Driven Tools	24-1
Section 4: Portable Hand Saws	24-2
Section 5: Table or Bench Saws	24-2
Section 6: Chain Saws	24-2
Section 7: Drills	24-3
Section 8: Portable Grinders	24-3
Section 9: Bench Grinders	24-3
Section 10: Sanders	24-3
Section 11: Pneumatic Tools	24-3
Welding, Cutting and Brazing	25-1
Section 1: Arc Welding	25-1
Section 2: Gas Welding and Cutting	25-3
Maintenance Department General Safety Rules	26-1
Section 1: Weather Hazards	26-1
Section 2: Cold Weather Safety Tips	26-2
Section 3: Hot Weather Safety Tips	26-2
Section 4: General Safety Tips	26-3
Appendix 1: Receipt of the County Offices Safety and Loss Control Manual	App 1 Pg 1
Appendix 2: County Office and Building Safety Checklist	App 2 Pg 1
Appendix 3: Investigation Report Form	App 3 P 1

Chapter 1

Responsibilities

Section 1: Introduction

Every employer must have a written Injury and Illness Prevention plan. This is our plan. Please read it carefully. While no plan can guarantee an accident free work place, following the safety procedures set forth in this manual will significantly reduce the risk of danger to you and your co-workers. Thank you for all our safety.

State and federal law, as well as County policy, make the safety and health of our employees the first consideration in operating our business. Safety and health in our business must be a part of every operation, and every employee's responsibility at all levels. It is the intent of Sarpy County to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to their health. Your cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith. The personal safety and health of each employee of Sarpy County is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity. To the greatest degree possible, management will provide all mechanical and physical protection required for personal safety and health, but our employees must bear primary responsibility for working safely. A little common sense and caution can prevent most accidents from occurring.

Sarpy County maintains a safety and health program conforming to the best practices of our field. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It requires the cooperation in all safety and

health matters, not only of the employer and employee, but between the employee and all co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. Safety is no accident; think safety and the job will be safer.

The objective of Sarpy County is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others. Our goal is zero accidents and injuries.

Section 2: Safety Policy Statement

It is the policy of Sarpy County that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of Sarpy County's management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of our County and its operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Every injury that occurs on the job must be reported to your supervisor. As soon as possible, a Form I First Report of Injury should be filed in the County Clerk's office. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely. Safety is everyone's business.

Section 3: Departmental Safety Manuals

All employees shall follow the safe practices and rules contained in this manual or the manual for their respective department and such other rules and practices communicated on the job. Some chapters apply primarily to Building and Grounds Department employees although this information may be referred to by other employees. The following departments have safety manuals which pertain to their employees:

Highway Department, Fleet Services, Sheriff, Landfill

Section 4: Responsible Safety Officer

The Responsible Safety Officer (RSO) will be elected by a majority vote of Safety Committee members present and voting at the first Safety Committee meeting held in January of each year and will serve in such capacity for one year. The appointed person's name will be kept on file in the Sarpy County Clerk's office. The RSO will serve as chairperson of the Safety Committee. The RSO will prepare and distribute correspondence for the Safety Committee, develop a written agenda for each meeting and maintain written minutes of each meeting.

Section 5: Safety Committee

The Safety Committee, composed of an equal number of employees and management representatives, has been established to have overall responsibility and authority for the injury and illness prevention program. A list of names of committee members is posted on the employee's bulletin board. The Safety Committee will meet at least quarterly, and may take time to perform its duties without loss of pay.

Each safety committee member shall serve at least a two year term, and shall implement and evaluate the County's injury and illness prevention program. The Safety Committee will supplement this written injury and illness prevention program by:

1. Establishing workplace objectives and safety recognition programs;
2. Working with all government officials in both accident investigation and safety inspection procedures;
3. Maintaining safety and individual training records;
4. Encouraging reporting of unsafe conditions and promoting a safe workplace.

The committee evaluates all accident reports, employee hazardous situation reports and makes recommendations for improving safety. The Safety Committee will conduct scheduled and unscheduled inspections to identify and correct unsafe working conditions. Special attention shall be given to serious concealed dangers.

In addition, the committee will recommend programs periodically to educate and train employees in safety aspects of the facility. The Safety Committee will make decisions by majority vote of those present and voting. Six members shall constitute a quorum for the purpose of conducting business. The Safety Committee shall also maintain records of training, periodic inspections, corrective actions and investigations. The Safety Committee will develop a system to encourage employees to report unsafe, conditions immediately. The Safety Committee invites all employees who have a specific concern about company safety to address the committee at its next regular meeting. However, if you have a concern that demands more immediate attention, you may present the

problem to a member of the committee at any time. The committee will assure that your concern receives immediate attention. If you would like to serve on the committee, contact your supervisor.

Section 6: Safety Sub-committees

The following departments have safety sub-committees which have been formed for the purpose of providing training and addressing safety concerns of that specific department. All safety sub-committees will report all activities, recommendations and concerns to the Safety Committee.

Highway Department
Fleet Services
Sheriff
Landfill
Building and Grounds

Section 7: Employee Responsibilities

Each employee has a responsibility for his/her own safety. He/She also has a responsibility to family, fellow workers, the community, and to Sarpy County. Therefore, he/she must observe safe-practice rules. Only when all employees are safety-conscious and keenly alert both mentally and physically will injury prevention become a reality. Employees will:

1. Comply with the supervisor's instructions.
2. Report all accidents and injuries immediately.
3. Submit recommendations for improving safety and efficiency.
4. Know their exact duties in case of fire or other catastrophes.
5. Attend safety meetings when required.

Section 8: Supervisory Responsibilities

A supervisor is equally responsible for the safety of his/her employees and for their work. Supervisors shall insure that their employees have a thorough knowledge of the contents of this Manual. NO JOB IS SO IMPORTANT OR URGENT, THAT TIME CANNOT BE TAKEN TO DO IT IN A SAFE MANNER.

It is the supervisor's responsibility to prevent damage to County or private property and equipment. Equipment shall be treated as if it were individually owned. Supervisors must insure that it is in proper condition before use and that it is used properly.

Don't use defective equipment. Equipment shall not be used if its condition poses a hazard to any employee, the public, or when continued use may cause further damage to it.

Supervisors shall analyze work in advance to determine the safe, economical procedure and physical protection necessary to perform each operation. They shall also be responsible for seeing that this protection is provided, maintained and used throughout the operation.

It is the supervisor's responsibility to assign qualified workers so that all tasks may be performed in a safe manner.

Supervisors shall insure that new employees assigned to unfamiliar work, receive specific instructions on the precautions to be observed and advise new employees of the location of safety and first-aid equipment.

It is the supervisor's responsibility to see that County safety regulations, as outlined in the Manual, are complied with at all times, except when compliance with a particular regulation might, under unusual circumstance, constitute more of a hazard. Responsibility for such exceptions rests directly upon the supervisor.

When a supervisor believes that a particular assignment will expose workers to unusual hazards, he/she shall report the condition to the Safety Committee and make plans to reduce the hazards or increase the protection.

Chapter 2

Accident Reporting and Investigation

Section 1: Personal Injury Accidents

All work accidents, whether personal injury or vehicular, must be reported to the County Clerk's office.

If an on-the-job injury occurs to a County employee requiring medical treatment from a doctor, or involves Department equipment and results in injury to any persons, the Department head or immediate supervisor shall be immediately notified.

The injured employee shall complete and sign the First Report of Alleged Occupational Injury or Illness form. The supervisor shall investigate (see attached Investigation Report Form, Appendix 3) each accident to determine the cause or causes. Findings and recommendations shall be reported on the supervisors accident report. Both reports shall be completed on the day of the accident or on the following work day and immediately forwarded to the appropriate office.

When a personal injury results from a motor vehicle accident, DR Form 41 shall be filed with the Highway Safety Division, P.O. Box 94669, and State Claims Board "Vehicle Accident Report" shall be filed with the County Clerk's office.

Section 2: Vehicle Accidents

Every accident involving an employee operating a County motor vehicle or equipment assigned to an employee, shall be reported regardless of what property was damaged, who was injured or where and how it occurred. It must be completed on the day of the accident, or at the latest, on the following work day. If the employee is unable to complete or sign the report due to injury, his/her immediate supervisor shall submit the report without delay. The immediate supervisor of the employee shall review the "Vehicle Accident Report" to determine if it has been properly completed.

An employee involved in a motor vehicle accident shall not accept responsibility or blame on behalf of the County, nor discuss it with anyone except his/her supervisor, or a representative of the County, or proper law enforcement authorities.

A law enforcement agency shall be called to investigate accidents involving County vehicles and equipment and third parties who are not County employees. If the accident involved only County personnel, equipment, or property, the proper report shall be filled out by persons involved and reviewed by his/her immediate supervisor.

The employee should take sufficient notes, at the scene of the accident, to enable him to make a complete report.

All accidental damage to equipment shall be reported except that which would be considered normal wear and tear.

Section 3: Accident Investigation

The supervisor and the Safety Committee shall investigate all accidents or injuries occurring to or caused by any County employee, piece of equipment, or motor vehicle assigned to him/her. Reports shall be forwarded to the Safety Committee.

Accidents are investigated to determine the possible cause or causes, and to prevent similar accidents. Unless you identify causes, you cannot prevent accidents, and you will expend your efforts trying to correct symptoms. If you have recurring accidents, it may indicate a lack of investigation. Methods of investigation do not have to follow any specialized form. Use good judgement in all investigations.

Supervisors should insure photos are taken of the overall scene, of all accidents or injuries of a serious nature. Photos will be included with the accident report.

The supervisor's report shall contain the following:

1. Identification as to time, place, and persons involved, etc.
2. Description of how the accident occurred.
3. What the contributing conditions were.
4. Recommendations to prevent similar accidents. Recommendations may include shop or equipment improvements, protective devices, safer working conditions, better supervision, or disciplinary action.
5. Photos of the accident

Chapter 3

Vaccination and Testing for Communicable/Contagious Diseases

Section 1: Affected Personnel

Jail Maintenance personnel except clerical

Building and Grounds personnel except clerical

Landfill personnel except clerical

(Sheriffs personnel are excluded and should follow Sheriffs Standard Operating Procedure)

Highway Department personnel except clerical and engineering

Fleet Services personnel except clerical

Section 2: Exposures

HIV

Hepatitis B

Section 3: Procedure

Affected personnel may request vaccination for Hepatitis B virus at County expense. A consent form must be completed and filed with the County Clerk before the vaccination is received. If the affected person chooses not to receive the vaccination, a waiver form must be completed and filed with the County Clerk.

Affected personnel must complete a First Report of Alleged Occupation Injury or Illness form if they believe themselves to have been directly exposed to the HIV virus while performing a work related duty. The employee may subsequently request testing for HIV at County expense after

completing a consent form and filing the form with the County Clerk's office. If the affected person chooses not to receive the HIV testing, a waiver form must be completed and filed with the County Clerk.

Chapter 4

First Aid

Section 1: General

Section 25-1152, Nebraska Statutes, reads in part: "No person who renders emergency care at the scene of an accident or other emergency gratuitously, shall be held liable for any civil damages as a result of any act or omission by such person in rendering the emergency care or as a result of any act or failure to act to provide or arrange for medical treatment or care for the injured person."

Effective first-aid has saved many lives. Not all deaths result from major injuries. Untreated minor wounds and shock can cause death. By knowing the basic methods of emergency first-aid, you may be responsible for saving a life.

Section 2: What To Do In An Emergency

If you are present or are an early arrival at the scene or a serious accident, the following is suggested:

1. Call 911 or 9 911 if required.
2. Remain calm. By remaining calm you encourage others to be calm.
3. If a doctor, nurse or other trained first-aid person is present, offer your assistance.
4. If there is no qualified or trained first-aid person, take over until one arrives. Send for aid.

Generally, These ten steps should be followed:

1. Do not move a victim unless absolutely necessary.
2. Check pulse.
3. Restore breathing.
4. Stop serious bleeding.

5. Treat for shock.
6. Treat for poisoning.
7. Call, or delegate someone to call for aid.
8. If the victim is conscious, reassure him that aid is on the way. Never offer a diagnosis to the victim. Do not tell him that he has a broken arm, internal injuries, etc. This judgement should be made by a qualified medical person. Do not let onlookers comment on the condition of the victim as they may cause further emotional shock.
9. Make the victim as comfortable as possible while waiting for aid.
10. Stay at the scene until emergency help arrives. Offer assistance to the doctor, ambulance, etc.
11. Discuss the accident or injuries only with police or other qualified authority. Give all factual information relating to the accident.

When you call for emergency aid, or when you send someone to call for aid, remember to give as accurate a location as possible: highway number and reference post, how many persons are injured, types of injuries, etc.

If you do not know the number of the emergency services for a particular location, dial "911" and tell the operator that you are making an emergency call. The operator will connect you with the proper authority.

Know the emergency number in your area. (Dial "911" *NOTE: When dialing the emergency number, 911, within the Courthouse, Highway Department and Fleet buildings, you must first dial a 9 and then 911.) Public works employees should utilize the emergency channel (14).

Section 3: First-Aid Information

Following are some prescribed first-aid steps for accident emergency situations. A severely injured person may go into shock and treatment must be started immediately. **TREAT INJURIES IN THE ORDER OF THEIR IMPORTANCE - RESTORE BREATHING, CPR, STOP BLEEDING, AND TREAT FOR SHOCK.**

INJURY CONDITION	SIGNS	TREATMENT
Not Breathing	Breathing stopped entirely.	Apply artificial respiration AT ONCE.

Bleeding	Blood flowing or spurting.	Apply direct pressure over the wound. If the bleeding continues, apply pressure at the nearest pressure point while continuing direct pressure. Secure the dressing in place with a bandage.
Shock	Pale skin, pulse rapid or weak, body clammy or cold.	Keep the victim lying down. Maintain normal body heat. Keep the patient calm.
Electrocution	Unconsciousness, burns may be present, body may be stiff.	Remove the person from contact by moving the wire with a rope or dry board. Eliminate immediate source of current. Apply artificial respiration if not breathing.
Poisoning	Nausea, cramps, burn or stain on mouth.	If victim is conscious dilute the poison by giving water or milk. Induce vomiting unless poison is an acid, alkaline or petroleum product. If victim is unconscious, maintain breathing and get immediate medical help. Contact Poison Control Center. Telephone 800-642-9999.
Heart Attack	Loud breathing, pounding pulse, red face. Uneven breathing, white face. No breathing, blue face.	Assist victim to a comfortable position. Keep victim calm and comfortable. Loosen binding clothes. Apply C.P.R. if needed.
Cardiac Arrest	No Pulse.	Begin C.P.R. Have someone call emergency number.

Burns	1 st degree-skin reddened.	Immerse the effected area in cold water until the victim ceases to feel pain. Apply a dry dressing if necessary.
	2 nd degree-skin blistered.	Immerse the burned part in cold water for minimum of 5 minutes. Cover burn with a sterile dressing or a clean sheet. Do not apply burn ointment. Consult a physician.
	3 rd degree-destruction of tissue	Cover the burned area with a sterile dressing or a clean sheet. Do not apply burn ointment. Consult a physician.
Sunstroke	Headache, red face, skin hot and dry, no sweating, high temperature.	Lay victim down with the head elevated, cool the body, no stimulants.
Heat exhaustion	Pale face, profuse sweating, weak pulse, possible fainting.	Lay victim level, maintain normal body heat, and give sale with fluids when conscious.

A physician should be consulted for any serious injury or illness.

Section 4: First-Aid Kits

The County provides first-aid supplies. Supplies for minor injuries may be stocked by individual departments. The Building and Grounds Department maintains a complete first-aid kit.

First-aid kits shall be maintained in all County vehicles.

The use of first-aid supplies for purposes other than for which they are intended is prohibited.

The County shall not provide any type of internal medication.

Section 5: Automatic Electronic Defibrillator's (AED's)

Automatic Electronic Defibrillator's (AED's) are available in the Courthouse, Law Enforcement

Center and the County Highway Shop for use by personnel who have been trained in their operation.

Chapter 5

Office Environment

Section 1: General

Each of the offices in county government has as its primary objective the responsibility of providing accurate and efficient service, in a cost-effective manner, to the public in a professional manner. Each of us are a professional and when dealing with either the public or our co-workers will act accordingly.

Today, offices in county government, and industry in general, has seen many changes due to advances in the technological field, these changes range from ergonomically correct office equipment through various automated electronic equipment. Along with these changes comes a new set of safety and health concerns.

Many of the common hazards of the past are still present, such as slippery floors, open file drawers, and electrical hazards, to name a few. However, a new set of concerns has come into existence, these include noise, poor lighting, furniture design, technological advanced electronic equipment and machines and hazardous chemicals. All of these can be found and are used in the office.

Additionally, the rapid pace of office work has produce another set of new occupational hazards including repetitive motion injuries, musculoskeletal strains, and a host of stress related symptoms.

An example is the long periods an employee must put in at a poorly designed workstation, this could result in an injury to the back, neck, shoulder, eyestrain, and a general feeling of tension and irritability.

However, the leading injuries occurring in the office today are many of the older common hazards: Slip, trip and falls, strains and sprains, objects falling on employees, employees caught between objects, and employees being struck by or striking against objects. And, in a majority of cases such

injuries could be ruled PREVENTABLE.

What is a preventable incident?

A preventable incident is one in which the employee failed to do everything, within reason, to prevent injury or damage to equipment or material.

It is the goal of this chapter to provide loss prevention solutions to situation which could result in an injury.

Section 2: Workplace Injury

If, while on duty, you are injured on the job, report the injury as soon as possible to your supervising county official. Always advise another employee or official of “minor type injuries.”

Section 3: Slips, Trips, and Falls:

The most common exposure to injury of county office employees, and nationally accounting for the greatest number of injuries, is falls. Nationally, the disabling injury rate of falls among office workers is from 2 to 2.5 times higher than the rates of non-office workers.

The most common cause of falls in the office is tripping over open file cabinet or desk drawers. Next is while seated bending over in an unstable chair, and tripping over electrical or telephone cords. Other common causes of injuries are using boxes or chairs instead of a ladder or approved stool, and slipping on wet or damp floors. Objects stored, improperly, on stairs or in hallways as well as loose carpeting or tiles present tripping hazards.

Each of the above situations is a preventable situation. The following checklist can prevent a fall:

Section 4: Preventing Falls

1. File and desk drawers will be closed after every use.
2. While seated do not bend over, twist in the chair, or lean over backwards.
3. Electrical or other types of cords will be secured or covered when in common walkways.
4. A ladder, Type II - COMMERCIAL, or other approved means will be used when overhead reaching is necessary for objects or materials .
5. A chair is not to be used in place of a ladder or approved step-stool.
6. Walkways and stairways will not be used for storage.
7. Spills will be cleaned up immediately.
8. Wet surfaces will be signed warning other of the hazard.
9. Carpeting or mats will be available for placement at exterior entrance-ways during

- inclement weather conditions.
10. Loose objects and debris will be removed from the floor as soon as noted.
 11. Loose tiles or carpeting will be reported and repaired as soon as possible.
 12. In wet, icy or snow periods, take smaller steps both outside county facilities or when interior conditions make walking surfaces slippery.
 13. Do not carry objects that obscure your vision.
 14. Walk, do not run.
 15. When using stairs, use the hand-rails.
 16. Wear shoes that provide support to the foot, do not wear sandals or similar type of non-supporting footwear.
 17. Stable shoes with non-slip soles are suggested.

If you find yourself falling, do not reach out with your arms to break your fall...you could break your arm. Let your body crumple and roll with the fall. It is more than likely your body will absorb the impact and momentum of a fall, eliminating or at least reducing the chance of injury.

Section 5: Strains, Sprains and Overexertion

It is important to follow safe lifting practices. A carton of paper or a box of license plates is heavy, and if these and other similar objects are not lifted correctly injury can occur. Even small, light loads can cause an injury to your neck, back, or shoulders if you use your body incorrectly when lifting such items.

What an individual could lift at one stage of life (such as when younger) may not be within our lifting range as we get older. Backs are particularly vulnerable, and the majority of back injuries are, again, preventable. Before lifting any load, ask yourself the following questions:

1. Is it too heavy for me to lift alone?
2. By lifting this to the height necessary, will I be straining?
3. Will carrying this load to its destination be a problem?
4. By lifting this object by myself, am I trying to impress anyone, including myself?

If you answer “yes” to any of the above questions, ask for assistance from another employee.

Section 6: Proper Lifting Techniques

1. Place feet shoulder-width apart and be balanced.
2. When lifting from the floor, squat close to the load.
3. Keep you back in the neutral -straight- position.

4. Tuck in your chin so your head and neck have a straight back line.
5. Grip with the whole hand, not just fingers.
6. Draw the object close to you, elbows close to your body.
7. Keep the load and body weight centered.
8. Lift with your legs. They are the strongest part of your body. Let the leg muscles, not your back, do the work.
9. Lift by straightening your legs. Tighten your stomach muscles to help support your back.
10. Maintain the neutral back position during lifting and carrying.
11. Do not twist when lifting.
12. When turning with a load, turn the body, feet first. Do not twist the upper body.
13. To set the object down, reverse the procedure.
14. Do not carry a load which blocks your vision.
15. Do not lift a load from a seated position. This places an additional strain on your back. Stand up from your chair, then squat, grasp the object then, as previously described, stand while lifting.
16. Employees who, when performing a task, twist the upper body while lifting, need to have their work task re-examined.
17. If possible, break loads into smaller loads, so that they are more manageable.
18. Whenever possible, store materials at knee level.
19. Shelving, if possible, should be no more than 12" to 18" deep. This prevents over-extending and lifting which can result in an injury.
20. Materials that are heavy should be stored as close as possible to the end user destination. This is to reduce the risk of carrying heavy objects a greater distance causing a greater exposure to injury.
21. A hand truck or cart should be made available for transporting heavy loads.

Section 7: Struck By Or Striking Objects

Striking your body against objects is another cause of office injuries. Included in incidents of this type are:

1. Running into doors, file cabinets, and open drawers.
2. Bumping into other people while walking, particularly at blind-corners.
3. Hitting open file cabinets drawers when bending down or straightening back up.
4. Striking against protruding sharp objects such as, knives, scissors or other sharp instruments, office equipment, spindles, staples or pins.
5. Running into protruding objects such as fire extinguishers, water coolers and display cases.

Employees need to be observant of surrounding conditions, particularly when walking or going up or down stairs. The proper storage of materials, office supplies, paper products and other such

materials, will assist in maintaining a good working environment. Objects striking employees can occur by:

1. Materials sliding from shelves or cabinet tops.
2. File cabinets being top-heavy.
3. Equipment or materials dropped on the employees feet or fingers.
4. Fingers caught under the knife-edge of paper cutters.
5. Scissors, knife-edge instruments, and pins not properly stored.
6. Doors, which open into common walkways or office spaces.

Section 8: Preventing Incidents Involving Being Struck By or Striking Objects

Injuries of this type can be eliminated by employees being observant to surrounding conditions and through effective good housekeeping and material storage procedures. This would include:

1. Eliminate haphazard storage of materials on top of bookcases, shelving and other such over-head locations.
2. Proper distribution of files in each drawer.
3. Open only one file drawer at a time.
4. When leaving the filing cabinet, close the drawer.
5. Proper storage of sharp instruments.
6. Materials or equipment not stored or placed at the edge of desks, counters or other such areas.
7. Protruding objects being identified
8. Closing drawers or cabinet doors after inserting or extracting material.
9. Blind corner mirrors.
10. Exercise caution when opening doors, a person could be in the immediate area.

Section 9: Caught Between

There have been situations where employees have been injured because they were not being observant to surrounding conditions. Employees have been caught between objects as a result of:

1. Shutting drawers or doors on fingers.
2. Improper stacking of materials, which fall on employees.
3. Setting down heavier objects on fingers or toes.
4. Fingers, hair or articles of clothing or jewelry caught in office machines.

Section 10: Preventing Injuries Caused By Being Caught Between

Preventing such injuries can be achieved by being:

1. Observant to surrounding conditions.

2. When two or more employees are putting down the same load, coordinate the activity.
3. Proper storage (stacking) of materials can eliminate the risk of injury.
4. Avoid loose jewelry or clothing when reaching into operating machines.
5. If there are rotating parts exercise caution, if you have long hair around such equipment wear a head covering.
6. Work on equipment only if trained or have read the instruction manual with a knowledge of what you are doing.

Section 11: Office Furniture

All office furniture, that is desks, chairs, stools, tables, cabinets, bookcases and similar furniture will be maintained in good repair.

1. Drawers and doors will be closed when not in use.
2. Filing cabinets will have weight evenly distributed between all drawers.
3. Chairs, stools and step ladders or step-stools, will be in good repair.
4. Cabinets, bookcases and files will be securely attached to walls or other building surfaces.
5. Paper cutters will be locked-down when not in use.
6. Scissors, knives and other sharp instruments will have sharp edges protected when not in use.
7. Spindles, pens, pencils will be protected, or stored in a manner so as not to cause injury.
8. Surfaces will not have splintering edges or surfaces.
9. Electric fans lower than 7' from the floor will not have openings greater than one-half inch.
10. Ladders will be in good repair and of the proper type.

Report any defective furniture to your county official. Any office furniture found to be defective and in need of repair will be taken out of service, not used, and either repaired or replaced.

Section 12: Lighting

Different tasks require different light levels. Lighting also varies from person to person as well as from task to task. Poor office lighting can result in eye-strain, irritation, watering and reddening of the eyes and a variety of other eye problems. The county has implemented a number of measures to prevent and control poor lighting conditions in the working environment. These include:

1. Regular maintenance of the lighting system, including changing bulbs and repairing faulty lamp circuits.
2. Seeking input on glare conditions being experienced, and making corrections as needed.
3. Attempting to reduce glare conditions by the use of window coverings, shielding

- lamps and implementing other procedures to reduce the source of glare.
4. If you experience any problem in this area, report it to your county official.
 5. If you note any area, exterior or interior, with a lighting problem, report it to your county official.

Section 13: Noise

Each of us has a different hearing level. Some of us will pick up a very low hum from certain equipment, whereas a co-worker may not hear anything. In the majority of instances the office equipment used is within the federally required standards for noise levels. However, if because of an acute hearing situation, you experience a problem in this area, please advise your supervising county official.

Section 14: Indoor Air Quality

The county has attempted to provide the best working environment possible. In the past when upgrading the heating and ventilation systems, we have attempted to reduce indoor air pollutants and improve air quality. If you have any questions or concerns in this area, please advise your supervising county official.

Section 15: Workstation Ergonomics

Ergonomics is, in one sense, the word replacing proper positioning of the body for work. However, it also includes proper placement of the materials and equipment necessary to carry out the daily functions of county government.

Common characteristics of working at video display terminals (VDT's) have been identified and associated with increased problems. Included are:

1. Workstation design
2. Job task
3. Repetitiveness of the job
4. Posture constraint
5. Pace of work
6. Job or Task Scheduling
7. Individual worker personal situation

One of the keys to comfort is maintaining the body in a relaxed, neutral position. The ideal work position is for the employee to have the arms relaxed and hanging from the shoulders. If a keyboard is used, the arms should be bent at right angles at the elbows, with the hands held in a straight line with the forearms and elbows close to the body. The head should be in line with the body and slightly bent forward.

It is suggested:

1. The height of your chair should be adjusted so that the thighs are horizontal while the feet are flat on the floor.
2. The rear of the seat should be adjusted so that your back is supported, while the knees are comfortable, relative to the front of the seat.
3. The back rest of the seat should be adjusted vertically so that it supports the curvature of your lower back.
4. With your arms at your side and the elbow joints at approximately 90 degrees, adjust the height/position of the chair arm rests to support the forearms.
5. The keyboard should be adjusted so that your fingers rest on the keyboard home row when the arm is to the side, elbow at 90 degrees, and wrist straight.
6. Keeping the wrist in a neutral position, with arm and hand close to the body, you should be able to use the mouse placed next to the keyboard.
7. Height of the screen should be at eye level and between 18" and 24" centered from the body.
8. For bifocal or tri-focal users, place the monitor at a height so that easy viewing can be achieved without tipping the head.
9. Reference documents should be placed next to the screen on a document holder and at the same distance from the eye.
10. A footrest should be used if the employee cannot comfortably rest his or her feet on the floor.

Other good office techniques can be implemented to reduce the risk of injury and improve work productivity. Included are:

1. Adjusting window coverings to reduce glare.
2. Move monitors away from sources of glare.
3. Tip monitors slightly downward to reduce glare.
4. Use diffusers on overhead lighting.
5. Use an anti-glare filter on the screen.
6. Clean the monitor screen on a regular basis.
7. Do not cradle a phone between the head and shoulder. Hold the phone with your hand, use a speaker phone or a headset.
8. Frequently used items should be within easy reach.
9. Use the minimum force necessary to strike keyboards of any type.
10. Take a five minute break, exercising fingers, wrists, neck every hour during heavy workload periods.
11. Use the minimum force necessary for staplers, paper cutters and hole punches.
12. Vary tasks, if possible, to avoid long periods in one position.
13. Use mini-breaks -without stopping work- to rest eyes and muscles. Perform a

different style of physical activity.

14. Neutralize distracting noises by playing soft music or turning on a fan.
15. Maintain a comfortable workplace temperature by using layering of clothing or a fan.

If you experience any problem with your workspace, advise your county official.

Chapter 6

Vehicle and Equipment Operations

Section 1: General

The following rules and regulations govern the general operation of all County vehicles and personal vehicles utilized to transport individuals receiving County services. Each department has specific guidelines for the use of vehicles. Employees shall comply with both the general rules and the departmental rules when operating any County owned vehicles or when being compensated by the County to transport the public.

All employees operating County vehicles or motorized equipment or personal vehicles on County business (hereinafter referred to as Vehicle Operation) will be required to take defensive driving training prior to operating such vehicles or motorized equipment and subsequently every three (3) years.

If Vehicle Operation is listed as an essential function on the employee's job description or if the employee is involved in Vehicle Operation more than 4 times per year, the employee will be required to take the full four hour in-classroom defensive driving class offered periodically at County facilities.

If an employee is involved in Vehicle Operation 4 or less times per year, the employee will be required to take the defensive driving class offered through NIRMA U. If a defensive driving class is not offered through NIRMA U at the time the employee needs to take the class, the employee may check out the defensive driving CD from Human Resources and view the CD to fulfill the defensive driving training requirements.

If an employee is required to take the full in-classroom defensive driving class, and it is not being offered before Vehicle Operation is required, the employee may take the NIRMA U defensive driving class or view the defensive driving CD to temporarily fulfill the defensive driving requirements, but will be required to take the full in-classroom defensive driving class as soon as it is offered and subsequently every three (3) years.

The Elected Official or Department Head providing supervision for the employee shall be responsible for determining if the employee is required to take the full four hour in-classroom defensive driving class or is required to take the NIRMA U/CD defensive driving class in accordance with the guidelines above.

Nothing in the sections above shall prohibit an elected official or department head from requiring an employee to take the full in-classroom defensive driving class, even if Vehicle Operation is not listed as an essential function of their job description or even if they are involved in Vehicle Operation less than 4 times per year.

An employee must have the appropriate insurance and valid driver's license for the vehicle or equipment to be operated and must be in compliance with any restrictions listed on the license in order to operate any personal or County vehicle or equipment.

An employee who drives a County vehicle or who is required to operate a personal vehicle, even on an occasional basis, MUST adhere to the established requirements regarding an individual's driver's license as outlined in the Safety Manual.

County vehicles may not be operated at work or taken home by an employee without prior authorization of the Elected Official/Department Head and in accordance with the Sarpy County Policies and Procedures Manual.

County vehicles shall be used for County business only and not for any personal use or gain.

A County vehicle shall not be operated by anyone other than the employee it is assigned to without department head approval.

During the time the vehicle is under the employee's control, it shall be the responsibility of the employee to operate the vehicle safely, comply with all traffic and parking rules and regulations (including not smoking in the vehicle and wearing seatbelts) and to secure the vehicle when leaving it unattended.

An employee must call for a local law enforcement agency to come to the scene of any work-related vehicular accident immediately, even if there is no apparent damage. Every accident shall also be immediately reported to the employee's supervisor.

An employee may be held personally responsible for damage to a County vehicle if an investigation discloses negligence, carelessness or misuse.

Employees shall not transport non-work-related passengers in County vehicles at any time without prior approval from their supervisor.

Employees shall not attempt to make any mechanical repairs to the County vehicle unless properly authorized by the employee's supervisor or Fleet Services or unless assigned to such duties.

Employees shall keep all County vehicles free of objects that might lodge under the brake pedal or interfere with safe operation of the vehicle.

It is the responsibility of the employee operating a County vehicle or equipment to ensure that all supplies, equipment, machines and vehicles being hauled or transported are properly secured to the transporting vehicle or trailer.

Any personal or County vehicle or equipment that has been tagged unsafe to use shall not be used by any employee until such tag has been removed by authorized personnel.

Fuel cards are issued for each County vehicle and may not be used to purchase fuel for other vehicles without prior department approval. In addition, the fuel card may not be used for any purchases other than fuel.

Equipment shall be operated in compliance with the law and the directives of the County. Equipment shall not be driven, or road tested at speeds in excess of the established speed limits, nor at speeds greater than is reasonable and prudent under the conditions then existing. Sarpy County requires that an operator hold a valid driver's license for the class of vehicle that he/she is authorized to operate.

Use of an official vehicle for an employee's personal convenience or benefit constitutes misuse and is prohibited. Employees who misuse County vehicles are subject to disciplinary action and financial responsibility for any accident.

All drivers of County vehicles are responsible for reporting any damage or deficiency to the Fleet Services. Repairs, adjustments, and maintenance can only be accomplished if the driver adequately documents and reports these items. Failure to report unsafe vehicle conditions can result in an accident. Employees have no special privilege in traffic except when specifically authorized in the line of duty.

Employees operating vehicles or equipment shall be familiar with the contents of the Nebraska Drivers Manual, pertinent traffic laws, and the directives of the County.

Equipment shall be maintained in compliance with the law and the directives of the County. Operators shall report all unsafe or defective equipment to their Supervisors-

The painting and marking of equipment, tailgates, etc., shall be in accordance with the specifications of the County.

Operators shall keep all vehicles and equipment clean and in good operating condition. They shall perform daily inspection reports before leaving the parking area. If any equipment is found to be defective, it shall not be used.

A red flag shall be displayed on the extreme end of a load which projects four feet or more beyond the rear of any vehicle.

No operator shall start, stop, slow down, turn, or back his vehicle without using the proper signals and making certain that the movement can be done safely.

On rural roads or in any area where parking lanes are not provided or where traffic warning signs are not erected, no vehicle shall be stopped opposite another vehicle within a distance of 100 feet. The drivers and passengers of such vehicles should not congregate in the traffic lane. No equipment shall stop or park on the traveled portion of the roadway when it is practical to stop or park off the roadway, unless required to do so in the line of duty. Equipment shall not be parked on the roadway unless protective flags, flares, signs, or flaggers are used.

Equipment shall not stop or park where it may interfere with the movement of other vehicles or be in close proximity to working operations. Vehicles/equipment shall not be parked or left adjacent to the roadway in such a manner to constitute a traffic hazard, nor shall they be parked on a curve or hill where they will obstruct sight distances.

Operators shall not park equipment without first setting the brakes. Blocks may be placed under the wheels as an additional precaution. Any vehicle being loaded or unloaded at a dock with a forklift or mechanical handling equipment shall have both rear wheels blocked.

When parking non-motorized equipment (trailers, etc.) that does not have brakes, the wheels should be blocked and additionally fastened to prevent any movement.

Equipment operators shall reduce vehicle speed during periods of poor visibility caused by fog, smoke, rain, or snow and shall turn on the headlamps of their vehicles as an added precaution. Should visibility make operation unsafe, the vehicle shall be stopped and parked clear of the traffic lane and remain there until driving can be safely resumed.

Not more than three persons are permitted to ride in the front seat of a vehicle, and no one will interfere with the driver's control of that vehicle.

Persons are not permitted to ride on the hood, running board, or fender of any vehicle, nor project any part of their body beyond the sides of the vehicle. No one is permitted to get on or off a vehicle while it is in motion.

A radiator cap shall not be removed from an overheated radiator until the motor has been cooled and the water has ceased boiling.

Vehicle doors shall be kept closed while the unit is in motion and shall not be left open while the vehicle is parked.

No one shall open the door of a motor vehicle on the side available to moving traffic unless and until it is reasonably safe to do so and it can be done without interfering with the movement of other traffic.

Drivers shall not permit vehicles to be loaded beyond the capacity of the unit, nor shall they permit material, equipment, or miscellaneous gear to be loaded upon a running board, fender, hood, or truck box in any manner which would permit any portion thereof to extend beyond the fender line or to extend upwards to heights sufficient to strike overhead wires, garage doors, etc.. or in any way interfere with the vision of the operator.

An employee shall not start the motor on self-propelled equipment unless he is seated in the driver's seat and is certain that the gears are in neutral.

Equipment or tools carried on vehicles, when not used, shall be placed securely in compartments or otherwise fastened.

Do not use cold weather starting fluid. If engine fails to start, call Fleet Services.

All employees shall cooperate with the Building and Grounds Department by moving their personal and County vehicles to alternate parking locations when requested to do so for snow removal purposes. Failure to do so may result in the vehicle being towed away at the employee's expense.

Section 2: Seat Belts

The Sarpy County Board recognizes that the use of seat belts is one means of reducing deaths and personal injury should a vehicle accident occur. In support of vehicle restraints and to promote a safe working environment the County Board has approved the following policy.

All employees who are either passengers or who are operating a motor vehicle or heavy equipment with a rollover protection device (R.O.P.S. Cab) must wear a vehicle restraining device while performing County business. This policy includes personal, leased or rented vehicles which may also be used by employees. Violations of this policy will be considered as a 'failure to obey safety rules' under Article 1-14, Corrective Action of the Sarpy County Policies and Procedures Manual.

The following are the only exceptions to this policy:

1. Heavy equipment without rollover protection structure (R.O.P. S. Cab)
2. Motor Vehicles without vehicle restraining devices.

Section 3: Motor Vehicle Records Evaluation

Sarpy County, in an effort to reduce its potential liability for motor vehicle accidents involving County employees while on working hours, has written the following policy.

A motor vehicle records (MVR) check for the last three years shall be conducted initially on all County employees that will be driving County owned vehicles or equipment, or personal vehicles used while conducting County business.

An updated MVR check covering the previous three-year period will be conducted a minimum of every three (3) years for all employees authorized to drive County owned vehicles or equipment or personal vehicles. This will typically be done at the time the employee takes the defensive driving course, which is every three (3) years.

The following guidelines will be used to determine if a driver is acceptable.

1. Questionable drivers
 - a. Two “at fault” accidents in the latest three-year period.
 - b. Four moving violations in the latest three-year period.
 - c. One “at fault” accident and three moving violations in the latest three-year period.
 - d. Any driver who has a past driving record or personal administrative disciplinary actions, regardless of time period, that indicates unsafe or irresponsible driving habits.

2. Unacceptable drivers
 - a. Three or more “at fault” accidents in the latest three-year period.
 - b. Five moving violations in the latest three-year period.
 - c. Any combination of “at fault” accidents and moving violations totaling five or over.
 - d. A DWI/DUI conviction in the latest five-year period when viewed in conjunction with the employee’s past driving record or personal administrative disciplinary actions, regardless of time period, that indicates unsafe or irresponsible driving habits. Factors considered when reviewing a DWI/DUI conviction include, but are not limited to, blood alcohol level, circumstances surrounding the stop, and if the incident involved a motor vehicle accident or other reckless behavior.

The MVR will be evaluated against the criteria listed above. The Motor Vehicle Record Review Subcommittee of the Safety Committee will review the circumstances surrounding MVR's of those employees graded questionable or unacceptable. A written recommendation based on the facts will be presented to the employee's department head.

The following actions will be recommended:

1. Questionable drivers:
 - a. Appropriate action determined by the employee’s department head as outlined in Section 6, Discipline of the Sarpy County Policies and Procedures Manual or the applicable union contract.

2. Unacceptable drivers:
 - a. The employee shall be prohibited from driving any County vehicle or any personal vehicle on County business until such time as that employee is no longer rated at “unacceptable” by the established criteria; and,
 - b. Appropriate action determined by the employee’s department head as

outlined in Section 6, Discipline of the Sarpy County Policies and Procedures Manual or the applicable union contract.

- c. If, on the day this policy is adopted, an employee's MVR record is determined to be unacceptable, the recommendation to prohibit that employee from driving a County vehicle or a personal vehicle on County business will not automatically be made, but will be done at the discretion of the department head in accordance with the Sarpy County Policies and Procedures Manual or the applicable union contract. However, the sanctions listed above would apply to any future violations.

After receiving a recommendation from the Motor Vehicle Review Subcommittee, the employee's department head will respond in writing within thirty (30) days to that Committee and the Sarpy County Board, outlining what action has been taken against the employee.

If an employee who is authorized to drive a County vehicle or a personal vehicle on County business, loses his/her driving privileges for any reason, such information must be reported to the employee's supervisor and department head immediately.

This policy is not intended to discriminate against any employee, but to identify those employees who would be considered undesirable driving risks and to take appropriate action to reduce potential County liability.

Chapter 7

Material Handling and Storage

Section 1: General

Housekeeping in a working environment is important. Improper storage of materials can lead to objects falling on an employee, cause a tripping hazard, create a fire hazard or limit sight distance.

All areas controlled by Sarpy County must be kept in orderly and clean condition and used only for activities or operations for which they have been approved. The following specific rules must also be followed:

Keep stairs, corridors and aisles clear. Traffic lanes and loading areas must be kept clear and marked appropriately.

Store materials in work rooms or designated storage areas only. Do not use hallways, fan lofts or boiler and equipment rooms as storage areas.

Do not allow exits, passageways or access to equipment to become obstructed by either stored materials or materials and equipment that is being used.

Arrange stored materials safely to prevent tipping, falling, collapsing, rolling, or spreading - that is, any undesired and unsafe motion.

Do not exceed the rated floor or shelf capacity of stored material for the area. The load limit and the maximum height to which material may be stacked should be posted. Segregate and store incompatible materials in separate locations.

Remove items that will not be required for extended periods from work areas and put them in storage. Call Building and Grounds for assistance.

Temporary equipment required for special projects or support activities must be installed so that it

will not constitute a hazard. A minimum clearance of 36 inches must be maintained around electrical power panels. Wiring and cables must be installed in a safe and orderly manner, preferably in cable trays. Machinery and possible contact points with electrical power must have appropriate guarding. The controls for temporary equipment must be located to prevent inadvertent actuation or awkward manipulation. When heat-producing equipment must be installed, avoid accidental ignition of combustible materials or touching of surfaces above 60 degrees C (140F). Every work location must be provided with adequate illumination.

Areas without natural lighting and areas where hazardous operations are conducted must be provided with enough automatically activated emergency lighting to permit exit or entry of personnel if the primary lighting fails.

Cartons and other objects when stored on top of one another, need to be of the same size.

Limit the height of such storage so that the objects do not become off-balanced and fall.

Heavy objects need to be stored on lower shelving.

Do not store heavy items at the edge of desks, tables or cabinets, they could fall injuring an employee or damaging the items.

Do not store heavy objects such that you must reach over other materials to retrieve them.

Hallways, stairwells, landings, aisles and other walkways are not to be used for storage.

Each area should have a storage area capable of handling the maximum amount of materials needed.

Fire extinguishers and fire door exits will not have anything store in front of them. Such will be plainly marked.

No materials will be stored within 18" of over-head lamps or sprinkler heads.

Materials will not be stacked in a manner that obscures or restricts sight-distance.

Section 2: Lifting

In spite of the increased use of machinery and equipment in maintenance, much material is still moved by hand. The human body is subject to serve damage in the form of back injury or hernia if caution is not observed in this handling process. Each worker shall be instructed by his/her supervisor in the proper methods of lifting heavy objects. Supervisors should also assign enough people to each lifting job. The general rules for lifting are:

1. Get a good footing.
2. Place the feet about a shoulder-width apart.

3. Bend at the knees to grasp the weight.
4. Keep the back straight.
5. Get a firm hold.
6. Lift gradually by straightening the legs.
7. When the weight is too heavy or bulky for you to lift comfortably - get help.

When putting a load down, reverse the above procedures.

Chapter 8

Flammable Gases and Liquids

Section 1: Refueling Equipment

The fueling of vehicles or internal combustion engines requires special attention to these procedures:

1. Shut off the ignition before beginning refueling operations.
2. Avoid spillage by remaining at the nozzle until refueling has been completed. Never completely fill a fuel tank or container. Allow for expansion of the fuel.
3. Use approved dispensing equipment: pumps, hoses, nozzles, etc.
4. Smoking is not permitted within fueling areas or areas where vapors could accumulate: pits, depressions, etc. Fueling operations should be done in open air. All fueling areas shall be provided with Type ABC Dry Chemical or Type B Extinguishers.
5. If spillage should occur, an approved drying or absorbing agent shall be used. Do not wash spillage into sewers, cesspools, or septic tanks.

No smoking signs shall be placed prominently at all refueling sites.

Section 2: Use of Flammable Liquids and Gases

Use only approved solvents for cleaning operations. Never use gasoline. Never use flammable liquids in the presence of welding, burning or other operations involving open flames, sparks or the generation of heat. Never use containers that do not positively identify the contents.

Whenever flammable substances are being used, adequate ventilation shall be provided. Never apply heat to flammable liquids or solvents unless the manufacturer of the product specifically indicates to what degree it is safe to do so.

Dispose of wiping rags, etc. in approved containers. Containers of flammable liquids shall be returned to proper storage areas at the close of each day.

Many petroleum products are toxic in addition to being flammable. Avoid contact with the skin. Most flammable gases and liquids are asphyxiants.

Section 3: If A Fire Should Occur

Your effectiveness in extinguishing a flammable liquid fire is dependent upon how well you have been trained before the fires in or around flammable liquid storage areas, an alarm shall be sounded immediately and the local fire department called at once.

Chapter 9

Electrical

Section 1: General

Electricity is extremely dangerous. Only trained persons using the proper tools and personal protective equipment are permitted to work on electrical installations.

Wires shall not be routed over or under other power lines, telephone lines or antennas. Weather tight connections shall always be used in exposed areas. No electrical work shall be performed on a hot line except by qualified personnel.

Electrical equipment and circuits shall be plainly labeled, especially when two or more voltages are used. Switches and outlets shall be grounded. In any explosive atmosphere, they shall be of U/L listed enclosed type.

Any and all electrical wiring at all facilities shall meet the requirements of the Local Building Codes.

Extension cords should only be used as a temporary measure. When an extension cord is necessary, only U/L listed three-wire extension cord shall be used.

Regard all wires as live and dangerous. Do not permit objects being handled to come into contact with electrical lines.

Aisles or passageways leading to electrical panels shall be kept clear and free of any obstructions.

Section 2: Equipment Not Grounded or Improperly Grounded

The grounding of the electrical system, a low-resistance path to earth is created. When this is properly done, the low-resistance path is sufficient to prevent the build-up of voltages which could be hazardous.

The majority of equipment today is supplied with a ground plug, a round third prong on the plug. This must never be intentionally removed. Cord and plug connected equipment must be grounded if it is a hazardous or wet location. A wet location can be defined as within arms reach of water (such as a sink) or other damp locations.

In the interest of safety such locations will be protected by a ground-fault interrupter circuit (GFCI), this includes electrical receptacles located in restrooms.

Generally equipment such as typewriters, coffee-pots and small fans are not required to be grounded.

In a workplace, it is not permitted to use the grounding adapter. This is a small two-pronged adapter which when plugged into a receptacle will accept the three pronged plug.

Section 3: Overloaded Outlets

In some instances we can still find insufficient or overloading of electrical outlets. In such cases an electrical strip, with its own fuse, may be used to accommodate the needs of the office. However, a second strip is not permitted to be plugged into the first strip. Additionally, extension cords will not be used to connect permanently installed type office equipment, such as a copier.

The use of extension cords will be limited. When such cords are used they will be of the proper size and type required, that is a 14 AWG extension cord will not be connected to a 12 AWG cord. Also, any extension cord used will be tagged UL or equivalent approved.

Multiple adapters, those that convert a duplex receptacle to a triplex or more receptacle, are not to be used in any office.

In the event floor mounted receptacles are used, their use will not be such as to be cause for a tripping hazard.

Failure to follow these points can result in an electrical fire or short circuit which could cause injury and extensive damage to county property.

Section 4: Non-Approved Equipment

Approved cords or equipment will have a nationally recognized testing laboratory tag, such as UL or its equivalent.

Poorly maintained or unsafe cords or other electrical/electronic equipment will be taken out of service until, at a minimum, they are repaired or replaced and safe to use.

An employee providing their own radio, coffee pot, fan, space heater, lamp, or other such electrical

equipment will:

1. Obtain written permission from their supervising county official, prior to bringing the equipment onto county property for personal use.
2. Maintain such equipment in good condition at all times.
3. Remove such equipment when it is not authorized, not in good repair, or not otherwise needed.

Section 5: Defective, Frayed, or Improperly Installed Cords

1. At any time the outer covering of a cord is damaged, the cord will be repaired or replaced.
2. If any electrical wires are exposed, the cord will be repaired or replaced.
3. If any cord is missing its cover-plate, thereby exposing wires, the cover plate or plug or cord will be repaired or replaced.
4. Cords will be of the proper size.
5. Cords will be inspected on, at least, an annual basis.
6. Any defective cord will be removed from service and either repaired or replaced.

Section 6: Electrical Cord Placement

1. A cord will not be pulled from an electrical outlet by the cord itself.
2. A cord will not be strung over nails, hooks, pipes, through walls or over sharp objects.
3. Cords will neither be strung over radiators, steam pipes, nor through doors or windows.
4. Cords will not be placed behind shelving, bookcases, desks, etc. where the cord may be severely bent at the plug.

Section 7: Electrical Cords in or Across Walking Areas

Extension or other electrical cords will not be run in or over walking areas unless properly protected so as to prevent a tripping hazard. In situations where such placement cannot be avoided, use tape or a cord protector.

Section 8: Unguarded Live Electrical Parts

1. Wall receptacles and switches will have a cover of the proper type.
2. Wall electrical boxes will not have any open holes.
3. Only a qualified person will work on live electrical equipment.
4. If a guard must be removed to service equipment, follow the manufactures service instructions.
5. Only a qualified person will repair or replace any electrical equipment including

receptacles and switches.

6. Electrical panels will not have any exposed electrical parts or wiring.
7. Electrical panels will have the outer door closed at all times except for servicing or use.
8. Electrical Panels will have a minimum of 36" of clear space to the front of the panel and 36" lateral clearance (measured from any point of the panel). This space will not be used for storage of any type.
9. Any defective electrical equipment will be removed from service and either repaired or replaced.

Chapter 10

Walking and Working Surfaces

Section 1: Ladders

All ladders should be OSHA approved.

Portable, metal ladders shall not be used around energized electrical equipment or near transmission lines where there is a chance of accidental contact with those lines.

The bottoms of metal step ladder legs shall be equipped with insulating, non-slip material.

The upper end of fixed or portable ladders shall extend not less than 36 inches above the platform floor, or other landing served.

Portable ladders shall be equipped with non-slipping bases. The feet shall be level to prevent tipping sideways.

Ladders shall not be placed on boxes, barrels or other unstable bases to obtain additional height.

If material is to be used at the top of the ladder, it shall be raised with a rope, block and pulley, or by other means. Nothing will be carried which prevents the use of both hands in climbing or descending a ladder. Always face the ladder when climbing and descending. Use both hands to grip the side rails.

A ladder shall not be placed in front of a doorway unless the door is locked, blocked or guarded.

After using a ladder, it shall be stowed so that it will not fall or be knocked over.

Ladders shall be frequently inspected and maintained in good condition to insure that the joints between the side rails, rungs and steps are tight; all hardware and fittings are securely attached; and that the movable parts operate freely without binding or undue looseness.

In order that defects may be readily discovered, wooden ladders shall not be painted but may be preserved with linseed oil, shellac or other transparent preservatives which will not conceal the condition of the wood.

Wood ladders, when not in use shall be stored at a location where they will not be exposed to extreme conditions of heat or moisture and where there is good ventilation. They shall not be stored near radiators, stoves, steam pipes, etc.

Ladders stored in a horizontal position will be supported at a sufficient number of points to prevent sagging and permanent set.

Ladders with broken or missing rungs, steps broken, split side rails, or other faulty or defective construction shall not be used. When ladders with such defects are discovered, they shall be withdrawn from service, repaired or destroyed. All ladders to be inspected yearly in March.

Section 2: Step stools

When an object which is to be placed or retrieved is above shoulder level, do not reach for the object. Use an appropriate step stool. Reaching above your head for an object would cause a back injury or result in the object falling on you. Never stand on a chair or other unapproved surface to increase your reach.

Section 3: Stairways

Employees shall immediately report defective handrails, stair treads or other hazards on the stairways (Maintenance will check condition of steps yearly). Broken or split treads or otherwise seriously hazardous treads on stairways shall be properly replaced or repaired.

Every stairway of 4 risers or more shall be railed. Railings shall not be less than 30 inches or over 34 inches high, measured vertically from the upper surface of the riser. If it is necessary to install a hand rail higher than 34 inches, a center rail shall be installed. Railings shall be maintained in a firm and secure condition. Stairways having both sides open shall have a railing along each side.

Chapter 11

Fire Protection and Prevention

Section 1: General

Policy and planning for fire safety at Sarpy County takes into account the special fire hazards for specific operating areas, the protection of high-value property, and the safety of employees. These ends are met by: *Non-combustible or fire-rated materials and construction practices suitable to the assigned uses of buildings and facilities. *Alarm systems and automatic extinguishing systems. * Availability of suitable hand extinguishers for use before firefighters arrive. * Access to professional fire department, always available and trained in the control of emergencies that could occur at the County facilities. (The Fire Department makes the initial response to all requests for emergency aid received on the emergency telephone number, 911. NOTE: When dialing the emergency telephone number, 911, within the Courthouse, Law Enforcement Center and Juvenile Justice Center, you must first dial a 9 and then 911. The County shops, Highway, etc., only need to dial 911.) This chapter covers the fire safety responsibilities of employees and supervisors and sets forth the fire safety rules and procedures.

Section 2: Extinguisher Requirements

Buildings and applicable vehicles/equipment shall have adequate fire protection equipment. The Building and Grounds Department is responsible for procuring, installing, inspecting, and maintaining the fire extinguishers in all County buildings and Fleet Service is responsible for extinguishers in all County vehicles. Department Supervisors shall insure that the employees are familiar with the use and care of the extinguishers.

Maintenance areas and equipment storage areas shall be equipped with one, ten-pound multi-purpose dry chemical fire extinguisher having a U/L rating of 2A-20B:C or more for each 2,000 square feet of floor area. Present extinguishers with a rating of 12B:C or more may be used in lieu of a 2A-20B:C multi-purpose extinguisher in noncombustible buildings and where the Class A fire potential is very light. The maximum travel distance to extinguishers shall not exceed 50 feet. Scattered or widely separated hazards shall be individually protected if the 50 foot travel distance is exceeded. Extinguishers in the proximity of a potential hazard shall be carefully located so as to

be accessible in the presence of a fire without undue danger to the operator of the extinguisher.

Office areas of 3,000 square feet or less shall be equipped with one, five-pound multipurpose dry chemical fire extinguisher having a U/L rating of 1A-10B:C or more. Office areas exceeding 3,000 square feet shall be equipped with multi-purpose dry chemical extinguishers having a U/L rating of 2A-20B:C or more. The travel distance to extinguishers shall not exceed 50 feet. Present extinguishers with a rating of 1A or 2A may be used in buildings where the Class B and C fire potential is very light.

Data Processing offices and computer room shall be provided with Halon approved extinguishers having a U/L rating of 10B:C or more, within 50 feet of each machine. NOTE: Once Halon extinguishers have been expended, they must be replaced with carbon dioxide extinguishers due to a change in federal regulations.

Gas pumps shall be provided with one, five-pound fire extinguisher having a U/L rating of 10B:C or more, located so that the travel distance to extinguisher shall not exceed 100 feet, but be visible from the pump area.

Extinguishers shall be conspicuously located and immediately available. They shall be located along normal paths of travel. A "normal path of travel" is defined as "an aisle kept clear from one end of a building to the other".

Extinguishers having a gross weight of 40 pounds or less shall be installed so that the top of the extinguisher is not more than five feet above the floor. Those exceeding 40 pounds shall be mounted so that the top of the extinguisher is not more than 3 ½ feet above the floor.

Extinguishers shall be securely mounted on a wall bracket. The bracket shall have a red background in all maintenance areas, offices are exempt from the red background requirement.

Section 3: Inspection and Maintenance

Extinguishers shall be inspected monthly to insure that they are in their designated places, that they have not been actuated or tampered with, and to detect any obvious damage, corrosion or other impairments. An extinguisher showing defects shall receive a complete maintenance check.

Extinguishers shall be thoroughly examined annually and if necessary, recharged, repaired or replaced.

Extinguishers removed for maintenance shall be replaced by spare extinguishers during the period that they are gone.

The best time to stop a fire is before it starts. Even though buildings are properly designed and

constructed with fire-safety features, periodic inspections are required. Supervisors shall include periodic self-inspections in their fire safety program.

Section 4: Fire Causes

Sources of Ignition	Examples	Preventive Measures
Electrical equipment	Electrical defects, generally due to poor maintenance, mostly in wiring, motors, switches, lamps, and hot elements.	Follow the National Electrical Code. Establish regular maintenance.
Friction	Hot bearings, misaligned or broken machine parts, adjustment.	Follow a regular schedule of inspection, maintenance and lubrication.
Open flames	Cutting and welding torches (chief offenders), gas and oil burners, misuse of gasoline torches.	Follow the established welding precautions. Keep burners clean and properly adjusted. Do not use combustibles near open flames.
Smoking & matches	Dangerous near flammable liquids and in areas where combustibles are used or stored.	Smoke only in permitted areas. Use prescribed receptacles.
Spontaneous ignition	Oily waste and rubbish.	Remove waste daily. Isolate stored materials likely to heat spontaneously.
Hot surfaces	Exposure of combustibles furnaces, hot ducts/flus or electric lamps.	Provide ample clearance, insulation and air circulation. Check heating apparatus before leaving it unattended.
Static electricity	Dangerous in presence of flammable vapors. Occurs where liquid flows from pipes.	Ground equipment. Use static eliminators. Humidify the atmosphere.

Fire door and shutter fusible links, automatic sprinkler water control valves and water pressure

should be checked routinely by the Building and Grounds Department.

All employees must immediately report fires, smoke or potential fire hazards to the Fire Department (dial 911).

All employees must conduct their operations in such a way as to minimize the possibility of fire. This means applying rules such as keeping combustibles separated from ignition sources, being careful about smoking, and avoiding needless accumulations of combustible materials.

Supervisors are responsible for keeping their operating areas safe from fire. The provision and maintenance of fire detection systems and both automatic and manual fire extinguishing equipment is the responsibility of the Building and Grounds Department. But the supervisor, who best knows the day-to-day nature of his/her operations, is responsible for notifying the Safety Committee of operations that change the degree of fire risk and will therefore require a change in the planned fire protection provisions.

Supervisors must ensure that their personnel are properly instructed regarding potential fire hazards involved in their work and around their workplaces, the proper precautions to minimize fires, and the procedures in case of fire.

Section 5: Class A Combustibles

Class A combustibles are common materials such as wood, paper, cloth, rubber, plastics, etc. Fires in any of these fuels can be extinguished with water as well as other agents specified for Class A fires. They are the most common fuels to be found in non-specialized operating areas of the work place such as offices.

Safe handling of Class A combustibles means:

Disposing of waste daily. Keeping work area clean and free of fuel paths, which can spread a fire, once started.

Keeping combustibles away from accidental ignition sources such as hot plates, soldering irons, or other heat or spark-producing devices.

Keeping all rubbish, trash or other waste in metal or metal-lined receptacles with tight-fitting covers when in or adjacent to buildings. (Exception: wastebaskets of metal or of other material and design approved for such use, which are emptied each day, need not be covered.)

Using safe ash trays for disposal of smoking materials and making sure that the contents are extinguished and cold to the touch before emptying them into a safe receptacle.

Planning the use of combustibles in any operation so that excessive amounts need not be stored.

Storing paper stock in metal cabinets and rags in metal bins with automatically closing lids.

Making frequent inspections and checks for noncompliance with these rules in order to catch fires in the potential stage.

Section 6: Class B Combustibles

Class B combustibles are flammable and combustible liquids (including oils, greases, tars, oil-base paints, lacquers) and flammable gases. Flammable aerosols (spray cans) are treated here.

The use of water to extinguish Class B fires (by other than trained firefighters) can cause the burning liquid to spread carrying the fire with it. Flammable-liquid fires are usually best extinguished by excluding the air around the burning liquid. Generally, this is accomplished by using one of several approved types of fire-extinguishing agents, such as the following:

Carbon dioxide

ABC multi-purpose dry chemical

Halon 1301 (used in built-in, total-flood systems)

Halon 1211 (used in portable extinguishers)

NOTE: Future purchases of Halon are prohibited by federal regulations and will be replaced by carbon dioxide.

Fires involving flammable gases are usually controlled by eliminating the source of fuel, i.e., closing a valve.

Technically, flammable and combustible liquids do not burn. However, under appropriate conditions, they generate sufficient quantities of vapors to form ignitable vapor-air mixtures. As a general rule, the lower the flash point of a liquid, the greater the fire and explosion hazard. It should be noted that many flammable and combustible liquids also pose health hazards.

NOTE: The flash point of a liquid is the minimum temperature at which it gives off sufficient vapor to form an ignitable mixture with the air near the surface of the liquid or within the vessel used.

It is the responsibility of the user to ensure that all Class B Combustibles are properly identified, labeled, handled, and stored. If assistance is required, contact the Building and Grounds Department. Safe handling of Class B combustibles means:

Using only approved containers, tanks, equipment, and apparatus for the storage, handling, and use of Class B combustibles.

Making sure that all containers are conspicuously and accurately labeled as to their contents.

Dispensing liquids from tanks, drums, barrels, or similar containers only through approved pumps taking suction from the top or through approved self-closing valves or faucets.

Storing, handling and using Class B combustibles only in approved locations, where vapors cannot reach any source of ignition, including heating equipment, electrical equipment, oven flame, mechanical or electrical sparks, etc.

Never storing, handling or using Class B combustibles in or near exits, stairways or other areas normally used for egress.

In rooms or buildings, storing flammable liquids in excess of 10 gallons in approved storage cabinets or special rooms approved for the purpose.

Knowing the locations of the nearest portable fire extinguishers rated for Class B fires and how to use them.

Never smoking, welding, cutting, grinding, using an open flame or unsafe electrical appliances or equipment, or otherwise creating heat that could ignite vapors near any Class B combustibles.

Section 7: Portable Heaters

The use of these devices, whether privately or county owned, is allowed only where there is no chance of causing injury to personnel or of creating a fire hazard. This provision obviously requires common sense in safely locating such devices and ensuring that they do not operate when they are unattended. These devices may not be used in locations where:

1. Flammable or explosive vapors or dusts may be present.
2. The area has been designated as unsafe for such devices.

The following practices should be carried out when operating portable heating appliances:

1. Do not place the appliance on unstable or readily combustible materials.
2. Maintain a clearance of at least 12 inches between the appliance and combustible materials.
3. Ensure that the appliance is approved by either Underwriters Laboratories, Inc., or Factory Mutual Research Corporation.
4. Connect the appliance directly to a proper electrical outlet using only the cord with which it was originally equipped. Do not use extension cords in lieu of permanent wiring.
5. Do not operate the appliances during off hours if they are unattended.

Section 8: Fire Fighting Equipment

This section describes the fixed and portable equipment that is provided in working areas for fire protection. The fixed equipment includes automatic sprinklers, detectors and alarms, fire doors, etc. The portable equipment consists of fire extinguishers to be operated by employees before the arrival of the local Fire Department.

Several types of automatic fire detectors are used throughout Sarpy County, according to particular needs and purposes. All of them will detect fire (by one of several means) and transmit an alarm to the fire station. In the many buildings equipped with evacuation alarm bells, the automatic detectors activate those alarms, as do the manual pull boxes. In some cases, automatic extinguishing systems are activated by automatic detectors. The Fire Department always dispatches firefighters and apparatus to the scene of any automatically actuated alarm,

Parts of the Courthouse are provided with automatic sprinkler systems. The sprinkler heads contain a fusible element (most commonly fused at 212 degrees F) which, on melting, opens the head and starts a spray of water. The resulting flow of water in the piping activates an alarm at the fire station, and firefighters are dispatched.

Automatic sprinkler heads can be damaged if they are subjected to mechanical abuse. A protective cage should be installed where such damage is possible. Heat inadvertently applied to the sprinkler head can also activate the sprinkler when no actual fire is present. Normal heat sources should therefore be kept away from sprinkler heads. To avoid decreasing the flow or spread of water or altering the spray pattern, do not allow material or furniture to be located too near the sprinkler head.

Allow at least 18 inches of clearance around sprinkler heads.

Sprinkler system control valves must be kept accessible for Fire Department use. Allow at least 3 feet of clearance (enough for a man to pass through easily) around such valves.

In the Courthouse, evacuation alarm bells are automatically activated when fire is detected. They can also be activated manually at strategically located pull boxes. The emergency actions of personnel and the evacuation procedures for each building or operating area are usually set forth in the Operational Safety Procedures for each building and posted near the main entrance or fire exit or elevator. Never use the elevator in case of a fire.

Section 9: Fire Doors and Exits

Automatic fire doors and dampers are provided at strategic points to close and block the spread of smoke and fire when these are sensed by automatic detectors. Automatic fire doors must never be blocked or left in disrepair so that they cannot close and latch automatically as intended in the event of a fire.

Self-closing fire doors are those doors designed and installed to close each time after being opened. They too must never be blocked, wedged or tied open. If such doors must be kept open, the self-closers must be replaced with approved automatic smoke-activated release hold-open devices.

Exit corridors must not be used for storage. The Life Safety Code, NFPA 101, requires that buildings designed for human occupancy must have continuous and unobstructed exits to permit prompt evacuation of the occupants and allow necessary access for responding emergency personnel. The intent of the Code is to keep exits free from obstructions and clear of combustible materials. Attention to housekeeping, therefore, is very important. "Temporary" storage of furniture, equipment, supplies, or anything else is not permitted in exit ways. Combustibles, including recyclable waste paper, are not permitted in exit ways.

Exit sign lights, when burned out, should be reported to Maintenance for service.

Section 10: No Smoking

Smoking is forbidden in all County Buildings, Vehicles and Equipment for fire safety and health reasons. There is a designated smoking area located outside the double doors in the southeast corner of the Courthouse.

See the Sarpy County Policies and Procedures Manual for the "No Smoking" policy.

Chapter 12

Emergencies

Section 1: General

Sarpy County requires that during every emergency an organized effort be made to protect personnel from further injury and to minimize property damage. Immediate and knowledgeable action is vital.

All of Sarpy County's resources can be made available to respond to an emergency. Each supervisor must know what to do during an emergency in his or her area and must be certain that his or her employees understand their roles.

Section 2: Supervisors Responsibilities

Before an emergency, the supervisor must:

Ensure that those under his or her supervision are familiar with the plan for the building, particularly the recommended exit or shelter routes and how to report an emergency.

During an emergency, the supervisor must render assistance to the person in charge during an emergency, as required.

Make sure that all employees or customers are evacuated or directed to shelter as necessary for the particular emergency.

Section 3: Employee Responsibilities

Employees, other than emergency-response groups, involved in any emergency greater than a minor incident are expected to act as follows:

Employees not involved in the emergency must stay away from the scene and follow any instructions issued from your supervisor. Employees must not reenter an area that they have evacuated until notified that it is safe to return.

If there is threat of further injury or further exposure to hazardous material, remove all injured persons, if possible, and leave the immediate vicinity. If there is no threat of further injury or exposure, leave seriously injured personnel where they are.

Report the emergency immediately by phone. State what happened, the specific location, whether anyone was injured, and your name and phone number.

Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident.

Section 4: Fire

Check for fire hazards periodically and act to prevent fires where possible. Fire drills will be held periodically so everyone knows what to do in case of fire. Each supervisor should designate a meeting place outside, away from the building, where you will meet to insure that everyone got out safely. Report missing personnel to your supervisor.

Minor fires may be fought using a nearby ABC fire extinguisher according to its manufacturer's directions. Only new or small fires should be fought. Contact the fire department to report the fire, even if the fire is out.

Major fires require evacuation and notification of the fire department. In a major fire, the only fire you need to fight is one between you and the door. Do not attempt to fight a large fire or a fire in a smoke-filled room. Evacuate when you hear the fire bell. The County Clerk's office. County Assessor and County Treasurer should close their vaults to preserve records.

Section 5: Discovery of a Fire

On discovering a fire:

1. Call 9-1-1, use the outside access number first, if needed.
2. Advise others of the fire.
3. Use a fire extinguisher only if the fire is small and, in your opinion, controllable, otherwise evacuate while warning others of the need to evacuate.
4. All fires will be reported to your county official and others as directed.

There is available in your office a **COUNTY EMERGENCY PLAN**. Read this and understand what you are to do in the event of a fire, weather alert, disaster or other threat situations. If you have any

questions, ask your supervising county official.

Section 6: Tornado

Listen to local TV and radio stations for updated storm information. National Weather Broadcasts can be received on 162.400 Mhz.

A tornado watch means that atmospheric conditions are favorable for tornados to form.

A tornado warning means a tornado has been sighted and may be headed in our direction. Go to safety immediately. When National Weather declares a tornado warning for Sarpy County, 911 dispatch will sound the high pitched internal tornado warning. The basement, located under the north wing of the courthouse, is the designated tornado shelter. Follow the posted directions on your bulletin board to reach the basement shelter.

Periodic tornado drills will be conducted so everyone knows what to do when a tornado approaches.

Section 7: Injury

Report workplace injuries to your supervisor immediately.

If an employee or member of the public is injured:

Evaluate the emergency and, if needed:

1. Call 911 for emergency medical response if needed. (NOTE: When dialing the emergency telephone number, 911, within the Courthouse, Highway Department and Fleet buildings you must first dial a 9 and then 911.)
2. Get others to assist you.
3. Stabilize the injured party until a responding unit arrives.
4. Move an injured party only if a life-threatening situation is present to both you and the injured person.
5. All injuries will be reported to your county official and others as directed.

Section 8: Civil Disturbance

In a situation which is developing slowly and deliberately, courthouse officials may operate out of their regular offices during the preliminary or negotiating phase. Calling in directors, as required, and routinely circulating information to departments concerned.

In a situation where there is a sudden eruption of violence accompanied perhaps by attempted arson and assaults, law enforcement personnel should be notified which will provide the information needed to make appropriate decisions. Consider early release or requesting employees to stay home. An effective notification/recall system is a must.

Section 9: Chemical Spills

If you witness a hazardous materials accident, spill or release immediately contact 911. If you hear an Emergency Broadcast System warning on television or radio for this immediate area, follow emergency response official instructions carefully.

Stay away from the incident site in order to minimize your chances of contamination. If you are caught outside the incident area, try to stay upstream, upwind and uphill from an incident.

If you are asked to evacuate, do so immediately. Before leaving the office, close all windows and shut off vents.

In certain circumstances, you will be requested to stay indoors rather than evacuate. Strictly follow all instructions given by emergency authorities. To reduce the possibility of toxic vapors entering the office, seal all entry routes as efficiently as possible. Close and lock the windows and doors. Seal gaps around windows, air conditioning units and under doorways with wet towels and duct tape. If warned of possible outdoor explosion, close all drapes, curtains and blinds. Remain in the interior protected areas of the buildings.

Section 10: Mechanical Failure/Power Outage

Commercial power failure will disrupt power in most offices. Emergency lighting is provided in the hallways and for the Communications Center by automatically switched generators. Supervisors will decide when to release employees if power does not resume in a reasonable time.

Section 11: Bomb Threat

Experience shows that over 95 percent of all written or telephoned bomb threats are hoaxes. However, given the chance of authenticity, appropriate action should be taken to protect employees and the public, as well as to safely recover the suspected device.

Employees who regularly take phone calls should be familiar with the attached FBI Bomb Threat Data Checklist and begin asking the questions indicated. It is not as unlikely that the caller will give his/her address as you may think. According to the FBI, many of these callers are looking for someone to talk to and a simple ruse such as suggesting, "We'll have the manager get back to you on that. Could I have your name and number so he/she can do so," may be all it takes to get the

information. Therefore, this questionnaire may be the single most important resource in dealing with bomb threats.

Relay threat information to law enforcement authorities. The facility manager may warn employees or evacuate the building as directed by law enforcement personnel. Individuals who know what does or does not belong in or near the building may be asked to assist with the search for a suspected device. A bomb disposal unit will be notified if such a device is found.

Chapter 13

General Safety Rules

Section 1: Intoxicants and Narcotics

Alcoholic beverages or illegal narcotics shall not be brought onto the grounds owned or operated by the County. Such substances shall not be transported in any vehicle owned by the County.

Supervisors shall not allow an employee to commence work operations if the employee reports to work in an apparent intoxicated condition, or in a condition which in the supervisor's opinion, might jeopardize the safety of any employee, property or equipment.

Persons under the influence of any intoxicant or narcotic shall not attempt to drive or operate a piece of equipment or vehicle owned by the County.

Section 2: Safety Tips

Horseplay, practical jokes and misuse of County equipment may be cause for dismissal.

Section 3: Hostile Working Environment

If at any time you feel intimidated, harassed, or threatened, report this immediately to your supervising county official or, the county attorney.

Section 4: Drug Free Workplace

The county is a DRUG FREE WORKPLACE. This means that no employee will possess, use, sell, distribute, or dispense any drugs in the workplace. No employee will be under the influence of drugs, including alcohol, while on duty. This is more fully explained in another county policy, there are exceptions which are described in the policy. If you have any questions, ask your county official.

Section 5: Key Control

If you are authorized to access secure areas, by being provided a key to such areas, you are not permitted to loan or give the key to any other person. Only where directed by your county official will you permit the key to leave your possession. If the key is lost or stolen it must be immediately reported to your county official. This is for your personal safety as well as that of your co-workers.

Section 6: Horseplay

There has been recorded injuries which have resulted from good natured horseplay. As stated in the very beginning of this manual, our working environment is a professional place of business, let's all work together to keep it that way.

Chapter 14

Hazard Communication Plan

Section 1: Location of Plan

The written plan is available for review by all employees at the following central location:

Building and Grounds Department
Sarpy County Courthouse
1210 Golden Gate Drive
Papillion, NE 68046

Section 2: Designated Personnel

The following employee has been designated as the person responsible for updating and maintaining the hazard communication program, employee training, labeling, and ensuring Material Safety Data Sheets (MSDS) forms are obtained/maintained:

Emergency Management * Hazard Communication Coordinator
Ken Petersen, Building and Grounds Superintendent

Section 3: Updating and Evaluating

At least once a year the designated Hazard Communication Program Coordinator (HCPC) will review the program and update its effectiveness to ensure it meets the minimum requirements outlined by the standard. The HCPC will assess the hazardous chemicals and materials in each work area, develop policies and implement this written plan on a continuous basis. The HCPC will update and evaluate each of the following elements of this hazard communication program.

1. Hazard assessment
2. Assess applicable regulations
3. Written plan
4. Company policies

5. Company discipline
6. Training program
7. Inspection audits
8. Designated employee accountability

Section 4: Container Labels

Materials Received

All containers received for use in each of the worksite areas are properly and clearly marked in English with:

1. Content
2. Hazard of the specific target organ
3. Name and address of Manufacturer

Missing Labels

Missing or defaced labels will be replaced immediately with clean, properly marked labels. Notices will be posted on the employee bulletin board that provide an explanation of our container labeling system and location of the hazard communication program.

Portable Containers

Portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer are not required to be labeled. All other portable containers are to be labeled with the content and hazard of the specific target organ.

Section 5: Material Safety Data Sheets

One MSDS for each hazard chemical in the work area will be kept at the Building and Grounds Department office and will be available for review by all employees during each work shift. Copies will be available for review by all employees during each work shift. Copies will be available upon request to the foreman.

Hazard Determination

An MSDS will be requested for all incoming hazardous substances. The company will rely on furnished MSDSs for their hazard determination evaluations.

MSDS Information

The company's designated person will ensure all MSDSs have completed information on each of the following categories:

1. Identities used on label
2. Chemical and common names
3. Physical and chemical characteristics
4. Physical hazards
5. Health hazards
6. Primary routes of entry
7. Air exposure limits (PELs, TLVs)
8. Carcinogenicity
9. Precautions for safe handling and use
10. Control measures
11. Emergency and first aid procedures
12. Date of preparation of MSDS
13. Name/address/phone number of MSDS preparer or distributor

Missing MSDS

The company's designated person will write and or call the suppliers for any missing MSDSs or missing MSDS category information. All contacts will be documented.

Section 6: Employee Information and Training

Training

Periodic training will be conducted for employees for existing hazardous chemicals and for new hazardous chemicals which may be introduced into the work area. The Building and Grounds Superintendent should be contacted about any questions on hazardous chemicals or suggestions for training needed hazardous chemicals.

Record keeping

The company's designated trainer will ask employees attending the hazardous chemical safety course to sign a sheet verifying his attendance and receipt of the handbook.

Chapter 15

Occupational Health and Environmental Controls

Section 1: Sanitation

An adequate supply of drinking water shall be provided at all work places. Portable containers used to dispense drinking water shall be capable of being tightly closed and equipped with a tap. Drinking water containers shall be clearly marked. Where single service cups are supplied, they shall be provided in a sanitary container. A waste can is necessary for disposal of used cups.

It shall be the responsibility of employees engaged in the application of paints, coatings, herbicides, insecticides, and other contaminants to have at least 5 gallons of potable water at the work site.

Non-drinking water shall be clearly marked to indicate that the water is unsafe and not to be used for drinking or washing purposes.

Section 2: Gases, Vapors, Fumes, Dusts, and Mists

Exposure to inhalation, ingestion, skin absorption, or contact with any material or substance above the threshold limits for airborne contaminants shall be avoided. Administrative or engineering controls shall first be utilized, whenever feasible. When controls are not feasible, protective equipment shall be used to keep exposure to air contaminants within acceptable limits.

Section 3: Ventilation

Whenever harmful dusts, fumes, mists, vapors, or gases exist or are produced by the maintenance work in quantities likely to be harmful to employees, and prevention or elimination of such hazards is not practicable, the hazards shall be controlled by general ventilation, local exhaust ventilation or other effective means continually during the operation as is necessary to insure removal of the harmful elements.

Section 4: Silica Dust

Silicosis is a disease of the lungs in which the normal lung tissue is replaced by fibrous or scar tissue due to breathing air containing silica dust. In general, dust concentrations of less than 5 million particles per cubic foot of air are considered safe, even in cases where the dust contains a high percentage of free silica. Silica dust may be produced by the following construction and maintenance actions:

1. Maintenance operations:
 - a. Sandblasting
 - b. Grinding
 - c. Cleaning
 - d. Jack hammering

2. Recommended preventive measures:
 - a. Sandblasting and grinding:
 1. Sandblasters working within an enclosure shall wear an approved respirator.
 2. In grinding operations, wheels should be equipped with an exhaust hood. Otherwise, operator should wear an approved respirator.
 - b. Cleaning:
 1. When cleaning the interior of shops, sheds, or other structures, dust shall not be blown into the air. A vacuum cleaner should be used whenever possible. When sweeping, floors should be moistened or a sweeping compound used.

Section 5: Carbon Monoxide Asphyxiation

Construction and maintenance workers may be exposed to harmful concentrations of Carbon Monoxide gas. Garage mechanics are most likely to be exposed to this hazard.

Common sources of Carbon Monoxide gas are:

1. Internal combustion engines
2. Exhausts
3. Fires
4. Blasting operations

The allowable level of Carbon Monoxide gas in the air for an 8 hour working day is 0.005%. When this level is exceeded, controls should be instituted. The severity of poisoning depends upon the amount of Carbon Monoxide gas in the air, the length of time exposed, and the degree of exertion.

Carbon Monoxide gas is not easily detected because it is odorless, colorless, tasteless, and nonirritating. It gives no warning of its presence and a victim may suddenly collapse without

previous symptoms. Employees shall be instructed in C.P.R. methods.

Recommended preventive measures:

1. Working areas shall be kept well supplied with fresh air. Whenever possible, exhaust ventilation shall be provided to remove Carbon Monoxide gas at the point of origin.
2. Provide approved gas masks or oxygen-breathing apparatus for emergency use and where positive exhaust methods are not practical.
3. Do not permit persons with anemia or any chronic disease to work in gaseous areas.
4. Do not permit a person who has been ill due to acute poisoning to return to work without a doctor's permission.

Chapter 16

Protective Equipment and Clothing

Section 1: General

Personal protective equipment is only effective when properly used. Employees operating machines, climbing ladders, handling material, or doing manual labor should wear clothes that are reasonably snug, particularly about the neck, wrists, and ankles. There should be no loose cuff flaps or strings. Employees assigned to shop or yard activities shall wear long trousers and a shirt at all times.

Protective equipment, protective clothing, respiratory devices, and protective shields and barriers shall be used and kept in a sanitary, reliable condition.

At the discretion of the Supervisor, employees may be required to wear safety glasses, safety fluorescent vest, and/or safety toe shoes while engaged in activities other than those specified in this Manual.

Employees and supervisors shall insure that personal protective equipment is worn where hazards may be encountered capable of causing injury or impairment to the body. If an employee avoids or disregards an order to wear protective clothing or equipment required on a job, corrective or disciplinary action may be administered in accordance with the County Personnel Manual.

Section 2: Head Protection

It shall be the responsibility of each employee to wear a hard hat when there is danger of a head injury or when a supervisor deems it necessary for prevention of injury. Since hard hats are not required at all times, the employee and supervisor must evaluate each work situation to determine whether the duties being performed and the working environment warrant the wearing of hard hats. Corrective Action may be taken by a supervisor for abuse of the following specified activities that require the protection of hard hats:

1. When overhead work is being performed with tools or materials.
2. Cutting and trimming trees.
3. Installing and repairing traffic signs.
4. Cleaning up and repairing storm damage.
5. Towing or pulling objects with a chain or cable.
6. Work activities using a front end loader, backhoe, and similar type equipment.
7. Construction sites which require personnel to wear hard hats.

Section 3: Eye and Face Protection

Appropriate eye and face protection shall be worn where machines or operations present a hazard to the eyes or face from flying objects, glare, liquids, or injurious radiation.

Eye and/or face protection is required for, but not limited to the following operations and equipment:

1. Air Compressor
2. Sand Blasting
3. Wire Brushing
4. Abrasive Grinding
5. Torch Cutting
6. Welding and Welding Inspections
7. Spraying
8. Power Drilling
9. Tree and Brush Trimming
10. Power Brooming
11. Sawing and Hammering
12. Working around brush chippers

The following policy has been adopted by the Sarpy County Board of Commissioners:

WHEREAS, it is the policy of Sarpy County to require appropriate eye and foot protection for County employees in the Landfill, Highway, Fleet Services, Building and Grounds, and Building and Planning departments who have exposure to injuries to their eyes and feet; and,

WHEREAS, it is the policy of Sarpy County to partially reimburse the cost of safety toe and puncture resistant shoes and prescription safety eyeglasses.

NOW, THEREFORE, BE IT RESOLVED, By the Sarpy County Board of Commissioners as follows:

1. Sarpy County will reimburse employees of the Fleet Services, Highway, Building and Grounds, Landfill, and Building and Planning departments who perform tasks which may pose hazard to their eyes and feet for the purchase of prescription safety eyeglasses and

safety toe shoes.

2. The rate of reimbursement for prescription safety glasses will be up to but not exceed \$150.00 and may be paid once every two years UNLESS employee experiences a change of vision requiring a new prescription. Also, if during performance of authorized duties an employee experiences destruction or damage beyond reasonable repair to their prescription safety glasses they may be replaced without regard for the normal reimbursement period upon appropriate approval of the Department Head or Elected Official.
3. The reimbursement will be made to the employee upon presentation of a paid invoice which shows that the eyeglasses contained safety prescription lenses and shows the type of lenses (single vision, bifocals or trifocals).
4. Non-prescription eye shields will continue to be provided by each department for employees performing tasks which may be a hazard to their eyes.

Section 4: Foot Protection

If the job requires foot protection, safety toe shoes shall be worn. Such protection shall be required for, but not limited to the following jobs:

1. Yard maintenance.
2. Construction.
3. Warehouse operations.
4. Equipment repair and service.
5. Carpentry activity.
6. Moving equipment and furniture.
7. Assessor duties

New employees who are required to wear safety toe shoes will be required to do so on their first day of employment. This includes all types of employees, probationary, temporary, permanent, part time, or full time.

The following policy has been adopted by the Sarpy County Board of Commissioners:

WHEREAS, it is the policy of Sarpy County to require appropriate eye and foot protection for County employees in the Landfill, Highway, Fleet Services, Building and Grounds, and Building and Planning departments who have exposure to injuries to their eyes and feet; and,

WHEREAS, it is the policy of Sarpy County to require appropriate foot protection for County employees in the County Assessor's department who have exposure to injuries to their feet; and,

WHEREAS, it is the policy of Sarpy County to partially reimburse the cost of safety toe and puncture resistant shoes and prescription safety eyeglasses.

NOW, THEREFORE, BE IT RESOLVED, By the Sarpy County Board of Commissioners as follows:

1. Sarpy County will reimburse employees of the Fleet Services, Highway, Building and Grounds, Landfill, and Building and Planning departments who perform tasks which may pose hazard to their eyes and feet for the purchase of prescription safety eyeglasses and safety toe shoes.
- 2., Sarpy County will reimburse employees of the County Assessor's department who perform tasks which may pose hazard to their feet for the purchase of puncture resistant shoes.
3. The rate of reimbursement for safety toe and puncture resistant shoes will be \$150 and may be paid upon approval by the appropriate department head or elected official.
4. The reimbursement will be made to the employee upon presentation of a paid invoice which shows that the shoes purchased contained safety toes or are puncture resistant, or the reimbursement may be made directly to the vendor.

Section 5: Hand Protection

Hand protection suitable for the need should be worn whenever the work requires extra protection and shall be furnished by the employee except for special conditions. The special conditions are: danger from heat and chemicals and special use. Gloves for these conditions may be procured from the Building and Grounds Department.

Section 6: Safety Belts and Lanyards

Employees shall wear safety belts when working at elevated levels not protected by guardrails, if a safety net is not provided, or when working from suspended scaffolds.

Section 7: Hearing Protection

Whenever it is not feasible to reduce the noise levels or duration of exposure to those permissible by OSHA, ear protective devices shall be used. During chain saw operations, hearing protection equipment shall always be worn.

Section 8: Respiratory System Protection

When effective controls are not feasible in removing harmful dusts, fogs, fumes,

mists, gases, smoke, sprays, or vapors from a work area, employees shall use appropriate respirators to protect themselves.

An organic vapor respirator shall be worn when spraying chemicals. The user shall be instructed in the use of respirators.

Section 9: Life Jackets

Employees shall wear U.S. Coast Guard approved buoyant protective equipment at all times while working on or over streams, rivers or other bodies of water, where the danger of drowning exists, except when guardrails, safety nets, or safety belts and lifelines are used.

Section 10: Other

Employees working around skin irritant materials such as detergents, creosote, tar, grease, insulating materials, etc., are required to wear suitable protective garments.

Chapter 17

Maintenance Department Vehicle and Equipment Operations

Section 1: Loading Trailers

When loading equipment on tilted trailers, place unit on trailer so that fifteen to twenty percent of the weight is transferred to the hitch. Hook up safety chain at hitch and make sure trailer lights and brakes are properly connected. Check tie down chains for weak links and secure the unit tightly to the bed. Use strong chains for heavy equipment. Test trailer brakes and lights to assure proper operation before leaving loading site. Check tie down chains after traveling a mile.

Section 2: Towing Procedures

Equipment which is customarily towed shall not be towed unless safety chains are used in addition to the regular tow bar or connector. The safety chains shall be permanently attached to all towed equipment and shall be of sufficient strength to control the towed equipment in the event of tow bar failure. Chains, hooks and attachments shall be kept in good repair and shall be constantly inspected for weakened areas.

Operators shall not tow a vehicle or piece of equipment, which requires the use of the pintle hook or hitch, without first securing the pintle with wire, cotter pin or other adequate means.

The use of polypropylene tow ropes should be discouraged. If they are used, extreme caution should be used. Do not wrap rope around frame or bumper, sharp edges will cut the rope.

Section 3: Loaders

Lower all attachments (blade or bucket) to the ground before dismounting from the machine.

Don't get under the machine unless the engine is turned off and the parking brake set.

Make all adjustments (grease and repairs) with the engine off and hydraulic systems not under pressure, except where instructions indicate otherwise.

Make sure all pressure and temperature gages are operating and are "in the green" before beginning work.

Don't allow chains, ropes or tools to lie on the floorboards when operating the machine.

Don't allow the floorboards or mounting steps to become slippery with grease and oil.

Allow only those passengers who have secure seat positions to ride on the machine.

Watch directions at all times. Always face or look in the direction that the machine is traveling.

For travel speeds, raise the bucket approximately 15 inches off the ground and pitch back to afford maximum visibility.

Don't travel with a loader bucket raised more than 3 feet off the ground except when approaching the hauling unit or dump point.

Don't make sudden brake stops with a raised or loaded bucket.

Make sure the bucket does not pass over anyone.

Don't drive close to bank edges where there is soft footing or danger of collapse.

Don't travel sideways on a slope with a bucket raised.

Don't spin tires when digging - use a higher gear or less throttle.

Don't load at the base of a high bank where there is a possibility of the bank collapsing onto the equipment.

Loaders should not be used as work platforms.

Section 4: Snow Removal and Sanding

When operating equipment for snow removal or sanding operations, caution shall be exercised at all times. Operators shall not spray sand or chemicals on other vehicles. Snow or sanding operations shall be in compliance with this Manual and other directives issued by the County.

Section 5: Other

Equipment operators shall reduce vehicle speed during periods of poor visibility caused by fog, smoke, rain, or snow and shall turn on the headlamps of their vehicles as an added precaution. Should visibility make operation unsafe, the vehicle shall be stopped and parked clear of the traffic lane and remain there until driving can be safely resumed.

Persons shall not ride in a truck box except in an emergency and only when safety railings are in place and safe seating arrangements are provided. No one shall sit on the edge of the truck box at any time.

Persons are not permitted to ride on a trailer, nor permitted to ride on any portion of a tractor, front end loader, motorized mower, or similar equipment, except as the driver.

Chapter 18

Maintenance Operations

Section 1: Mowing

Mowing equipment can be extremely dangerous to operate if the simple rules of safety are ignored. Some important safety rules applying to mowing equipment are:

1. Do not operate mower while other employees or pedestrians are within the range of objects that might be propelled by a high speed blade. Direct discharge toward the ditch and backslope, rather than towards the street or sidewalk.
2. Never attempt to unclog or adjust a running machine.
3. Operators of mowing equipment shall wear protective equipment and clothes as required in Chapter 16 of this manual.
4. Never wear loose clothing near power take-off or rotating equipment.
5. Mowers should be shut off when crossing roads, driveways and sidewalks.

Mowing with tractors:

1. Slopes that are greater than 3:1, shall not be mowed, except in specific designated areas. When mowing these slopes, use only equipment specifically designed for this operation.
2. When mowing slopes with side mount mowers, mow with the mower toward the upside of the slope.
3. Do not permit anyone other than the operator to ride on a tractor.
4. Always shut off the engine, set the parking brake and disengage the P.T.O. before getting off a tractor.
5. Always drive the tractor at speeds compatible with safety, especially over rough ground, crossing ditches, slopes, or when turning.
6. If the tractor is stuck, back out to prevent upsetting. If logs are used, always put them under the rear of the rear wheels, and back out.
7. Keep all power take-off shields in place.
8. Observe all motor vehicle laws. Mow with flow of traffic except in special circumstances or where permission is granted by your supervisor.
9. Slow moving tractors crossing roads, and tractors hidden from view when mowing in an area of restricted sight distance are potential accident situations.

10. Mowers shall be blocked up when changing blades or performing service and repair.
11. When bat wings are in the raised position to service, change blades or for roading, the safety bars shall be hooked up.

Mowing with small rotary mowers:

1. Clear debris before mowing.
2. Locate large rocks or similar objects.
3. Stay off wet slopes.
4. Disconnect the ignition wire when cleaning or replacing blades.
5. Shut off the engine when the mower is unattended or when refueling.
6. Do not refuel an engine that is still hot; allow a cooling down period.
7. Do not operate the motor at speeds in excess of the manufacturer's instructions.
8. Keep all guards and shields in place.

Section 2: Spraying

Employees doing the actual operation or coming into contact with spray materials should have a knowledge of the chemicals being used and the hazards associated with those chemicals, including application and recognition (smell and appearance).

The hands and face should be washed before eating, and lunches should be kept in closed containers away from contamination.

A raincoat, hat and goggles are recommended during spray operations when the nozzle operator is directly under, or on the leeward side of the foliage to be sprayed.

When it is known, or when there is a question of doubt as to whether the material being used has a toxic effect upon humans, goggles and a respirator will be worn.

The proper respirator shall be worn by those employees engaged in spraying and mixing chemicals when recommended by manufacturer on container label. This includes drivers of vehicles.

When filling tanks, caution shall be taken to prevent excess spray material from escaping into streams and ponds.

The operation and maintenance of the spray power equipment shall be the responsibility of an employee who is well versed in its operational functions.

Fuel shall only be added to the spray motor by means of approved dispensing methods or containers.

Exhaust systems for the spray motors shall be insulated and shielded from the gas tank area.

Surfaces on the spray tank and truck shall be kept reasonably free from accumulation of spray

material. This equipment must be washed off at least once daily when being used.

An adequate platform and railings shall be provided for the protection of nozzle operators when the top of the spray tank or truck cab is used as a spraying platform.

Plates, pipes and hinges shall be inspected daily for deterioration caused by the corrosive action of spray materials.

Hose connections shall be inspected daily. A spray hose under pressure can cause serious injury if the hose becomes disengaged.

At least 5 gallons of potable water shall be carried by the crew when engaged in spraying operations.

Section 3: Tree Trimming

Although tree trimming operations present many common hazards such as cuts and bruises from limbs and machinery, the principal causes of injury are:

1. Falls from trees.
2. Contact with energized wires.
3. Falling trees and falling limbs.
4. Improper climbing and working methods.
5. High-speed moving parts on power equipment such as chippers and chain saws.

Safety hard hats and protective eye and face equipment shall be worn to protect employees from being scratched or struck by twigs and branches or flying debris from a chipper.

For unusual jobs where it is necessary to get near or in between live conductors, the utility company shall be asked to cover the wire with rubber protection, relocate it, or de-energize the circuit temporarily until the job is completed.

Before allowing an employee to climb a tree, the supervisor shall check the tree for structural weaknesses and brief the employee on the hazards to be expected - dead limbs, overhead wires, etc.

When using hydraulic lifting devices to trim trees, the boom and associated equipment shall not be depended upon for insulation. Operators shall be warned not to raise and project booms over live conductors. Important rules for operation of chain saws are:

1. The supervisor shall insure that any employee permitted to operate a chain saw is qualified to do so.
2. No one except the operator shall be allowed within a 6-foot radius of a saw when it is in operation.
3. The motor shall be shut off when moving a chain saw from one location to another, and hold the handle with the cutter bar directed to the rear.
4. When starting gasoline-operated chain saws with pull cords, the saw shall be held

- firmly on the ground or on some solid object.
5. Hot saws shall be permitted to cool for 2 or 3 minutes before refueling. A hot saw shall be placed on a log, stump, or on bare ground rather than on dry litter.
 6. Refueling shall be done in an area free from flammable materials. Metal-to-metal contact shall be maintained between the gasoline can and the gas tank while refueling a saw.
 7. Saws shall be moved at least 10 feet upwind from the refueling location before a motor is started.
 8. Chain saw operators shall wear approved eye protection and ear protection.

Section 4: Snow Removal and Ice Control

The most important factor in employee safety during storm emergencies is operator training. Operators must know how to handle their vehicles and equipment on slippery roads and in near-blind conditions. Training, both in the crewroom and in the field, is a must.

1. Exhaust systems of vehicles for winter operations shall be thoroughly checked for leaks.
2. Lights and windows shall be frequently cleaned during snow and ice removal operations. Amber beacons shall be used by working vehicles in traffic lanes.
3. If it becomes necessary to stop a truck in the traffic lane when plowing snow or spreading sand or chemicals, traffic shall be warned:
 - a. By operating amber beacons,
 - b. By using simultaneous turn-signal flashers, or
 - c. By using flares if visibility distance is limited.

Snow removal:

1. Procedures for safe blade and attachment changes during storms should be worked out. Plows should be stored blocked up at the exact height of the equipment so that they will not have to be lifted into place when attached or detached.
2. Snow removal equipment should not be operated against the flow of traffic except when operating through the low side of deep drifts and then under such control as necessary to avoid a collision.
3. Precautions shall be exercised when passing or meeting traffic to avoid throwing heavy snow or ice through a windshield or obstructing the vision of other motorists particularly with v-plows.
4. Operators shall use extra care when meeting opposing traffic to avoid side slip when removing packed snow or ice with one-way plows or trucks equipped with a side-mounted wing.
5. Operators shall use care when removing snow in the vicinity of parked or abandoned vehicles on or adjacent to the traveled way.
6. All employees shall cooperate with the Building and Grounds Department by moving their personal and County vehicles to alternate parking locations when

requested to do so for snow removal purposes. Failure to do so may result in the vehicle being towed away at the employee's expense.

7. All sidewalks, parking lots and driveways shall remain as snow and ice free as possible, realizing that it is not feasible to completely or continually eliminate this hazard. Ice melting compounds or a sand/gravel mixture shall be applied to sidewalks where necessary.

Section 5: Excavating and Trenching

1. Before opening any excavation, efforts shall be made to determine if there are underground utilities in the area, and they shall be located and protected during the excavation operations.
2. The walls and faces of all excavations, and trenches more than 5 feet deep, in which employees are exposed to danger from moving ground shall be guarded by a shoring system, sloping of the ground or some other equivalent means.
3. Excavated or other material shall be effectively stored and retained at least 2 feet or more from the edge of the excavation.
4. Daily inspections of excavations shall be made by a competent person. If evidence of possible cave-ins or slides is apparent, all work in the excavation shall cease until the necessary precautions have been taken to safeguard the employees.
5. Trenches more than 4 feet deep shall have ladders or steps located so as to require no more than 25 feet of lateral travel.

Section 6: Scaffolds

Scaffolds are required for any work that cannot be safely done from the ground by use of a ladder. Front end loader buckets shall not be used for painting or used as a substitute for scaffolding.

Only competent workers may erect scaffolds and they shall be supervised by a competent superintendent or foreman who shall insure that the scaffolds are built according to safety specifications.

All scaffolds, ladders, machinery, equipment, and devices shall be inspected at frequent and regular intervals while in use. Any scaffold found damaged or weakened shall not be used until repairs have been made.

Chapter 19

Maintenance Shops and Yards

Section 1: Shops

Safety inspections:

1. The supervisor or shop foreman should make regular inspections for fire and safety hazards.
2. The supervisor shall make sure that accumulations of combustible materials are removed to a safe place and slipping hazards are removed or absorbent used.
3. Falls caused by slips or tripping over equipment are a major cause of injuries in shops. Supervisors shall inspect work areas regularly and insure that floors are free of oil and walkways are clear of tools or equipment.
4. Supervisors shall hold regular safety meetings to keep employees mindful of the hazards in shop areas.

Clean with solvents:

1. Flammable solvents should not be used for cleaning. However, flammable solvents with flash points above 100 degrees F may be used in small quantities for small pans, provided that adequate ventilation is supplied and sources of ignition are not present. Only F/M, U/L or similarly approved cans and washers should be used in these operations.

Jacks:

1. Before jacks are used on vehicles, the jack and the vehicle shall be firmly blocked against horizontal movement. All possibility of the jack slipping shall be eliminated. The lifting head on the jack will be large enough to securely hold the part of the vehicle against the pressure being exerted.
2. At times, metal-to-metal contact between this apparatus and the parts handled might tend to slip, especially jacks and table hoists. Properly fitted wood blocks or suitable pieces of cloth should be used to separate metal from metal and increase the friction

of contact.

3. Weight limits shall be clearly stenciled or posted on all floor jacks and overhead hoists.

Batteries:

1. The principal hazards when batteries are handled by shop employees are acid burns, electrical burns and strains from lifting. There is also the possibility of hydrogen generated by the battery exploding if ignited, which bursts the battery and splashes the acid. For further information of the proper procedure to "jump" batteries, check with your supervisor.
2. Batteries shall have all cells covered when they are lifted out. If necessary, help should be obtained to do the lifting. Hand carts should be provided for moving the batteries around the shop.
3. Eye washing facilities shall be provided near the battery servicing area. A hose with potable water is satisfactory.
4. When batteries are installed and connected or when "jumpers" are connected across them for auxiliary starting, the batteries must be the same voltage with both negative posts grounded. Check fluid level, check for freezing. Vehicles should not be touching, ignition and accessories off, gear in park or neutral, and brakes on. Attach clamps in following order. Positive on dead battery to positive on good battery. Negative of good battery to engine block of vehicle with dead battery. Remove in exact opposite order.

Moving vehicles:

1. There is a possibility of being run over in shops and yards and employees should keep clear of moving vehicles.
2. Supervisors shall work out procedures for operations where vehicles or equipment are constantly moving through the yard, shop, wash rack, etc., that will absolutely prevent an employee from getting caught between vehicles.

Compressed air equipment:

1. All shop employees shall be familiar with the air compressor operating and maintenance instructions.
2. Rotating pulleys and belts on compressor and electric motors shall be properly guarded.
3. On electric motor driven compressors, periodically check and replace any deteriorated flexible cords or plugs.
4. The drain valve on the air tank shall be opened frequently to prevent excessive accumulation of liquid.
5. Air tanks shall be protected by adequate safety-relief valves. These valves shall be tested at regular intervals to be sure they are in good operating condition.

6. Beware of compressed air - it can be dangerous. Never use compressed air to blow dirt from your clothing or body. The pressure shall be reduced to 30 psi when used for cleaning purposes.

Section 2: Yards

Housekeeping

1. Materials shall be stacked safely and in an orderly manner.
2. Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage. Vegetation control will be exercised as necessary.

Underground Tank Vents:

1. Vent pipes from underground gasoline and fuel oil tanks shall be located so that the discharge point is:
 - a. Outside of the building.
 - b. Higher than the fill pipe opening.
 - c. Not less than twelve feet above the adjacent ground level.
2. Be sure that the vent pipe openings are located so that flammable vapors will not enter doors, windows, or become trapped under eaves or other obstructions. It is important that the vent pipes discharge only upward in order to disperse the vapors.
3. Each underground tank shall be vented through piping adequate in size to prevent a blow-back of any vapor or liquid at the fill opening while the tank is being filled. The vent pipes shall not be less than 1 1/4 inches inside diameter.

Tank Openings (other than vents):

1. Connections for all tank openings shall be vapor or liquid-tight.
2. If the openings for manual gauging are independent of the fill pipe, the openings shall have a liquid tight cover.
3. When filling and emptying connections are not being used, they shall be closed and liquid-tight.

Ramp Area and Pump Island:

1. "No Smoking" and "Shut Off Engine" signs shall be posted and visible to employees fueling County vehicles.
2. The hose retractors on the fuel pump shall be maintained in proper working order. If retractor is not available, hose shall be maintained in a manner that will minimize tripping hazard.
3. Adequate lighting shall be provided around the pump island for night work.
4. All electrical wiring in and around the pump and island shall be explosion proof, U/L approved, and enclosed type.

5. Emergency power cutoffs for fuel pumps shall be clearly identified, easily accessible, and located away from the pumps (not more than 100 feet).
6. Fuel pumps shall be mounted on either a concrete island or protected against collision damage by protective barriers.

Chapter 20

Maintenance Department Material Storage

Section 1: Sack Materials

Sacked materials such as fertilizer, calcium chloride and cement shall be carefully piled when placed in storage and shall be carefully removed so as to keep the piles in a stable condition.

Material shall be stored so as not to create a hazard. Bags stored in tiers shall be stacked, blocked, interlocked, and limited in height so that they are stable and secure against sliding or collapse.

Chapter 21

Maintenance Department Flammable Gases and Liquids

Section 1: General

New products and processes are being developed so rapidly that it is impossible to maintain an up-to-date listing of all flammable liquids and gases. Further, some substances may present little or no exposure under ideal conditions and very serious exposures under less favorable conditions. The following list identifies some of the substances commonly present on construction projects and used in maintenance operations which create hazards through their storage, handling and use.

1. Gases:
 - a. Acetylene
 - b. Illuminating gas
 - c. Natural gas
 - d. Hydrogen
 - e. Ethylene
 - f. L.P. gas

2.
 - a. Ether
 - b. Gasoline
 - c. Naphtha
 - d. Benzol
 - e. Alcohol
 - f. Kerosene
 - g. Fuel oil
 - h. Petroleum
 - i. Hydrocarbon (gas drips)
 - j. Turpentine
 - k. Paints
 - l. Varnishes
 - m. Dryers
 - n. Polishing solution
 - o. Cleaning fluids

Many adhesives, accelerators and solvents, not listed above, create exposures that are severe. All liquids shall be considered flammable unless their label clearly indicates otherwise. Conditions on maintenance jobs change so rapidly that extreme care is necessary whenever flammable liquids or gases are being used.

Throughout this Manual, we use the word "approved" numerous times. A good, practical definition of "approved" is: "suitable for the specific use intended as designated by a recognized testing laboratory, or conforming to appropriate specifications that have been established for such specific uses." The following applies when handling flammable liquids and gases:

1. Flammable liquid and gas storage areas shall be located where public fire protection has access to the site.
2. The telephone number of the local Fire Department shall be posted at all telephones.
3. Areas to be used for storing flammable liquids or gases shall be located away from equipment, materials or other structures that could become involved if a fire breaks out in the storage area.
4. Structures to be used for the storage of flammable liquids or gases shall be of fire-resistive construction and located away from burning, welding and other operations involving the generation of heat.
5. Structures to be used for the storage of flammable liquids or gases shall be well-ventilated.
6. Motors, switches and other electrical equipment (including light fixtures and bulbs) within such storage areas shall be the approved type of these areas.
7. Suitable fire extinguishers shall be located within the area and adjacent to it. The outside extinguishers shall be sufficiently distant to assure accessibility should a fire break out, but near enough to be 'useful.
8. Bulk containers from which flammable liquids are to be dispensed shall be grounded.
9. Flammable liquids and gases shall be stored in containers providing positive identification of the contents. If there is any question as to the contents of a container, it shall not be used until it has been positively identified and labeled.
10. The storage of flammable liquids and gases shall be kept to a practical minimum. Large quantities shall be stored below ground.
11. Personnel having access to storage areas shall be trained in the characteristics of such substances, the exposures such characteristics create, and the precautions that must be taken to avoid accidents.
12. Care must be taken when handling containers so that damage does not result and identification is not obliterated. Whenever positive identification is not possible, the contents shall not be used.
13. Containers used for storing and dispensing flammable liquids shall be approved for such use. Flammable liquids shall never be dispensed into containers that are not approved.
14. If a container has once been used for one substance, it shall not be used for another until it has been thoroughly purged. Pouring oil into containers previously used for gasoline has resulted in many fires.
15. Containers, nozzles and related dispensing equipment shall be identified as to use, be of an approved type, stored to avoid damage, and inspected regularly.
16. Pumps, containers and other dispensing equipment shall be kept clean and free of contaminants.
17. Tools to be used in storage and dispensing areas shall be of the non-sparking type.
18. When transferring flammable liquids from storage containers to approved small

containers, the two shall be bonded to prevent static sparks before the transfer is begun.

19. The transfer or mixing of flammable liquids shall only be done in well-ventilated areas. Personnel engaged in the handling of flammable liquids must be made aware of the importance of insisting that no sources of ignition be brought within the designated area. Damage or faulty dispensing equipment or containers shall be replaced or repaired immediately.

Section 2: Purging Tanks and Containers

Tanks or containers that have contained flammable liquids or gases shall be thoroughly purged before any repair work is attempted. The proper purging of tanks that have contained flammable liquids or gases requires equipment seldom found at a Maintenance Headquarters. It is highly recommended that purging operations be done where adequate facilities are available and trained personnel are employed. Purging can be accomplished either by steaming or by the use of inert gases.

Section 3: Steam Purging

Only experienced personnel, properly trained shall perform this operation. Purging operations shall not be conducted in any area where open flames, heat sources or unprotected electrical equipment exists.

Rust and loose sludge within the container should be loosened by tapping around the sides and ends of the container with a wooden object. A metal nozzle shall be attached to the end of the steam line and grounded to the container being purged. All bungs shall be removed from the container. All valves and outlets shall be completely opened. Steam shall be introduced at the bottom of the container and allowed to escape at the top.

Steaming shall continue until the container and its contents have been thoroughly heated to the point where complete vaporization and exhausting of the contents has occurred. Before arcs or flames are applied, the container shall be tested with an approved combustible gas detector. The testing shall be performed frequently during repair operations. Where possible, the container shall be completely filled with water or an inert gas.

Chapter 22

Machine Guarding

Section 1: General

Mechanical action or motion is hazardous, but in varying degrees. Rotating members, reciprocating arms, moving belts, meshing gears, cutting teeth, and parts in impact or shear are some examples of the types of action and motion requiring protection. They are not peculiar to any one machine but are basic to the mechanical devices used for productive purposes.

Any rotating object is dangerous. Even smooth, slowly-rotating shafts, belts, or pulleys can grip clothing or hair, and through mere skin contact force an arm or hand into a dangerous position. Accidents due to contact with rotating objects are not frequent, but the severity of injury is always high.

Since safety standards cannot be drawn which will cover every conceivable hazardous mechanical exposure, and prefabricated guards/shields may not be available, it is often necessary for you to use your imagination and ingenuity to design and fabricate protective devices which will provide you and other employees with protection against various hazardous situations. They shall be designed to eliminate the hazard, shall create no hazard of their own, shall be sturdy enough to withstand normal wear, and shall not interfere with production.

A few examples of guarding required on County machines, tools and equipment are:

1. Abrasive wheels on bench grinders: The safety guard shall cover the spindle end, nut, flange projections, and shall exceed the strength of the guard. The exposed area of the grinding wheel and sides for the safety guards shall not exceed more than one-fourth of the entire wheel. Work rests shall be kept adjusted close to the wheel with a maximum distance of one-eighth inch.
2. Circular saws: They shall be provided with a guard that covers the saw teeth at all times. The hood should adjust itself automatically to the thickness of, and remain in contact with the material being cut. A spreader and anti-kickback device shall be provided. The exposed part of the saw underneath the table shall be guarded.
3. Radial saws: In addition to a guard enclosing the blade, the adjustable stop shall be

provided to limit forward travel and the head shall automatically return to the starting position. When used for ripping, a spreader and an anti-kickback device shall be provided.

4. Drill presses: The V-belt of all drill presses, including usual front and rear pulleys, shall be guarded to protect the operator from contact or breakage.
5. Fan blades: When the periphery of the blades is less than seven feet above the floor or working level, the blades shall be guarded. The guard shall have openings no longer than one-half inch. The use of concentric rings with space between them not exceeding one-half inch is acceptable, provided they are adequately supported.
6. Power lawn mowers: All power-driven chains, belts and gears shall be guarded to prevent the operator's accidental contact during normal starting, mounting and operation of the machine.

Chapter 23

Hand Tools

Section 1: Care of Tools

Tools shall be kept in a safe working condition. Supervisors are responsible for the safe condition of tools and equipment used by employees, including tools and equipment which may be furnished by employees.

Protect against corrosion damage. Wipe off accumulated grease and dirt. Clean thoroughly with a nonflammable, nonirritating solvent when necessary, and wipe clean. Lubricate moving and adjustable parts to prevent wear and misalignment.

Sharp tools improve accuracy and are safer to use than dull tools. Use an oilstone or grindstone for tool sharpening. If an abrasive wheel must be used for this task, grind only a small amount at a time with the tool rest not more than one-eighth inch from the wheel. Hold the tool lightly against the wheel to prevent overheating. Dip frequently in water to keep the tool cool. This retains metal hardness and the cutting edge. Eye protection shall be used.

When not in use, tools shall be stored in suitable boxes, containers or hung on racks. Cutting edges shall be protected and tools shall not be placed where they might roll off benches or tables. Be sure that the storage area is moisture free to prevent corrosion. Heavier tools shall be placed where they will not be tripped over.

All damage or worn tools shall be promptly repaired. Temporary makeshift repairs are prohibited. If tools cannot be repaired on the job, they shall be red-tagged and sent to the appropriate shop or factory, not kept on the job. Discard tools that cannot be repaired for safe use.

Section 2: Using Tools

The weight, size and type of tool shall be selected to fit the job at hand. Do not substitute pliers for hammers, screwdrivers for pinch bars, chisels, etc. Handles shall be tightly fitted. Check wood

handles carefully for splitting and cracking. Tighten with wedges as necessary.

Most hand tools are conductors of electricity. Use extreme caution in working around electrical circuits. Insulated and nonconducting tools shall be tested frequently under expert supervision. In the presence of flammable materials or explosive dusts and vapors, use non-sparking tools.

Section 3: Wrenches

Select the correct size and type of wrench for each job. Do not extend the wrench handle with a pipe or other "cheater". Never use a wrench as a hammer.

Keep handles and adjusting screws on all wrenches in good condition. Wrenches shall always be placed on nuts with the jaw opening facing the direction that the handle will move. Pull, do not push.

Section 4: Chisels

A chisel shall be large enough for the job and shall be driven with a proper hammer of sufficient weight. Use the proper chisel for the material being cut. A chisel shall be held with a steady but relaxed grip. Keep your eyes on the cutting edge of the chisel. Chisels being struck by others shall be held by tongs or other devices. Goggles shall be worn when chipping. Always chip away from yourself and protect others with screening. Repair or replace mushroomed chisels and cracked or broken chisel handles. When sharpening, maintain the original shape and angle.

Section 5: Punches

A punch should be straight, suitable and heavy enough for the work. Punches shall be accurately ground at all times. Start punch with light taps. Hold securely, especially on rounded surfaces. When knocking out rivets and pins, begin with a starting punch. Finish with a pin punch.

Section 6: Screwdrivers

Do not use a screwdriver as a chisel, pry-bar, or for any other purpose than that intended. Select a screwdriver to fit the size of the screw being driven. Do not grind to a fine point to fit all sizes of screw heads. Keep the tip ground properly and squared across. Handles should fit the shank tightly. Never drive a screw with a hammer.

Section 7: Files

Use the proper type of file. The cut should be on the forward pass of the file. When filing small objects, clamp them securely. When teeth become clogged, clean thoroughly. Clogged teeth may cause the file to slip, exposing the hands to injury.

Files shall be equipped with handles of proper size for the file tang. Tap the file into the handle by

striking the handle on a flat surface. Do not drive the handle on a file with a hammer. Do not use files for pry bars, punches, etc. File metal is usually very brittle and will snap.

Section 8: Hand Saws

Use a saw of proper shape and size with the correct teeth for the size of cut and material being sawed. Keep the teeth and blades properly set. Protect the teeth when not in use.

Hold the saw firmly and start the cut carefully and slowly to avoid blade jumping. When starting a cut, hold rip saws at a 60 degree angle with the board and crosscut saws at a 45 degree angle. Place the fingers to the left of the cut mark with the thumb upright and pressing against the blade. Pull upward until the blade bites. Start with a partial cut, then set the saw at the proper angle.

Check the material being cut for nails, knots and other objects that may damage the saw or cause it to buckle. Pieces being cut shall be firmly held in place. If long pieces are being cut, a helper or a supporting bench shall be used to prevent pinching at the cut.

Section 9: Hacksaws

The blade shall be selected for the material being cut. The blade teeth shall point forward. Blades shall be rigid and the frame should be properly aligned. Use strong, steady strokes directed away from yourself. The entire length of the blade should be used in a stroke. Hard materials should be cut more slowly than soft materials.

Thin, flat pieces should not be cut edge to edge. They shall be securely clamped and cut so that several teeth are cutting at all times.

Section 10: Pliers

Pliers shall be used only when no other tool will do the job. Never use pliers as wrenches. Use cutting pliers only for cutting soft metals, never for hard metals or as nail pullers. Use insulated pliers for electrical work.

Section 11: Picks

Pick handles shall be free of splinters, splits and cracks. The head shall be firmly affixed to the handle. Be sure that the areas in back and to the sides are clear when swinging.

Section 12: Shovels

Shovel handles shall be free of splinters, cracks and splits. The blade shall be sharp and free of jagged or split edges.

Section 13: Jacks

Select a jack heavy enough to raise and hold the load. Be sure that swivel heads and caps are in good condition and function properly.

Jacks shall rest on a firm, level foundation adequate to support the load. Be sure that the jack cannot tip and is in line with the vertical movement of the load. After raising a load, securely block it before removing the jack. It is advisable to shore-up a load that must remain in a raised position for any length of time.

Lubricate jacks frequently and store them where they are protected from moisture or damage. Inspect frequently and repair promptly.

Chapter 24

Power Tools

Section 1: General

The use of portable power tools has greatly increased in recent years. The majority of power tool accidents are caused by improper handling and poor maintenance of equipment. These can be corrected by proper training of personnel. The following applies to all types of power tools.

1. Good housekeeping is essential to good workmanship. All tools shall be neatly stowed when not in use. Work areas shall be maintained in an orderly fashion. Equipment maintenance shall be systematic. Damaged equipment shall be replaced or repaired immediately.
2. Safety equipment, such as guards, shall be left in place. Gloves, safety shoes, and safety glasses shall be worn when needed. Only authorized personnel shall be permitted to operate power tools.

Section 2: Electric Tools

Electric tools shall be provided with grounding connections or insulated cases.

Power cables shall be checked frequently for breaks in the insulation and defective cables repaired or replaced. When more than a single extension cord is connected to a power source, use twistlock connectors. The sequence of connection shall be from the tool - to the extension - to the power source.

Electric tools shall be disconnected when changing attachments, making minor adjustments, or repairing. When electric tools are used in wet areas, the operator may be exposed to a potential shock hazard, consequently, all insulation shall be sound and clean.

Section 3: Gasoline Engine-Driven Tools

Gasoline engine-driven tools shall not be used in unventilated areas. Gasoline shall be stored in a

safe place and handled with caution.

Only U/L approved safety cans, which are equipped with flash-back screens, vents and pouring spouts, shall be used. Never use glass containers. Engines shall be stopped and cooled before refueling.

Section 4: Portable Hand Saws

Handheld power saws shall be equipped with a fixed guard over the upper half of the blade and a movable guard covering the lower half of the blade. Both of these guards shall be left in place. Blocking of the lower guard is prohibited. Small pieces being cut shall be secured by bench clamps or by some other means.

Saw blades shall be regularly checked and kept in good condition. The blade used shall be as recommended for the material being cut. A saw shall not be jammed or crowded into the work. Green or wet material shall be cut slowly and with extra caution.

Operators exposed to dust, as when cutting concrete, tile, lead, or stone, shall wear approved respirators and eye protection.

Check all material being cut for nails, hard knots, etc.

Section 5: Table or Bench Saws

The operating table and surrounding area shall be kept clean and clear of all debris. Blade guards, complete with splitter and non-kickback attachment, shall be in place and operate freely. Operators shall wear eye protection and a kickback apron shall be provided. When ripping short stock, the use of a "pusher" stick is required.

The saw shall be turned off when not in use. The switch should be locked to prevent unauthorized use.

The piece being cut shall be firmly held against the back guide or fence. All materials shall be cut in a single, steady pass. It is dangerous to stop the saw before the cut is completed. If this is done, the blade shall be turning freely and at full speed before the cut is resumed. When cutting a warped board, be sure that it touches the table top at the line of the cut.

Section 6: Chain Saws

Chain saws shall be used with extreme caution because the cutting mechanism is unguarded. Operators shall be carefully instructed in the use of this tool. Depth limit guards are provided by

several manufacturers and shall be used to prevent binding at the point of engine contact with the material being cut.

The saw shall be shut off before refueling. Shut off the saw when moving it from one position to another. Watch out for others nearby.

Section 7: Drills

Always provide a prick punch or pilot hole for the drill. Always select the correct bit for the material being drilled. If the bit is long enough to pass through the material, protect against damage or injury on the far side. Small pieces shall be secured to prevent spinning by the drill. Care shall be taken to prevent sleeves or other clothing from being wound around the drill. Wear short sleeves.

Section 8: Portable Grinders

Portable grinders shall be equipped with hood guards. Wheels shall be inspected regularly. Cracked abrasive wheels shall be discarded as they may fly into pieces and cause an injury. Wheel of a proper rpm rating shall be used.

Section 9: Bench Grinders

Bench grinders should be equipped with eye shields and will have wheel, spindle and adjustable tongue guards. Wheels shall be inspected regularly and cracked wheels shall be discarded. Wheels of the proper rpm rating shall be used. Tool rests shall be in place and properly adjusted. All abrasive wheels shall be ring-tested before mounting.

Section 10: Sanders

The abrasive belt or disc cannot be guarded and the only way of avoiding injury is to use caution. Sanders shall move away from the body.

Section 11: Pneumatic Tools

Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected. Safety clips or retainers on pneumatic impact tools shall be securely installed and maintained to prevent attachments from being accidentally expelled.

The use of hoses for hoisting or lowering tools is not permitted. All hoses exceeding one-half inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.

Chapter 25

Welding, Cutting and Brazing

Section 1: Arc Welding

Screens, shields or other safeguards shall be provided for the protection of persons or combustible materials below or otherwise exposed to sparks or falling objects. When others must work nearby, they shall be protected from the arc rays by screens or other adequate individual protection. First aid equipment is required at welding/cutting/brazing sites.

When welding or cutting lead, zinc, cadmium-coated, lead-bearing, or other toxic materials, provision shall be made for the removal of fumes or the use of proper personal respiratory protection enforced.

1. Welding equipment:
 - a. Only standard electric arc-welding equipment such as generators, motor-generator units, transformers, rectifiers, etc., conforming to the requirement of the National Electrical Manufacturer's Association or the Underwriter's Laboratories, Inc., shall be used.
 - b. Power circuits shall be installed and maintained in accordance with the National Electrical Code. Check the voltage for which the machine is wired before connecting.
 - c. Frames of all electric welding machines operated from power circuits shall be effectively grounded with No. 8 gauge wire or heavier.
 - d. Electrode and ground cables shall be supported so as not to create obstructions interfering with the safe passage of employees. The ground lead for the welding circuit shall be mechanically strong and electrically adequate for the service required. An electrode holder of adequate rated current capacity, insulated against shock, shorting or flashing when laid on grounded material shall be used.
2. Protective clothing:
 - a. Protective clothing required for any welding operation will vary with the

size, nature and location of the work. Some suggested protective measures for welders and helpers are:

1. Flame-resistant gauntlet gloves shall be worn.
 2. Flame-resistant aprons of leather or other suitable material should be used as protection against radiated heat and sparks.
 3. Clothing shall be free of oil and grease. Woolen clothing, not as readily ignited as untreated cotton clothing, aids in protecting the welder from changes in temperature.
 4. Pockets and cuffs invite sparks. Collars and cuffs shall be buttoned and cuffs turned up inside pants. Pockets should be eliminated from the front of vests, shirts and aprons or have buttoned flaps. Low-cut shoes with unprotected tops are not permitted. Leather caps worn under helmets will prevent head burns during overhead welding. Ear protection is sometimes desirable for overhead welding and in confined places.
 5. High quality welding helmets of glass fiber, vulcanized fiber, chromed leather, or other suitable material shall be worn. The proper shade of welding lens shall be worn and an adequate supply of cover lenses shall be available. Hand shields are generally substituted for helmets on light, intermittent work. Employees assisting welders shall wear protective lenses to protect the eyes. (6) Safety goggles or glasses shall be worn under the helmet during chipping and cleaning. These goggles should have tinted lenses which afford ultra-violet and infra-red radiation protection.
3. Chipping and cleaning:
- a. When removing excess weld metal, faulty weldments or slag, the welder removes or raises his shield in order to see. Always chip away from the face. The chips flying from the cleaning hammer are dangerous, especially to the eyes. Safety goggles or a protective face shield shall be used.
 - b. Gloves shall be worn to protect the hands and wrist. Flying chips travel a considerable distance. To protect other personnel in the area, screening or shielding is required. Gloves shall be worn when wire-brushing weld metal or when cleaning and brushing surfaces to be welded. Use caution to avoid metal slivers and sharp edges.
4. Fire prevention in welding and cutting:
- a. In welding and cutting operations, suitable fire extinguishers shall be maintained ready for instant use. Such equipment may consist of pails of water, buckets of sand or portable extinguishers, depending upon the nature and quantity of the combustible material exposed.
 - b. A welder's helper or fire watcher is required whenever cutting or welding is performed in locations where a fire might develop. It is advisable to have this watch continued at least 30 minutes after completion of the welding operation to detect and extinguish possible smoldering fires. c. Precautions

recommended:

1. Good housekeeping. Remove all loose, easily combustible materials such as wood shavings, wood scraps, sawdust, paper, rags, and especially oil and grease soaked materials. Remove all highly volatile materials such as gasoline and solvents. The fumes from such materials seek floor level areas and may travel many feet. Wood planking, scaffolds, wooden forms, and other combustible materials that cannot be removed shall be shielded.
5. Explosion hazards:
- a. Cutting or repair welding of closed containers which have contained flammable liquids requires extreme caution. Containers shall be thoroughly steam cleaned. If removal and handling for steam cleaning is impracticable, the container may be filled with water or an inert gas. Frequent checking with an explosive vapor meter is recommended. (See page 50, sections 5 and 6)

Section 2: Gas Welding and Cutting

Use only U/L or F/M approved oxyacetylene welding and cutting equipment. Anti-flashback valves shall be used on both hoses. Avoid oil contamination of gauge connections. Oxyacetylene welding and cutting equipment shall never be left unattended for more than a 15 minute period with the valves in the open position.

1. Storing cylinders:
 - a. Compressed gas cylinders shall be kept away from excessive heat, not be stored where they might be damaged or knocked over by passing or falling objects and shall be stored at least 20 feet away from highly combustible materials. Where a cylinder is designed to have a valve protection cap, caps shall be in place except when the cylinder is connected for use. SAFETY CAPS SHALL ALWAYS BE ON CYLINDERS WHEN TRANSPORTED IN A VEHICLE.
 - b. Acetylene cylinders shall be stored in a vertical valve-end-up position and SHIELDED FROM THE DIRECT RAYS OF THE SUN, AND PROTECTED FROM ACCUMULATIONS OF ICE AND SNOW.
 - c. Oxygen cylinders in storage shall be separated from acetylene cylinders or combustible materials, especially oil and grease, by a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistant rating of at least ½ hour.
 - d. Cylinders shall be stored so as to avoid possible destruction or obliteration of coloring, tags and other means of identifying the contents.
2. Using cylinders:
 - a. Cylinders shall be placed in a rack, chained or otherwise positively secured against tipping over. They shall be used in the order received from the supplier. When empty, the valve shall be closed and the cylinder marked

- accordingly.
- b. Keep cylinders from contact with electric wires and shield them from sparks or flame from welding and cutting.
 - c. Do not allow storing temporary or otherwise, tools, materials or anything else on top of cylinders. While in use, the valve key wrench shall be kept in place on the valve spindle.
3. Handling cylinders:
- a. Whenever a cylinder is being transported, remove the regulator and be sure that the valve protection cap is in place. Never use valves or caps for lifting. For raising or lowering, use a suitable sling, boat, cradle, or platform. Always handle carefully. Do not drop or jar. Do not lift with electromagnets. Cylinders may be moved by tilting and rolling on the bottom edge. Avoid dragging and sliding. When moving with a hand truck, be sure that the cylinders are securely held in place.

Chapter 26

Maintenance Department General Safety Rules

Section 1: Weather Hazards

Sunburn is common during the summer. If you follow a few simple precautions, time lost to sunburn can be reduced:

1. Keep fully clothed while working.
2. Wear a safety hard hat.
3. Wear lightweight, loose fitting clothes.

Excessive heat or sun may affect the body in a variety of ways, which result in several conditions referred to as heat exhaustion, heat stroke or heat cramps.

Heat exhaustion: Pale, clammy skin; rapid, weak pulse; weakness; headache or nausea; and possible cramps in the abdomen or limbs may indicate heat exhaustion.

1. Move the victim to a cool place, but protect him from chilling.
2. Have him lie down with his head level with or lower than his body.
3. Give the victim salt water (one teaspoon of salt to one quart of water) to drink if he is conscious. Never give liquids to an unconscious person.
4. Transport to doctor or hospital.

Heat stroke: Victim has high temperature, skin is usually hot, red and dry (although it is possible for a heat stroke victim to be sweating), pulse will be rapid and strong, victim may be unconscious.

1. Call ambulance for immediate transportation to hospital.
2. Cool victim quickly, sponge with cool water or rubbing alcohol, apply cold packs or immerse in cool water.

3. If fan or air conditioner is available, use it to cool victim's body.
4. Don't give water, your aim is to lower body temperature until ambulance arrive.
5. On any unconscious victim, airway must be open.

Heat cramps usually occur in the abdominal muscles or in the legs. They are extremely painful and may or may not be associated with heat exhaustion. The following first-aid should be given:

1. Apply firm pressure to the muscles, or gently massage.
2. Apply warm, wet towels.
3. Administer the salt water solution prescribed for heat exhaustion.

Section 2: Cold Weather Safety Tips

Frostbite results when a part of the body is frozen. The frozen part is usually small. The nose, ears, cheeks, fingers, and toes are affected most often. People with poor circulation, such as the elderly and the exhausted, are not as resistant to cold as younger people. Consequently, they are more susceptible to frostbite.

Maximum protection against cold is afforded by wearing at least three layers of clothing. The first layer, next to the skin, should be loose-fitting wool, loose twill, cotton or quilted thermal underwear. Looseness is important because tight-fitting garments restrict blood circulation. The second layer should be a medium-weave, medium weight, one or two-piece garment - again, not tight fitting. The outer layer should be wind-resistant and include a hood. Mittens are good protection for the hands. Insulated boots or overshoes are almost a necessity to avoid frostbitten toes.

Protect the eyes from the bright snow/sky combination by wearing tinted glasses.

Be prepared to protect your lungs with a face mask or scarf when subjected to prolonged breathing of extremely cold air.

Section 3: Hot Weather Safety Tips

The majority of work for field personnel in hot weather should be scheduled during the cooler morning hours whenever possible.

A review of Hot Weather First Aid procedures and the Signs and Symptoms of Heat Exposure and Heat Exhaustion would be beneficial.

Field personnel need to adjust to hot weather working conditions before full productivity can be

expected. Generally this will take three to five days.

Personnel should drink two 8-ounce cups of water just prior to beginning work. Additionally one-to-two cups of cool water should be taken hourly.

Adequate cool water and a container with a tap will be provided by the County and carried into the field. Drinking water must be obtained from approved sources. If drinking fountains are not available, drinking water should come from closed, sanitary containers. Single-use paper cups shall be provided. If this is not practical, each employee shall drink from an individual portable water container of the approved "thermos" type. Employees shall always drink from separate cups or containers.

Water should be taken prior to feeling thirsty to avoid heat related problems.

Salt tablets are not recommended. Employees should get salt through their regular meals.

Light meals are more healthy and easier to digest than fatty foods.

Frequent, short breaks in the shade are better than long infrequent breaks.

Loosely woven cotton shirts and long pants offer protection during hot weather. Caps should also be worn. Sweat bands also will provide eye protection from sweat interfering with critical visual needs.

As a representative of the County, proper work attire (shirts, pants, shoes) is strongly suggested.

The use of beverage alcohol during working hours is prohibited. The use of such beverage four hours prior to coming on duty could also cause problems.

Section 4: General Safety Tips

Don't crowd. Work at a safe distance from others, especially when using hand tools.

Don't work close to operating equipment unless required to assist the operator. If you have to work around operating equipment, face the equipment whenever possible.

Supervisors shall not assign or permit employees to work where there is a possibility that they may come into contact with activated power lines or cables.

Employees shall be familiar with poison ivy, oak or nettles. Supervisors should warn their employees to use care when working around these plants. Employees allergic to insect stings or bites shall report this to their supervisor before starting a job which might expose them to such hazards.

Maintenance personnel should not wear neckties, loose sleeves, rings or loose long hair - all of which could become entangled or caught causing serious injury or dismemberment.

Appendix 1

Receipt of the County Office Safety and Loss Control Manual

By my signature below, I certify that on _____ (Date)

SARPY COUNTY, my present employer, did provide me with a copy of the SARPY COUNTY SAFETY MANUAL that explains the standard safety and health procedures to be followed while working for the county.

It is my responsibility to read and follow these procedures to the best of my ability.

EMPLOYEES NAME (PRINTED): _____

EMPLOYEES SIGNATURE: _____

WITNESS: _____

DATE: _____

Appendix 2

County Office and Building Safety Checklist

	Yes	No	N.A.
OFFICE FURNITURE AND EQUIPMENT			
1. Desk and file drawers closed when unattended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. File drawer weight evenly distributed to reduce unbalanced cabinets (top-heavy).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Wall cabinets, bookcases, filing cabinets are secured to building surfaces to prevent tipping over?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Desks, chairs, and stools are in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ladders of the proper type (Commercial, Type II)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Adequate and sufficient lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Paper cutter blades in locked (down) position when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Box cutters, scissors, knives or other cutting instruments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. No sharp instruments - pens, pencils, etc. - not exposed when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AISLES, FLOORS AND WALKWAYS			
10. Clearance is adequate for two-way traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Egress or emergency is adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Tripping hazards not in evidence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | | |
|-----|---|--------------------------|--------------------------|--------------------------|
| 13. | Floors are clear of debris and loose objects? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | Wires, cables, and extension cords not causing tripping hazard? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | Floors are free of loose tiles or other projections which could cause a tripping hazard? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. | Carpeting in fair to good condition and not a tripping hazard? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | Stairs have handrails as required? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. | Electrical fans, lower than 7 feet from the floor, do not have openings greater than one-half inch? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. | Lighting in all hallways and stairwells adequate? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. | Emergency lighting available in all areas? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Cords and plugs do not show signs of wear, exposed wires, etc.? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | All cords and plugs inspected at least annually? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. | Electrical cords are not run through walls, ceilings or under carpeting? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. | A multi-outlet strip plug is not powered from an extension cord? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. | Multi-outlet strip plug is not plugged into a 2 nd strip plug? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. | Extension cords are not plugged into a 2 nd extension cord? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. | Extension cords or electrical cords are not placed over or on steam pipes or radiators? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | | | | |
|-----|--|--------------------------|--------------------------|--------------------------|
| 28. | A heavier power cord is not plugged into a smaller extension cord? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. | All cords are UL listed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. | Space heaters are UL listed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. | Space heaters have an automatic shut-off if tipped over? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. | Space heaters are plugged directly into a wall outlet? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. | Space heaters are located a minimum of 3 feet from combustibles? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. | All electrical devices show no signs of overheating, arcing? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. | All electrical devices are properly covered? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. | All electrical cords are grounded, if required? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. | All outlets are grounded and GFCI if required? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

HOUSEKEEPING

- | | | | | |
|-----|--|--------------------------|--------------------------|--------------------------|
| 38. | Good housekeeping is observed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. | Ladders are the proper type and in fair to good condition? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. | Materials are stored at least 18" from lights? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 41. | Combustibles are not stored under tables or desks? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 42. | Flammable materials are kept to a minimum and properly stored. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 43. | Employees trained in the HAZARDOUS COMMUNICATION STANDARD if any label is needed - CAUTION OR DANGEROUS? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

EMERGENCY PREPAREDNESS

- 44. Emergency Plan is immediately available?

- 45. Emergency Plan covers:
 - Fire
 - Weather
 - Drills for above.
 - Threat - Personal
 - Threat - Telephone
 - Ada Public
 - Fire Extinguisher Location(s)
 - Training
 - Inspections
 - Emergency Pull Box Location(s)
 - Emergency Numbers Posted

- 46. Emergency Plan is reviewed, with employees, at least annually?

- 47. Safety Committee names and telephone numbers posted?

- 48. Fire extinguishers location identified?

- 49. Fire extinguishers are inspected:
 - Monthly by County?
 - Annually by an outside agency?

PERSONAL PROTECTION, SECURITY AND SAFETY

- 50. Keys, purses, wallets are not left exposed?

- 51. Personal items, coffee pots, radios, etc. not permitted?

- 52. An Emergency Response System (ERS) (Panic Buttons) available?

- 53. The ERS is tested at least once every six (6) months?

- 54. ERS response time is adequate?
- 55. Procedures in place for reporting suspicious packages and people?
- 56. Parking areas are well lighted for employees needing to arrive or depart during hours of darkness?
- 57. If needed, escorts can be provided, if requested for employees arriving or departing at times other than normal working hours and for other situations which may require an escort?
- 58. Employees lock their personal vehicles and roll windows up?

BUILDING SECURITY

- 59. Exterior doors are opened and closed at specific times?
- 60. Only authorized personnel have keys to exterior doors and specific working spaces?
- 61. All keys are accounted for?
- 62. A sweep of all open spaces is conducted at the close of business day and just prior to locking exterior doors?
- 63. A sweep procedure is in place for high risk situations?
- 64. A procedure is in place in the event a lock-down is needed?
- 65. A master list of authorized personnel - those with keys - is maintained by the County Clerk or Sheriff?
- 66. A procedure is in place for entrance into County facilities at other than normal business hours?

FBI BOMB PROGRAM

EBCC-X

BOMB THREAT CALL CHECKLIST

Questions to Ask

Exact Wording of the Threat:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Sex of caller _____ Age _____ Race _____ Length of call _____

BOMB THREAT QUESTIONNAIRE:

CALLER'S VOICE:

_____ Calm	_____ Laughing	_____ Lisp	_____ Disguised
_____ Angry	_____ Crying	_____ Raspy	_____ Accent
_____ Excited	_____ Normal	_____ Deep	_____ Familiar
_____ Slow	_____ District	_____ Ragged	_____ If voice is familiar
_____ Rapid	_____ Slurred	_____ Clearing throat	_____ who did it sound like?
_____ Soft	_____ Nasal	_____ Deep breathing	_____
_____ Loud	_____ Stutter	_____ Cracking voice	_____

BACKGROUND SOUNDS:

_____ Street noises	_____ House noises	_____ Factory	_____ Local
_____ Crockery	_____ Motor	_____ Machinery	_____ Long distance
_____ Voices	_____ Office Machinery	_____ Clear	_____ Animal Noises
_____ Booth	_____ PA System	_____ Static	_____ Music

Other _____

THREAT LANGUAGE:

_____ Well spoken (educated)	_____ Foul	_____ Incoherent
_____ Irrational	_____ Taped	_____ Message read by threat maker

REMARKS

: _____

Report call immediately to _____ Phone number _____

Fill out completely, immediately after bomb threat Date / /

Phone number _____

Name _____ Position _____