



Kosciusko County Employee Safety Manual

1st Edition

Emergency Contact Numbers

Ambulance, Fire, Police	911
Police (non-emergency)	574-372-9511
Fire (non-emergency)	574-372-9552
Poison Control	800-222-1222
Emergency Management	574-371-2603
American Red Cross	574-267-5244

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A. OVERVIEW

1. Health & Safety Statement

The Kosciusko County Commissioners are extremely conscientious of the safety and health of County employees, the citizens of our community and of the importance of physical assets. As an employer, we recognize the obligation to ensure the safest possible work conditions for our employees.

As a governmental entity, we recognize our responsibility to protect the County's physical assets from damage or loss and to provide a safe environment for the public we serve. Our ultimate goal is to achieve an accident free, loss free environment for our employees and public.

Any ideas, questions or concerns about safety procedures or questions relating to this safety handbook should be directed to the County Administrator your elected/appointed department head.

2. Occupational Safety and Health Requirements

The County will fulfill requirements to ensure a safe work environment. Employees should also assist by complying with all applicable Indiana Occupational Safety and Health Administration (IOSHA) or Occupational Safety and Health Administration (OSHA) requirements. In addition to IOSHA/OSHA training requirements, the County will include other training deemed valuable to our employees, which is department and job duty specific.

The County's overall Safety Program will include, but not be limited to, injury and illness prevention programs based on common set of key elements:

- Management Leadership
- Employee Participation
- Hazard Identification and Assessment
- Hazard Prevention and Control
- Education and Training
- Program Evaluation and Improvement.

3. Safety Officer

Approval of the Safety Program is through the County Commissioners with the County Administrator being responsible for all managerial facets of this program along with full authority to make necessary decisions to ensure success of the program. The County Safety Officer is the County Administrator or other official which may be appointed.

4. Safety Committee

The basic function of the Safety Committee is to create and maintain an active interest in safety and to eliminate or reduce accidents. The committee is made up of different department members and will discuss current safety and liability exposures and seek solutions or preventative action. The Committee will also review current safety policies and make recommendations to the County Safety Officer for improvement where needed. Additionally, the Committee will review loss information from the current workers compensation automobile and liability insurance providers to identify and remedy hazards and liability exposures.

5. Incident / Accident Prevention

Accidents, Incidents, and Injuries can be prevented. To achieve this objective, some program components include safety committee representatives made up by various departments, written safety policies and procedures, continual employee training, safety inspections, engineering and administrative controls, with extensive policies and procedures specific to individual departments assigned to department heads.

- Accident is an unplanned event that results in personal injury or property damage.
- Incident is an unplanned event that does not result in personal injury but may result in property damage or is worthy of recording.
- Near-Miss is an event that does not result in an injury or damage, but could have possibly led to an injury or damage under different circumstances.

The Safety Officer, all Department Heads & Supervisors, or trained "Competent Persons" is authorized to halt job activities and to contact supervisors to come to the work site to observe where they believe there is a danger of serious bodily injury or death.

B. GENERAL PROCEDURES

1. Application of Safety

All employees and volunteers under the direction of department supervisors will follow this program. These rules represent "minimum requirements" and are only intended to cover average conditions.

Employees shall use good judgment in dealing with conditions not covered in these rules. Additionally, each employee is to take an active role in our safety program by following all safety work rules and procedures, reporting unsafe conditions, and cooperate with loss control training and objectives.

Safe work behaviors and attitudes are an expected part of every employee's job performance, and compliance with safety rules is mandatory, and is considered a requirement for employment.

If an employee is called upon to perform work that could be considered hazardous and proper protection is not provided, the matter should be brought to the attention of their supervisor before starting the work.

2. Education and Training

Employees are responsible for participating in the required training programs provided by the County at various times throughout the year, including job specific or specialized training provided at the department.

Training generally occurs when at least one of the following occurs:

- Upon hiring and before beginning safety sensitive duties;
- An employee is given a new job assignment, procedure, or piece of equipment which represents a new hazard;
- The County is made aware of a new hazard;
- Annual safety update training as required; and
- Retraining that is required due safety policy violations

At any time you would like more information or safety training, please contact your supervisor.

3. Reporting Employee Injuries and Near-Misses/ Investigations

All injuries and near-misses, no matter how small, shall be reported immediately to your supervisor or designee. A written injury/near-miss report must then be filed within twenty-four (24) hours, and submitted to the County Administrator/Safety Officer regardless of how insignificant the injury or near-miss may appear. The County Administrator/Safety Officer shall conduct an accident investigation to determine the cause of the near-miss or accident. The involved employee may be interviewed to determine the cause. A report shall be generated documenting the cause and what corrective action if any needs to be taken.

If an injury requiring medical attention occurs during normal working hours, the employee will be sent to the designated medical provider for the County. Drug and alcohol testing may be required for compliance. If an injury requiring medical attention occurs after normal working hours, the employee shall seek treatment with the County's worker's compensation after-hours provider. Drug and alcohol testing may be required for compliance.

If you see a violation, or suggestions, or near misses at your department or other departments, please contact your supervisor immediately. If you are not comfortable reporting such things to your supervisor, please contact The County Administrator/Safety Officer even if it is anonymously.

Employees who fail to report a work-related accident, or misrepresenting the facts will be considered just cause for disciplinary action.

4. Reporting Hazardous Conditions

When a hazardous condition that may cause injury or property damage, or interfere with services is observed, regardless of the department in which the condition exists, employees are encouraged to report it promptly to their supervisor and, when necessary, guard the area.

An employee who receives a report of any hazardous emergency condition shall obtain the name of the person providing the information, the exact location, and the nature of the trouble. The employee shall immediately refer this information to the person having responsibility for such matters.

5. Transitional Return to Work Policy (TRTWP)

When possible, and if not in conflict with the County's Personnel Policy Handbook, efforts to provide employees who are unable to perform their essential job functions due to an illness or injury that occurred while on the job with the best possible recovery program so that they can return to work with minimal emotional and financial disruption to their lives. This is referred to a Transitional Return to Work Policy (TRTWP).

Our TRTWP provides a unified effort to return workers to their regular job functions as outlined in their job descriptions as soon as possible. Our goal is to maintain or increase productivity as well as provide our employee's with a sense of security, while reducing workers compensation premium costs.

When possible, employees on temporary disability for illnesses and injuries that occurred not at work, may also be eligible for TRTWP.

The TRTWP is limited to employees who are undergoing active medical and rehabilitative treatment and who are confronting temporary work restrictions, which are projected to end upon completion of a defined course of treatment.

Employees who cannot perform the essential job functions of the job or pose an immediate threat of injury to themselves or others, or creates an undue hardship on the County will not be retained. *The success of our program depends on the employee and supervisors understanding and adhering to the roles and responsibilities outlined in this policy.*

Categories of Work Restriction and Work Status following a work related injury or any illness or accident that renders an employee unable to perform his/her job due to a disability, will be classified in one of three categories. **A physician's note confirming restrictions is required for each of the categories:**

- Not Released For Return to ANY Type of Work. Employee is still recovering from an illness or injury. This status is temporary, with a defined "ending date."
- Released with Restrictions. Employee is released to return to work, but has specific restrictions outlined by the health care provider. These restrictions are also temporary with a defined "ending date."
- Released For Work With NO Work Restrictions. Employee can perform his/her regular job description. Employees in this category shall return to work according upon physician release, but only upon prior written notification to Human Resources first.

Employees, who cannot be safely accommodated as outlined in their job description at the time of injury, may be afforded the opportunity to perform limited duties within the employee's capabilities, if work is available. However, the County is not required to "make-up work" and any work available must benefit the County.

Employees on temporary (short-term) modified duty will continue to occupy the same position held prior to the illness or injury, and will continue to be paid the same base hourly rate. This will apply regardless of whether the employee has been accommodated in the same position, or has been given a completely different temporary assignment.

The Employee's salary will continue to be paid by the employee's department, even if the department was unable to accommodate the employee and the employee was placed in another department in a modified duty position.

Modified Duty Assignments - Employees with restriction may be accommodated as follow;

- Changing or reducing normal scheduled work hours,
- Performing duties in a different way,
- Modifying the employees duties through the shifting of job assignments, or
- Any other accommodation that is reasonable and agreed upon.

Employees Responsibilities While on Modified Duty Assignments - The employee may be asked to provide to the County Administrator/Safety Officer by way of a physician's note or documentation when required with the following:

- Any known accommodations that would enable the employee to safely perform job duties,
- Any change in work status or work restrictions,
- Anticipated duration of such restrictions, and
- Expected date to return to duty due to an illness or injury related to a disability.

If the employee has not yet been released for full duty after specified time, a formal evaluation will be conducted by the County Administrator/Safety Officer to determine the feasibility of continued modified duty placement.

Modified duty may be continued in increments of one-week, but **only** under the following conditions:

- It does not violate the County Personnel Policy Handbook,
- The employee is still improving medically, and is expected to return to full duty within a very short period of time (i.e. one to two weeks),
- Conditions under Family Medical Leave Act are being met, and
- Modified duties are still available.

6. Disciplinary Actions for Willful Unsafe Acts

Establishment and maintenance of a safe work environment is the shared responsibility of the County and County employees. Safety and health in County departments must be a part of every operation. Without question it is every employee's responsibility at all levels.

The County will take all reasonable steps to assure a safe environment and compliance with federal, state, and local safety regulations. All employees should report for work in an alert, fit condition; able to effectively perform assigned position duties in order to prevent accidents and injuries and to reduce operating costs by following safe practices which prevent lost time, equipment and property damage, and expenditures of County funds for medical care, compensation, and liability.

Employees are also expected to obey safety rules and to exercise caution in all their work activities, and shall immediately report any unsafe conditions to their Department Head.

Not only Department Heads, but employees at all levels of the organization are expected to correct unsafe conditions as promptly as possible.

Safety violations, including those covered by state law (i.e. seatbelts, texting and driving, etc.) are subject to disciplinary action including suspension up to immediate termination of employment.

7. Safeguarding the Public

Every effort shall be made to protect the public at all times when County work is in progress by the use of signs, barricades or personal warning that meet the applicable standards.

C. BASIC FIRST AID

1. Introduction

First aid refers to medical attention that is usually administered immediately after the injury occurs and at the location where it occurred. It often consists of a one-time, short-term treatment and requires little technology or training to administer.

Further precautions can be found in the “Bloodborne Pathogen” section for injuries involving blood loss.

First aid can include cleaning minor cuts, scrapes, or scratches; treating a minor burn; applying bandages and dressings; the use of non-prescription medicine; draining blisters; removing debris from the eyes; massage; and drinking fluids to relieve heat stress.

All offices, shop areas, and vehicles are to be equipped with a basic waterproof first aid kit or a designated cabinet, which can be easily accessed by employees for the storage of supplies and checked on a regular basis, to restock as necessary and make sure that supplies are not outdated. Eye washing stations are to be clearly marked and free from obstacles that may prevent access.

2. Simple First Aid Treatment Examples

Simple first aid treatment can be done by employees themselves. Below are a few examples of minor injuries and what to do if you should encounter one.

- Cuts- Rinse debris away and clean the area with soap and water and apply pressure with a clean cloth, sterile gauze or a bandage. Report if the edges are widely separated or keeps bleeding after you have clean it and applied pressure or if it is an animal bite.
- Burns- There are three types of burns; first degree appears red, is sore, and may have swelling; second degree results in blisters and intense redness; and third degree is sometimes painless as the nerves may be damaged. Run cool water over the burn. If clothing is stuck to a burn do not try to remove it –get medical attention immediately or call “911.”
- Nosebleeds- If you have a nosebleed, sit in a chair with your head tilted slightly forward. Do not lean your head back as this may cause gagging, or coughing. You can pinch the soft part of the nose to help it stop. Use a clean cloth to absorb the blood until it stops. If you become dizzy, or bleeding won’t stop, or nose bleed is a result from a blow to the head or fall, seek medical attention immediately or call “911.”
- Insect Stings- If the stinger is visible, remove it by gently scraping the skin with a card or finger-nail. Wash the area with soap and water. Ice or cool cloth will help relieve the pain and swelling. If you are allergic or show signs of being allergic such as swelling in the windpipe making it hard to breathe or feeling dizzy, get medical attention immediately or call “911.”
- Poison Ivy / Oak / Sumac- Coming in contact with any of these could cause a mild rash that is often accompanied by redness, itching, burning, or blistering. Skin may have small bumps or blisters after a few days of being in contact with it. Wash your skin and clothing with soap and water if you come in contact with Poison Ivy, Oak, or Sumac. Use calamine lotion or a cold cloth to help with the itching. Seek medical attention if rash covers large portion of the body, is on the face or genitals, or know you have had a past severe allergy or reaction to it.
- Seizures- Gently place the employee on the ground or floor and remove any nearby objects. Call 911 immediately. Loosen any clothing around the neck or head and do not put anything into the mouth.

D. EMERGENCY PROCEDURES

1. Introduction

The purpose of the emergency procedures section is to help protect the employees from serious injury, property loss, or loss of life in the event of a major disaster such as a fire, tornado or inclement weather, earthquake, bomb threat, medical emergency, or hostile intruder.

An annual review of department specific plans must be done annually in each department that includes actual drills. If any revisions are needed, they must be in written document form and given to employees and the County Administrator/Safety Officer.

In the event of any disaster, employees and guests may be warned by sirens; by your department alarms/ warnings; or by radio, fire, police, or eye witnesses; public service announcements from local television stations or radio stations; or verbal announcement by elected officials, department heads, or messengers.

2. Exit Routes and Emergency Planning

Department Heads are to ensure undated exit route maps and instructions are posted at exits and stairs should employees or the public need to exit during an emergency.

Certain departments will require operations or equipment to be shut down or suspended during an emergency. Because this is specific to job duties, your department will advise and train employees if needed. An annual review of plans must be done in each department, including actual drills, with any revisions needed in document form to the County Administrator/Safety Officer and employees, and training completed.

3. Designated Meeting Places

When alarms are activated, employees shall evacuate and report to the designated meeting or sheltered site. Department Heads are to ensure employees are trained and shown annually of where their designated meeting place will be. Roll-call by department heads to account for employees and visitors need to be taken. If there are missing employees or visitors, try to locate them. If you are still unable to contact them, notification to Central Dispatch shall be made via "911" on telephone or by radio, and contact Police or Fire, and make the County Administrator/Safety Officer aware of the situation.

Information will be needed when you report missing employees. (i.e. employee name, department, last known work assignment area, description of employee, etc.).

4. Tornado/Inclement Weather

Tornados develop with little (if any) advance warning and may or may not be clearly visible. Tornados usually trail the edge of a thunderstorm; large hail; large dark, low-lying cloud (particularly if rotating); and often loud roar, similar to a freight train may be heard.

- Tornado Watch- means that tornados are possible. Remain alert for approaching storms, watch the sky and stay tuned to local radio, local television station for information. Make sure you have contact with your department to stay informed.
- Tornado Warning- means a tornado has been sighted or indicated by weather radar. Take shelter immediately.

5. Fire and Safeguards

In the event of a fire, every second counts. Employees and Department Heads both have the responsibility to prevent any type of fire in the building, and safe-guards are to be corrected immediately when discovered.

Reporting Fires - In the event of a fire, escape first and then call 911 for help. All employees are to evacuate the premise and report to your department's designated meeting location for roll-call. Never return to a burning building for any reason; rescue crews / firefighters will perform rescue missions if necessary.

Do not attempt to fight the fire unless the Fire Department has been notified (911) and the fire is small and is not spreading to other areas, and the fire extinguisher is in working condition and personnel are trained to use it.

Fire Extinguisher Inspection and Training - Fire extinguishers and employee training is in accordance with the most current applicable state and federal OSHA regulations where applicable, generally outlined in 1910.157-Portable Fire Extinguishers and National Fire Protection Association (NFPA) Standards.

Inspection of fire extinguishers is the responsibility of the Department Head and shall be completed and recorded in written record, once a month. The dates and the initials of the designated employee shall be recorded on the extinguisher's tag, and also be kept on a spread sheet for easy retrieval should the tag become damaged.

6. Earthquakes

Because Indiana is part of the New Madrid Fault line, an earthquake could occur at anytime. Ground shaking from earthquakes can collapse buildings and bridges; disrupt gas, electric, and phone service; and sometimes trigger landslides, flash floods, and fires.

Earthquakes strike suddenly, without warning and can occur at any time of the year and at any time of the day or night. Employees should get under a sturdy table or desk, and stay clear of windows, bookcases and shelving that could easily tip over.

7. Bomb Threats

If you receive the threat or become aware of a threat, call 911 and notify your Department Head immediately. If you are told of a bomb threat, stay as calm as possible and evacuate the building and report to the designated meeting place at the department.

8. Hostile Intruder

If someone appears or has entered the building intending to do harm to others by the use of weapons or physical violence, time is of the essence. Decide which of the three options – RUN, HIDE, FIGHT – is your best option based on where the intruder is and where you can go.

- RUN – If this is your best option, do not attempt to take belongings with you (i.e. purse, coat, etc.). Encourage others to leave with you, but do not stop even if other people are unsure about what to do. Call 911 and report what information you know about the situation. Try to prevent others from entering the building.
- HIDE – If this is your best option, choose a location where the door can be locked and you cannot be seen through any windows in the door, or elsewhere. Barricade the door if possible. Silence your cell phone. Turn out the lights. Be as quiet as possible. Call 911 and whisper to them or just leave the phone line open if the intruder is close by. Law Enforcement will let you know when it is safe to come out.
- FIGHT – Fight should only be used as a last resort; however, if it is your best option, do so swiftly and very aggressively. Your life depends on it. If you are with a group, attempt to overwhelm the intruder as a group. See what objects are around you that might be used as improvised weapons.

When the police arrive, their main objective is to stop the intruder. Do not grab at the officers and keep your hands visible so they know you are not the intruder, and follow their instructions. If you know the direction of the intruder or a description of the intruder, give it to the officers.

9. Medical Emergency

In the event of a Medical Emergency, call 911 or designate a specific person to call 911. Dispatch will need information to relay to emergency personnel. Information may include the nature of the emergency; the location; and the name of person reporting it.

Check to make sure the area around the person is safe for you to approach if you do not know how they were injured or the cause of the situation. Do not attempt to move a seriously injured person unless they are in danger of further harm from staying where they are.

If you, or someone else nearby, can begin CPR or First Aid, please provide medical attention to victim until emergency responders arrive, and have someone meet emergency responders and guide them to the injured person.

E. PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Introduction

Personal protective equipment, commonly referred to as "PPE," refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.

Note – The use of PPE alone should not be relied upon to provide protection against hazards. Engineering controls, and/or administrative controls, must be utilized first or with PPE. Before beginning, survey the work to identify sources of hazards to workers and co-workers, and the type of PPE that is available to use. Select the PPE which would provide a level of protection greater than the minimum required. Defective or damaged PPE should not be worn, and needs to be reported to your supervisor for replacement.

Employees are also expected to obey safety rules and to exercise caution in all work activities, and shall immediately report any unsafe conditions to the supervisor. Employees at all levels of the organization are expected to report and correct unsafe conditions as promptly as possible.

To learn how to properly take on or off, care for, or questions regarding PPE, please ask your supervisor.

2. Work Attire

Besides PPE (safety glasses, hard hats, etc.) all employees will wear clothing and shoes that are suitable and appropriate for the specific type of work they perform. Clothing, including wearing of uniforms where provided, shall be worn and in compliance with department standards and policy.

Unnecessary jewelry, including earrings, shall not be worn where the risk of them getting caught or snagged that may cause injury. Finger-rings shouldn't be worn while climbing on or off structures or vehicles when performing task where the ring may also become caught or snagged or while working on electrical equipment.

Check with your Supervisor for additional clothing or footwear requirements that may include Flame-Resistant (FR) clothing, when the potential for electric arcing exists.

3. Foot Protection

Employees who face possible foot injuries from falling or rolling objects, or from crushing or penetrating materials should wear proper protective footwear. Situations in which an employee should wear proper foot or leg protection include when heavy objects such as barrels or tools might roll onto or fall on the employee's feet and working with sharp objects.

4. Visibility Protection

Employees performing work that expose them to the potential of being struck by moving vehicles or equipment due to lack of visibility shall wear the appropriate class of ANSI High-Visibility apparel. This includes safety vests and jackets, shirts and clothing and in some cases, headwear.

5. Eye Protection

Appropriate and approved eye protection shall conform to the requirements set forth by ANSI general recommendations. The reason why the County uses ANSI ratings, is to minimize the severity and injuries from hazards such as impact, radiation, chemical splash, welding, and more. This means the choice of safety eyewear revolves around what best represents the protection needed for the specific hazards encountered in the workplace.

The main types of protective eyewear are safety glasses, which may resemble regular eyeglasses, but the lenses are more durable and provide better protection against flying debris. Safety goggles fit snugly around your eyes and offer an extra level of protection beyond safety glasses. Safety goggles are available in several different styles. Some are made of firm plastic, and others are made of flexible rubber.

The most common hazards include blunt impact, splashes and droplets, dust, and small dust particles. Safety glasses shall be worn when working with material that has the potential to cause injury when using power-tools or drilling/sawing of overhead objects; when working with chemicals or compounds; operating of equipment with exposure to flying debris such as brush chippers and tub grinders; or any other danger of injury to the eyes or at the direction of the supervisor.

6. Face Protection

Face shields cover your entire face. Some hard hats and helmets have a face shield attached to them. Face shields are a secondary line of defense and you will need to wear safety glasses or goggles along with the face shield during operation or

equipment use of the following, or by direction of the crew leader or supervisor when jack hammering or concrete cutting, or using power activated tools including impact chisels.

7. Head Protection

Employees must wear protective helmets when working in areas where there is a potential for injury to the head from falling objects. Head injuries are caused by falling or flying objects, or by bumping the head against a fixed object.

Head protection, in the form of protective hats, must do two things: (1) Resist penetration and (2) absorb the shock of a blow. This is accomplished by a rigid, lightweight shell that is designed to deflect objects that hit the top and sides of the helmet, depending on type of helmet, while the suspension is engineered to hold the shell in place on the head. More importantly, the suspension works together with the shell to absorb most of the impact energy when the helmet is struck. Each such affected employee when near exposed electrical conductors which could contact the head shall wear protective helmets designed to reduce electrical shock hazards.

Hardhats or helmets should not be stored or carried on the rear-window, shelf, or front-window of an automobile or truck, since sunlight and extreme heat may adversely affect the degree of protection. The Department Head shall be responsible for the establishment and maintenance of a hardhat protection program in their departments.

Activities that may be exposed to these types of hazards include crane or lever operations, overhead work areas (including the cutting of branches) and low clearance work areas. Because the protective helmet is a system, if any component is not in good working condition, the hardhat wearer does not have adequate head protection. So, inspect the helmet before each use for cracks, dents, cuts, bad nicks, or gouges both inside and outside. The suspension system should be checked for any signs of wear, such as straps that are twisted, cut, torn, or frayed; loose stitching; or plastic parts with cracks or small breaks.

8. Hearing Protection

Noise exposure is one of the most widespread health hazards in the workplace. Exposure to high noise levels can cause permanent damage to the inner ear that cannot be repaired. Wearing proper hearing protection for excessive noise exposure is essential to avoiding permanent hearing damage. As a general rule, if you have to shout to be heard by a co-worker within an arm's length away or if you are working around equipment for long periods of time – you should be wearing hearing protection.

Earplugs; are small inserts that fit into the outer ear canal. To be effective they must totally block the ear canal with a tight seal. They are available in a variety of shapes and sizes to fit individual ear canals. Earmuffs fit over the entire outer ear to form an air seal so the entire circumference of the ear is blocked, and they are held in place by an adjustable band.

For extremely noisy situations, earplugs should be worn in addition to earmuffs. When used together, earplugs and earmuffs change the nature of sounds. iPods or similar devices are not to be worn in place of hearing protection when required.

9. Respiratory Protection

Respiratory protection shall be worn as the hazard dictates and as required by IOSHA/OSHA standards. Before using a respirator, employees are required to have medical evaluation through the County's WC Provider and a standard fit-test annually.

10. Hand Protection

Each department selects and requires employees to use appropriate hand protection when hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns and harmful temperature extremes.

The selection for the appropriate hand protection is based on the evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified.

11. Fall Protection

Fall hazards are one of the leading causes of injury and death in the work place. Employees should be provided with fall protection when exposed to fall hazards greater than 6 feet on construction sites or 4 feet in workshop areas or while working over equipment that could cause an injury or death. Some of the different fall protections systems that may be utilized in the workplace include guardrails or personal fall arrests systems. In the event an employee is exposed to these fall hazards, they shall receive proper training on fall protection, any questions regarding fall protection should be brought the attention of your supervisor or department head.

F. TOOLS & EQUIPMENT

1. Introduction

All tools, regardless of ownership, must be an approved type and in good working condition. Defective tools shall be tagged and removed from inventory easily accessed by employees and reported to your supervisor for replacement or repair. Employees are not to make repairs to County equipment without the authorization of the supervisor, or in some departments, a mechanic.

All tools, equipment or machinery that have factory installed safety devices, shall be maintained to their designated function and be used when operating them and for the purpose they were intended. This includes ensuring the safeguards are covering blades and unplugging the machine when out of use.

2. Machinery & Machine Guarding

Moving machine parts have the potential to cause severe workplace injuries, such as crushed fingers or hands, amputation, burns, or blindness. Safeguards are essential for protecting workers from these preventable injuries. Any machine part, function, or process that may cause injury must be safeguarded. When the operations of a machine or accidental contact injure the operator or others in the vicinity, the hazards must be eliminated or controlled.

To control or eliminate the hazards, dangerous moving parts require safeguarding at the point of operation where work is performed on the material (cutting, shaping, boring, or forming of stock); the power transmission apparatus and all components of the mechanical system which transmit energy to the part of the machine performing the work (flywheels, pulleys, belts, connecting rods, couplings, cams, spindles, chains, cranks, and gears); and other moving parts of the machine which move while the machine is working (reciprocating, rotating, and transverse moving parts, as well as feed mechanisms and auxiliary parts of the machine). These physical hazards will be controlled using engineering controls, such as guards or restraints. The guards placed on the equipment must not be tampered with as they are designed to protect the employee from possible injury and may result in disciplinary action.

A guard must not add additional hazard to the task that is being performed, so they should be inspected on a regular basis to ensure it is in working condition. If a problem is discovered, it should be brought to the attention of a supervisor or department head and corrected immediately or temporarily deactivate the equipment. No employee should perform work on any equipment that has been deemed unsafe.

3. Hand Tools

The employer is responsible for the safe condition of tools and equipment used by employees, but the employees have the responsibility for properly using and maintaining tools.

Appropriate personal protective equipment, e.g., safety goggles, gloves, etc., should be worn due to hazards that may be encountered while using portable power tools and hand tools. Always familiarize yourself on the proper way to operate hand and power tools before operating. *If you are unfamiliar with how a tool operates, do not operate it!*

Tools are not to be left lying around where they may cause an employee to trip or stumble; thrown from one place or from person to person; or left unsecured on elevated places.

Hand tools are non-powered. They may include anything from axes to wrenches. The greatest hazard posed by hand tools result from misuse and improper maintenance. For instance – using a screwdriver as a chisel may cause the tip of the screwdriver to break and fly, hitting the user or other employees.

If a handle on a tool such as a hammer or an axe is loose, splintered, or cracked, the head of the tool may fly off and strike the user or another worker, or a wrench must not be used if its jaws are sprung, because it might slip. Impact tools such as chisels, wedges, or drift pins are unsafe if they have mushroomed heads as the heads might shatter on impact, sending sharp fragments flying.

4. Power Tools

Power tools can be hazardous when improperly used. Employees should be trained in the use of all tools - not just power tools, and should understand the potential hazards as well as the safety precautions to prevent those hazards from occurring.

Power tool users should observe the following general precautions when handling them. Never carry a tool by the cord or hose or yank the cord or the hose to disconnect it from the receptacle.

Disconnect tools when not in use, before servicing, and when changing accessories such as blades, bits and cutters. Proper apparel should be worn as loose clothing, ties, or jewelry can become caught in moving parts.

Employees using electric tools or equipment must be aware of several dangers; the most serious is the possibility of electrocution. Among the chief hazards of electric-powered tools or equipment are burns and slight shocks, which can lead to injuries or even heart failure.

5. Powered Abrasive Wheel Tools

Powered abrasive grinding, cutting, polishing, and wire buffing wheels create special safety problems because they may throw off flying fragments. Always use eye and face protection, turn off the power when not in use, and never clamp a hand-held grinder in a vise.

Before an abrasive wheel is mounted, it should be inspected closely and sound- or ring-tested to be sure that it is free from cracks or defects. To test, wheels should be tapped gently with a light non-metallic instrument. If they sound cracked or dead, they could fly apart in operation and so must not be used. A sound and undamaged wheel will give a clear metallic tone or "ring."

To prevent the wheel from cracking, the user should be sure it fits freely on the spindle. The spindle nut must be tightened enough to hold the wheel in place, without distorting the flange. Follow the manufacturer's recommendations. Care must be taken to assure that the spindle wheel will not exceed the abrasive wheel specifications. Floor and bench mounted grinders shall be provided with work rests which are rigidly supported and readily adjustable. Such work rests shall be kept at a distance not to exceed 1/8 (one-eighth) inch from the surface of the wheel.

Due to the possibility of a wheel disintegrating (exploding) during start-up, never stand directly in front of the wheel as it accelerates to full operating speed. In addition, portable grinding tools need to be equipped with safety guards to protect workers not only from the moving wheel surface, but also from flying fragments in case of breakage.

6. Pneumatic Tools

Pneumatic tools are powered by compressed air and include chippers, drills, hammers, and sanders. There are several dangers encountered in the use of pneumatic tools. The main one is the danger of getting hit by one of the tool's attachments or by some kind of fastener the worker is using with the tool.

Eye, face, and hearing protection are required with proper foot protection for employees working with pneumatic tools such as jackhammers. Compressed air guns used by employees must be checked to see that they are fastened securely to the hose to prevent them from becoming disconnected, and must never be pointed toward anyone or "dead-end" it against themselves or anyone else.

Screens must be set up to protect nearby workers from being struck by flying fragments around chippers, riveting guns, staplers, or air drills, and operate only in well-lit areas.

7. Power Lawnmowers, Weed Eater, Edgers, Etc.

Employees shall ensure that all manufacturer guards are in place and in working order before using equipment. Prior to making adjustments, inspections, or repairs, the employee shall turn off the equipment and permit it to come to a stop.

Equipment shall not be operated while other employees or pedestrians are within the range of objects that might be propelled by the blade.

8. Chainsaws

Some department tasks may require employees to operate a chainsaw. Operating a chainsaw is inherently hazardous. Using proper personal protective equipment and safe operating procedures can minimize potential injuries.

Before Starting a Chainsaw - Check controls, chain tension, and all bolts and handles to ensure that they are functioning properly and that they are adjusted according to the manufacturer's instructions. Start the saw on the ground or on another firm support, "drop starting" is never allowed.

Fueling a Chainsaw - Use approved containers for transporting fuel to the saw and dispense fuel at least 10 feet away from any sources of ignition when performing construction activities. **No smoking during fueling.** Never attempt to fuel a running or HOT saw.

Chainsaw Safety - Clear away dirt, debris, small tree limbs and rocks from the saw's chain path. Look for nails, spikes or other metal in the material before cutting. Shut off the saw or engage its chain brake when carrying the saw on rough or uneven terrain, and keep your hands on the saw's handles, and maintain a secure footing while operating the saw. Proper Personal Protective equipment must be worn when operating the saw that includes chainsaw Chaps, hand, foot, leg, eye, face, hearing and head protection. Do not wear loose-fitting clothing

9. Welding, Cutting, & Brazing

Health hazards from welding, cutting, and brazing operations include exposure to metal fumes and to ultraviolet (UV) radiation. Safety hazards from these operations include burns, eye damage, electrical shock, cuts, and crushed toes and fingers. Many of these hazards can be controlled with proper work practices and personal protective equipment. **Only employees that have experience and have been properly trained in these operations are allowed to perform tasks that require welding, cutting, or brazing.**

Employees that are trained should be able to recognize these health and safety hazards and use the proper engineering and administrative controls, as well as use the proper personal protective equipment. Some of these controls and PPE includes using and maintaining proper ventilation when needed. Welding, cutting, or brazing in a safe designated area, with possible sources of ignition removed, and keeping a proper fire extinguisher near-by.

Employees must also use proper PPE (ex. welders mask/goggles with proper shading, gloves, respirators). Employees welding, cutting, or brazing in confined spaces shall conform to confined space requirements.

G. ELECTRICAL SAFETY

Electricity has long been recognized as a serious workplace hazard, exposing employees to burns, electrocution, shock, arc flashes, fire, and explosions. **BE SAFE** is an acronym designed to help remind employees how to recognize, avoid and protect themselves against all of these electrical hazards.

B= Burns. A burn is the most common shock related injury. Burns from electricity are referred to one of three types: Electrical, Arc/Flash, or Thermal Contact. Electrical burns result from heat generated by the flow of electric current through the body; Arc/flash burns are high-temperature burns caused by an electric arc or explosion; and Thermal contact burns occur when skin comes in contact with overheated electric equipment.

E= Electrocution. Electrocution means death caused by electricity and is always fatal. It is the result when a human is exposed to a lethal amount of electrical energy.

S= Shock. Shock results when the body becomes part of the electrical circuit; current enters the body at one point and leaves at another, and can be a mild shock or can result in cardiac arrest.

A= Arc Flash/Blast. An arc flash is the sudden release of electrical energy through the air when a high-voltage gap exists and there is a breakdown between conductors and gives off thermal radiation (heat) and bright, intense light that can cause burns. Temperatures can reach as high as 35,000 degrees and can also produce considerable pressure waves by rapidly heating the air and creating a blast. An arc flash can be spontaneous or result from inadvertently bridging electrical contacts with a conducting object, or the caused may include dropped tools or the buildup of conductive dust or corrosion.

F= Fire. Most electrical distribution fires result from problems with fixed wiring such as faulty electrical outlets and old wiring. Problems with cords (such as extension and appliance cords, plugs, receptacles, and switches also cause electrical fires.

E= Explosions. An explosion can occur when electricity ignites an explosive vapors in the air, explosive liquid, or another source of possible ignition. To avoid these electrical hazards in the workplace, employees are expected to follow all safety-related work practices and will be provided the proper person protective equipment when exposed.

Before any electrical work is preformed, employees should plan ahead. This allows you to coordinate your work and take advantage of the knowledge of others. It also helps to identify all hazards associated with your task and allows for a collective response on how to safely mitigate all hazards; this ensures good safety communication between co-workers.

Before maintenance or electrical work begins, a qualified employee must also de-energize equipment and assure it will not unintentionally start up using Lockout/Tag Out procedure to prevent electric shock and other injuries or property damage resulting from direct or indirect electrical contact.

When using extension cords and power tools in the workplace, employees must inspect extension and power cords before each use. Equipment should be inspected for cuts or abrasions, damaged insulation, or strain relief. Employees should never remove the third ground prong from an extension cord or power cord as this can result in shock or electrocution and should be aware of double insulated cords. These issues can cause electrical hazards and if found, the extension cord or power tool should be disposed of or repaired by a qualified employee.

Working with power tools or extension cords in wet or damp areas can be extremely dangerous and should be avoided. Ground Fault Current Interrupters (GFCI) shall be used any time work must be conducted in wet or damp areas to prevent the possibility of shock or electrocution.

When working on electrical equipment or exposed to electrical hazards, employees shall be provided with the proper personal protective equipment. All tools used shall have insulated-nonconductive handles, and proper hand protection classified by the level of voltage and protection they provide shall be worn. Wear nonconductive head protection wherever there is a danger of head injury from electric shock or burns due to contact with exposed energized parts and wear protective equipment for the eyes or face wherever there is danger of injury to the eyes or face from electric arcs or flashes or from flying objects resulting from electrical explosion.

H. LOCK OUT / TAG

Lockout/Tag Out applies to all employees and covers the service and maintenance of machines and equipment in which the unexpected start-up or the release of stored energy could cause injury or death to employees.

The primary tool for providing protection is the energy-isolating device. This is the mechanism that prevents the transmission or release of energy and to which all locks or tags are attached, and guards against accidental machine or equipment start-up or the unexpected re-energization of equipment during servicing or maintenance.

- Lockout Device: is any device that uses positive means such as a lock, either key or combination type, to hold energy-isolating device in a safe position, thereby preventing the energizing of machinery or equipment. When properly installed, a blank flange or bolted slip blind are considered equivalent to lockout devices.
- Tag(out) Device: is any prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy-isolating device in accordance with an established procedure. The tag indicates that the machine or equipment to which it is attached is not to be operated until the tag(out) device is removed in accordance with the energy control procedure.

When attached to an energy-isolating device, both lockout and tag(out) devices are tools that the employer can use in accordance with the requirements of this standard to help protect employees from hazardous energy by preventing the machine or equipment from becoming energized. The lockout device does so by identifying the energy-isolating device as a source of potential danger. It indicates that the energy-isolating device and the equipment being controlled may not be operated until the tag(out) device is removed.

Whichever devices are used, they must be singularly identified, must be the only devices used for controlling hazardous energy, and must meet the following requirements:

- Durable – Lockout and Tag(out) devices must withstand the environment to which they are exposed for the maximum duration of the expected exposure. Tag(out) devices must be constructed and printed so that they do not deteriorate or become illegible, especially when used in corrosive (acid and alkali chemicals) or wet environments.
- Standardized – Both lockout and tag(out) devices must be standardized according to either color, shape, or size. Tag(out) devices must also be standardized according to print and format.
- Substantial – lockout and tag(out) devices must be substantial enough to minimize early or accidental removal. Locks must be substantial to prevent removal except by excessive force of special tools such as bolt cutters or other metal cutting tools. Tag means of attachment must be non-reusable, attachable by hand, self-locking and non-releasable, with a minimum unlocking strength of no less than 50 pounds. The device for attaching the tags also must have the general design and basic characteristics equivalent to a non-piece nylon cable tie that will withstand all environments and conditions.
- Identifiable – Locks and tags must clearly identify the employee who applies them. Tags must also warn against hazardous conditions if the machine or equipment is energized and must include a legend such as the following: DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, DO NOT OPERATE, ETC.

The established procedure of applying energy controls includes the specific elements and actions that must be implemented in sequence. They are briefly described as: Prepare for shutdown; Shut down the machinery or equipment; Apply the lockout / tag(out) device; Render safe all stored or residual energy; and Verify the isolation and de-energization of the machine or equipment.

Before lockout or tag(out) devices are removed and energy is restored to the machine or equipment, the authorized employee(s) must take the following actions or observe the following procedures:

- Inspect the work area to ensure that non-essential items have been removed and that machine or equipment components are intact and capable of operating properly.
- Check the area around the machine or equipment to ensure that all employees have been safely positioned or removed.
- Notify affected employees immediately after removing locks or tags and before starting equipment or machines.
- Make sure that locks or tags are removed ONLY by those employees who attached them, (in the very few instances when this is not possible, the device may be removed under the direction of the Department Head, provided that he/she strictly adheres to the specific procedures outlined in the standard).

OSHA allows the temporary removal of locks or tags and the re-energization of the machine or equipment ONLY when

necessary under special conditions – for example, when power is needed for the testing or positioning of machines, equipment, or components. The re-energization must be conducted in accordance with the sequence of steps listed below:

1. Clear the machines or equipment of tools and materials.
2. Remove employees from the machine or equipment area.
3. Remove the lockout / tag(out) devices as specified.
4. Energize and proceed with testing or positioning.
5. De-energize all systems and isolate the machine or equipment from the energy source. Then, re-apply the lockout or tag(out) devices as follows: (1) employees working with outside personnel or contractors must inform each other of their respective lockout / tag(out) procedures; (2) group lockout / tag(out) operations where the release of hazardous energy is possible, each authorized employee performing service or maintenance shall be protected by his/her personal lockout or tag(out) device or comparable mechanism that affords equivalent protection, or (3) shift or personnel changes require specific procedures that must ensure the continuity of lockout / tag(out) protection during shift or personnel changes.

Employee Training should include three types of employees.

1. *Authorized* – Those employees who are charged with the responsibility for implementing the energy control procedures and performing the service and maintenance. They must have knowledge/training on the details about the type and magnitude of the hazardous energy sources present in the workplace, and the methods and means necessary to isolate and control those energy sources (i.e., the elements of the energy control procedure(s))
2. *Affected* – Those employee who are the machine or equipment operators.
3. *All Other Employees* – Recognize when the control procedure is being implemented, and understand the purpose of the procedure and the importance of not attempting to start up or use the equipment that has been locked or tagged out.

Because an “affected” employee is not one who is performing the service or maintenance, the employee’s responsibility under the energy control program is simple - *whenever there is a lockout/tag(out) device in place on an energy-isolating device, the affected employee leaves it alone and does not attempt to operate the equipment.*

It is the Department Head’s responsibility to make periodic inspections at least annually to assure that the energy control procedures (locks and tags) continue to be implemented properly and that the employees are familiar with their responsibilities under those procedures.

I. WALKING & WORKING SURFACES and ENVIRONMENT PRECAUTIONS

1. Introduction

Poor housekeeping is a major contributor to low moral and sloppy work ethics. Even if it is not usually the cause of major accidents, it has the potential to cause them. Department Heads are responsible for creating general housekeeping rules and enforcing them.

2. General Housekeeping

A vast majority of slips, trips, and falls are preventable and are a direct result of conditions such as ice, standing water, grease, polished floors, loose flooring or carpeting, uneven walking surfaces, poorly placed electrical cords, and damaged ladders or steps.

The controls needed to prevent these hazards are usually relatively simple, such as keeping walkways and stairs clear of debris, coiling up extension cords and hoses when not in use, keeping electrical and other wires out of the way, wearing appropriate footwear, and clearing parking lots, stairs, and walkways in snowy weather.

Continue by getting rid of unused or outdated equipment, parts, or rubbish that has collected over the years in storage areas or shops. Place trash containers where employees will be encouraged to use it instead of floors and work areas. Make sure everything has a place, and that inventory is kept in its proper place. **Be aware and never block an exit route, fire extinguisher, or eye wash station.**

3. Ladders

Simple steps can help avoid injuries when using ladders. Barricade traffic areas in the vicinity of ladder being used; keep the area around the top and bottom clear of material and overhead utilities; secure the top and bottoms of the ladder; position the ladder using 4:1 ratio; lift any materials with a rope that is specifically for that purpose – don't try to carry tools with one hand.

Ladders must be securely chained or strapped to walls (or top of prohibited vehicles) when not in use to prevent them from falling and causing injury or damage to property.

When selecting a ladder for a job, make sure you select the proper ladder. Always use a nonconductive ladder when working around electricity. Anytime a ladder is used it must extend three to five feet over the edge.

The various types of portable ladders include:

- *Stepladders* - A self-supporting portable ladder, non-adjustable in length, having flat steps and a hinged back. Stepladders shall be equipped with a metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in open positions, and portable stepladders longer than 20 feet shall not be used.
- *Single Ladder* - A non self-supporting portable ladder, nonadjustable in length, consisting of but one section. Its size is designed by overall length of the side rail. Single ladders longer than 30 feet shall not be used.
- *Double Extension Ladder* - A non-self-supporting portable ladder adjustable in length. Double extension ladders longer than 48 feet shall not be used.
- *Triple Extension Ladder* - A non-self-supporting portable ladder adjustable in length. Triple extension ladders longer than 60 feet shall not be used.

All ladders shall be visibly inspected before using, and be maintained in good conditions at all times. Stickers should be placed on ladders and free from dirt. Ladders should also be inspected frequently and those which have developed defects shall be taken out of service and tagged/marked as "Dangerous – Do Not Use" until they are repaired or destroyed.

Employees should have at minimum three points of contact and shall face the ladder when ascending or descending the ladder. Employees shall not extend beyond the rails and ladders shall not be placed in front of door openings unless the door is open, locked, or guarded.

Only one employee shall work from a ladder at a time; if two employees are required, a second ladder shall be used. Ladders shall not be used as scaffold platforms unless specifically designed for that purpose.

Chairs, boxes, or other items are not to be used as ladders.

4. Lifting

Lifting heavy items is one of the leading causes of injury in the workplace. When employees use smart lifting practices and work in their “power zone,” they are less likely to suffer from back sprains, muscle pulls, wrist injuries, elbow injuries, spinal injuries, and other injuries caused by lifting heavy objects. I OSHA/OSHA recommends that one person lift no more than 51 lbs. and only be done using the following “best practices”:

- When you pick up or set down a load, don’t reach more than 10 inches away from your body.
- Don’t twist your body.
- Lift with your legs, not your back.
- Keep your back as straight as possible.
- Lift the load using a solid two-handed grip.

5. Heat/Cold Stress

Employees who are exposed to extreme heat or work in hot environments may be at risk of heat stress. Exposure to extreme heat can result in occupational illnesses and injuries. Heat stress can result in heat stroke, heat exhaustion, heat cramps, or heat rashes. Heat can also increase the risk of injuries in workers, as it may result in sweaty palms, fogged-up safety glasses, and dizziness. Employees should make sure they are drinking plenty of fluids to avoid dehydration, take regular scheduled breaks, and use sunscreen if needed.

Workers who are exposed to extreme cold or work in cold environments may be at risk of cold stress. Exposure to extreme cold can result in occupational illnesses and injuries, such as hypothermia and frostbite. To avoid injuries or illnesses employees should wear appropriate clothing, move into warm locations during work breaks, and limit the time outside on extremely cold days.

J. HAZARDOUS MATERIAL & COMMUNICATION

1. Introduction

The Hazard Communication Standard (HCS) is now aligned with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). This update to the Hazard Communication Standard (HCS) will provide a common and coherent approach to classifying chemicals and communicating hazard information on labels and safety data sheets.

The revised standard will improve the quality and consistency of hazard information in the workplace, making it safer for workers by providing easily understandable information on appropriate handling and safe use of hazardous chemicals. This update will also help reduce trade barriers and result in productivity improvements for American businesses that regularly handle, store, and use hazardous chemicals while providing cost savings for American businesses that periodically update safety data sheets and labels for chemicals covered under the hazard communication standard.

Major changes to the Hazard Communication Standard include;

1. *Hazard Classification* - Provides specific criteria for classification of health and physical hazards, as well as classification of mixtures.
2. *Labels* - Chemical manufacturers and importers will be required to provide a label that includes a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements must also be provided.
3. *Safety Data Sheets* - Will now have a specified 16-section format.
4. *Information and Training* - Employers are required to train workers on the new labels elements and safety data sheets format to facilitate recognition and understanding.

2. Safety Data Sheets (SDS)

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDS) (*formerly known as Material Safety Data Sheets or MSDS*) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below;

- Section 1 – Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restriction on use.
- Section 2 - Hazard(s) Identification includes all hazards regarding the chemical; required label elements.
- Section 3. Composition/Information on ingredients includes information on chemical ingredients; trade secret claims.
- Section 4. First-Aid Measures includes important symptoms/effects, acute, delayed; required treatment.
- Section 5. Fire-fighting Measures lists suitable extinguishing techniques, equipment, chemical hazards from fire.
- Section 6. Accidental Release Measures lists emergency procedure; protective equipment; proper methods of containment and cleanup.
- Section 7. Handling and Storage lists precautions for safe handling and storage, including incompatibilities.
- Section 8. Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); ACGIH Threshold Limit Values (TLVs); and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the SDS where available as well as appropriate engineering controls; personal protective equipment (PPE).
- Section 9. Physical and Chemical Properties lists the chemical characteristics.
- Section 10. Stability and Reactivity lists chemical stability and possibility of hazardous reactions.
- Section 11. Toxicological Information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.
- Section 12. Ecological Information includes information regarding the affects the chemical may have on physical surroundings, such as the soil and groundwater. Any research studies (or lack thereof).
- Section 13. Disposal Considerations identifies whether the product is defined as "hazardous waste" and how it or its container(s) may safely be disposed of.
- Section 14. Transport Information includes information on the proper transportation of chemical.
- Section 15. Regulatory Information includes information regarding any regulations on the chemical.
- Section 16. Other Information includes the date of preparation or last revision.

Safety Data Sheets (SDS) will be readily available to all employees and will be regularly updated when new chemicals are introduced to departments.

3. Handling & Storage

All hazardous chemicals shall be stored and handled according to the Safety Data Sheets (SDS), applicable OSHA regulations, and other industry suggestions. Proper personal protective equipment will be worn when handling these materials.

To ensure employees are aware of hazards and precautionary measures associated with the chemical(s) at use, employees should understand the new labeling required by the Hazard Communication Standard (HCS). Chemical manufacturers and importers will be required to provide a label that identifies the product and the manufacturer/supplier, as well as a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements must also be provided on the label. Pay attention to the signal word such as "Warning" or "Danger," these are determined by the level of risk for each chemical.

There are nine pictograms to identify specific hazards associated with the chemical, such as flammability, corrosiveness, or toxicity, and the precautionary statements will have information on how to protect employees from such hazards.

If you have any questions regarding handling and storage ask a supervisor immediately.

4. Reporting

If an employee notices an unsafe storage or handling hazard it should be brought to the attention of a supervisor or Department Head. Only attempt to clean up a spill or leak if it is not an immediate danger to life and health (IDLH), are properly trained in spill clean up, and have the proper personal protective equipment readily available.

5. Emergency Response

In the case of an emergency due to Injury/Illness due to exposure, spills, or fires/explosions, contact your Department Head or supervisor. And depending on the severity, emergency responders (911). Inform them of the severity of the spill, what chemical/material was released, and location. Read the label or SDS for emergency instructions.

If eyes, skin or clothing become contaminated, wash the affected area immediately with eye wash for at least 15 minutes. If you feel burning in the nose or lungs or experiences a headache, dizziness or nausea, you may be overexposed to the material being used and should get fresh air immediately, and seek medical help if needed.

If a chemical is accidentally swallowed, get medical assistance immediately. Contact your local hospital, clinic or Poison Control Center. Have the container available to let health care professionals know what chemical has been ingested.

Small spills of low-hazard materials should be wiped or swept up immediately. If a spill is large or presents an immediate fire, explosion or toxic exposure danger, the area should be secured and other employees warned of the hazard. Large scale cleanup should not be attempted unless employee(s) have been specifically trained to safely accomplish that task.

6. Hazardous Chemicals

Chemicals may be breathed into your lungs and enter your skin, nose, mouth, eyes, and elsewhere. Hazardous materials are chemical substances, which if released or misused can pose a threat to the environment or health. Many hazardous materials do not have a taste or an odor. Some materials can be detected because they cause physical reactions such as watering eyes or nausea.

All departments will have Safety Data Sheet (SDS) for product used at their departments and be accessed quickly in case of emergencies. If you cannot locate one, inform your supervisor immediately.

Personal Protective Equipment must be worn at all times to ensure employee safety. Know if you work with hazardous materials and learn to read the labels, and learn how to recognize them by sight, labels, odors, etc. Know how to use these chemicals safely, and what to do in case of accident where these chemicals are involved.

If you hear a siren or other warning signal, turn on a radio or television for further emergency information. If you see an accident, report it to your supervisor. They in turn will call 911 noting the nature and location of the accident as soon as possible. Move away from the accident scene and help keep others away until emergency personnel arrive.

Do not walk into or touch any of the spilled substance and try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area and try to stay upstream, uphill and upwind of the accident. Also, avoid eating or drinking any food or water that may be contaminated.

Authorities will decide if evacuation is necessary based primarily on the type and amount of chemical released and how long it is expected to affect an area. Other considerations are the length of time it should take to evacuate the area, weather conditions, and the time of day.

K. CONFINED SPACE

1. Introduction

Many workplaces contain areas that are considered "Confined Spaces" because while they are not necessarily designed for people, but may be large enough for workers to enter and perform certain jobs. A confined space also has limited or restricted means for entry or exit and is not designed for continuous occupancy.

Confined Spaces include, but are not limited to, tanks, vessels, silos, storage bins, hoppers, vaults, pits, manholes, tunnels, equipment housings, ductwork, pipelines, etc.

2. Permit Required Confined Space

A permit required Confined Space (permit space), is a Confined Space that has one or more of the following characteristics;

- Contains or has a potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly covering walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- Contains any other recognized serious safety or health hazards.

3. Hazards in a Permit Required Confined Space

A permit required Hazard Confined Space (permit space) is a Confined Space that has one or more of the following characteristics;

- Toxic Atmosphere that may cause various acute effects, including impairment of judgment, unconsciousness and death. A toxic atmosphere may occur due to the presence or ingress of hazardous substances.
- Oxygen Deficiency is displacement of air by another gas; various biological processes or chemical reactions (such as rotting of organic matter, rusting of metal, burning, etc.); or absorption of air onto steel surface especially where these are damp.
- Oxygen Enrichment is an excess of oxygen in the presence of combustible materials, results in an increased risk of fire and explosion. Some materials, which do not burn in air, may burn vigorously or even spontaneously in an enriched oxygen atmosphere.
- Flammable or Explosive Atmospheres presents a risk of fire or explosion. Such an atmosphere can arise from the presence in the confined space of flammable liquids or gasses or of a suspension of combustible dust in the air.
- Flowing Liquid or Free Flowing Solids that flow into the confined space causing drowning, suffocation, burns, and other injuries. Solids in powder form may also be disturbed in a confined space resulting in an asphyxiating atmosphere
- Excessive Heat/Cold in the enclosed nature of a confined space can increase the risk of heat stroke or collapse from heat stress, if conditions are extremely hot. Likewise, if conditions are extremely cold, employees could suffer from frostbite or hypothermia if exposed to water in confined space.

4. General Procedure for Entering/Exiting Permit Space

Before entering a permit required confined space, entrants must complete a permit signed by the entry supervisor and verify that pre-entry preparations have been completed and that the space is safe to enter. If one is unsure about a material found in a confined space reference Safety Data Sheets (SDS) for precautionary measures and other information regarding the material.

The _____'s Fire Department (phone number _____)
MUST be notified as part of the permit.

The permit must be posted at entrances or otherwise made available to entrants before they enter a permit space. Duration of the entry permits must not exceed the time required to complete an assignment.

The confined space must be safeguarded from the public and other employees to avoid accidental entry into the confined space at all times.

Also, the entry supervisor must terminate entry and cancel permits when an assignment has been completed or when new conditions exist.

5. General Definition of Duties

Entry Permits: Entry permits must include the following information;

- Test results (oxygen levels, flammable atmosphere, Carbon Monoxide, Hydrogen Sulfide, etc.);
- Tester's initials or signature;
- Name and signature of supervisor who authorizes entry;
- Name of permit space to be entered, authorized entrants, eligible attendants, and individuals authorized to be entry supervisors;
- Purpose of entry and known space hazards;
- Measures, to be taken, to isolate permit spaces and to eliminate or control space hazards (LOTO, ventilation, flushing permit spaces);
- Name and telephone of rescue and emergency services;
- Date and authorized duration of entry;
- Acceptable entry conditions;
- Communication procedures and equipment to maintain contact during entry;
- Special equipment and procedures, including personal protective equipment and alarm systems;
- Any other information needed to ensure employee safety.

Entry Supervisor: The employee responsible for coordinating the entry into the confined space, the following entry supervisor duties are required to:

- Inform the Fire Department of Confined Space (open and close);
- Assure adequate protection is provided to the entrants by verifying adequate lockout/tagout and that all hazards are securely isolated;
- Support the attendant's authority in controlling access to a confined space;
- Verify that all personnel have exited prior to closing the space;
- Assure that all personnel involved are aware of the hazards associated with the confined space;
- Assure that rescue services are available prior to entry.

Entry Attendants: The employee who remains outside the confined space and monitors the entrant(s); guards the space against unauthorized entry; warns the entrants of any unusual conditions; and summons the rescue personnel if needed. Responsibilities include:

- Monitor entrants during the job and during entry and exit to help insure their safety;
- The attendant may not abandon their post for any reason while personnel are in the space unless relieved by another qualified attendant
- Monitor atmospheric conditions in the space prior to and during entry;
- Control access to the confined space;
- Summon emergency assistance as needed;
- Assess hazards in and around the space, and take action on the same;
- To keep records of confined space work, such as air test results personnel entry/exit, etc.

Entrants: All entrants must be authorized by the entry supervisor to enter permit spaces, have received the required training, used the proper equipment, and observes the entry procedures and permit. The following entrant duties are required to;

- Assure that the space has been adequately ventilated, isolated, emptied, or otherwise made safe for entry;
- Immediately exit a space, without question, upon word of the attendant, no matter what the reason;
- Follow all safety rules and procedures that apply to the job;
- Be familiar with the work to be performed and the procedures that apply to the job;
- Use the appropriate PPE whenever necessary.

If you have any questions regarding confined spaces procedure or hazards that may be present, ask a supervisor, department head, or competent individual.

6. Trenching & Shoring

An excavation is any man-made cut, cavity, trench, or depression in an earth surface formed by earth removal. A trench excavation means a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet.

Cave-ins pose the greatest risk and are much more likely than other excavation-related accidents to result in worker fatalities. Other potential hazards include falls, falling loads, hazardous atmospheres, and incidents involving mobile equipment. One cubic yard of soil can weigh as much as a car. Do not enter an unprotected trench.

Trenches 5 feet deep or greater require a protective system unless (1) the excavation is made entirely in stable rock, or (2) it is less than 5 feet deep. The competent person will determine if a protective system is not required regardless of the examples above.

OSHA standards require safe access and egress to all excavations, including ladders, steps, ramps or other safe means of exit for employees working in trench excavations 4 feet or deeper. These devices must be located within 25 feet of all workers.

General Trenching and Excavation Rules

- Keep heavy equipment away from trench edges
- Identify other sources that might affect trench stability
- Keep excavated soil (spoils) and other materials at least 2 feet from trench edges
- Know where underground utilities are located before digging
- Test for atmospheric hazards such as low oxygen, hazardous fumes and toxic gasses when > 4 feet deep
- Inspect trenches at the start of each shift
- Inspect trenches after a rainstorm or other water intrusions
- Do not work under suspended or raised loads and materials
- Ensure that personnel wear high visibility or other suitable clothing when exposed to vehicular traffic

Protective Systems must be utilized to ensure worker safety in excavations and trenching operations. The **competent** person will determine and ensure the following are used dependent of each operation:

- Benching is a method of protecting workers from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near-vertical surfaces between levels.
- Sloping involves cutting back the trench wall at an angle inclined away from the excavation following specific sloping based on soil type
- Shoring requires installing aluminum hydraulic or other types of supports to prevent soil movement and cave-ins
- Shielding protects workers by using trench boxes or other types of supports to prevent soil cave-ins. Designing a protective system can be complex because you must consider many factors: soil classification, depth of cut, water content of soil, changes caused by weather or climate, and other operations in the vicinity.

L. BLOODBORNE PATHOGENS

1. Definition

"Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV), and human immunodeficiency virus (HIV). Needlesticks and other sharps-related injuries may expose workers to bloodborne pathogens. Workers in many occupations, including first responders, housekeeping personnel in some industries, nurses and other healthcare personnel, all may be at risk for exposure to bloodborne pathogens." (ref: 2015DOL/OSHA-Safety & Health Topics)

The Bloodborne Pathogen Standard covers many types of employees including those in healthcare, non-healthcare, and permanent and temporary work sites. Non-healthcare facilities employees include those who service and repair medical and dental equipment, infectious waste disposal employees, employees in law enforcement and correctional institutions, and employees of County-owned services.

2. Exposure Determination

The County has performed an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination was made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment).

Department Heads are responsible for notifying employees who may be determined to have exposure as all job functions are not the same.

3. Vaccines

All employees who have been identified as having a potential exposure to blood or other potentially infectious materials will be offered the Hepatitis B Vaccine at no cost to the employee. Although not required by IOSHA/OSHA, employees will additionally be offered Hepatitis A Vaccine at no cost to the employee.

- Hepatitis B Vaccine is a series of three vaccines that may help prevent infections from being in contact with bodily fluids (e.g. blood, saliva, etc.).
- Hepatitis A Vaccine is a series of two vaccines (one if the employee chooses, but only at a 94% effective rate) that may help prevent infections from conditions that are not sanitary (e.g. sanitary sewers, manholes, etc.).

Please contact your supervisor if interested.

4. Compliance Methods

Universal precautions are to be observed at departments and work sites in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious, regardless of the perceived status of the individual source.

Equipment and work practice controls shall be utilized to eliminate or minimize exposure to employees. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. (e.g. rubber gloves in squad cars and emergency response vehicles and equipment). Personal protective equipment should be examined and maintained on a regular schedule as well as the schedule for reviewing the effectiveness of the controls.

Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. In all departments, there are hand washing facilities located in restrooms, shop areas, and where available, kitchens. If hand washing facilities are not feasible, antiseptic cleansers in conjunction with a clean cloth/paper towels or antiseptic towelettes shall be made available. If these alternatives are used, then the hands are to be washed with soap and running water as soon as feasible

If wearing personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

5. Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. In addition, food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

Regulated waste, labeled appropriately, must be placed in closeable, leak-proof containers built to contain all contents during handling, storing, transporting, or shipping. Bottle or containers shall be clearly marked with labels or other approved type stating what the waste is. Contaminated needles shall not be picked up for disposal unless placed into proper container.

6. Contaminated Equipment / Work Areas

Equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.

Worksite shall be kept in a clean and sanitary condition at all times. Contaminated work surfaces must be decontaminated with a disinfectant upon completion of procedures or when contaminated by splashes, spills, or contact with blood or OPIM. Each department shall post a written schedule for cleaning and decontaminating the work site based on the location within the department, type of surface to be clean, amount of soil and the task being performed. Reusable trash containers must also be cleaned on a regular basis and after contamination

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

7. Personal Protective Equipment

All personal protective equipment used will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time, which the protective equipment will be used.

Upon hire and throughout employment, your supervisor will issue protective clothing for you to use. Employees shall be responsible for assigned equipment and shall not be abused or destroyed. All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to employees (i.e. rubber gloves, safety non-prescription glasses, etc.).

All repairs and replacements will be made by the employer at no cost to employee unless equipment is abused or destroyed by not properly taking care of the equipment. All equipment is to be stored on _____ grounds and not to be used or worn for personal use outside of work. All garments, which are penetrated by blood, shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area. The personal protective equipment upon leaving work shall be stored in a place determined by your Department Head (i.e. lockers, closets, racks, etc.). Equipment shall be returned to the County upon termination.

Gloves shall be worn when it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Disposable rubber gloves / personal protective gloves will be available at your department (other general work gloves are not).

Disposable gloves used at your department are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

Personal protective gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised, but should be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised. Masks, in combination with eye protection devices such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can reasonably be anticipated. Other appropriate protected clothing to be used are lab coats, aprons, or similar outer garments.

8. Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Such laundry will be placed in appropriately marked bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

9. Post-Exposure Evaluations and Follow-Up

When the employee incurs an exposure incident, it shall be reported to their department head or supervisor immediately. An accident form being completed and forwarded to the human resources director. If, the employee who incurred an exposure incident should want a post-exposure evaluation at a medical provider determined by the _____, (i.e. MedStat) they should be sent to the provider.

M. APPENDIX

GHS Pictograms



Sample GHS Label

Code: _____ Product Name: _____

Company Name: _____

Address: _____ City: _____ State: _____

Postal Code: _____ Country: _____

Emergency Phone Number: _____

1 Product Identification

2 Supplier Identification

3 Hazard Pictograms

4 Signal Word

5 Hazard Statements

6 Precautionary Statements

7 Supplemental Information

Water sensitive; highly flammable. Store in a cool, well-ventilated place that is locked.
Keep away from heat, sparks, open flame, fire, smoking.
Only use non-flammable tools.
Use for laboratory use only. Do not use for other purposes.
Take appropriate safety measures when handling and avoid contact with skin and clothing.
Do not breathe vapors.
Wear protective gloves.
Do not use, drink or smoke when using the product.
Wash hands thoroughly after handling.
Dispose or use as per label with the R, S, P, and E statements, as appropriate.

8 Precautionary Statements

Do not use, drink or smoke when using the product.
Wash hands thoroughly after handling.
Dispose or use as per label with the R, S, P, and E statements, as appropriate.

9 Supplemental Information

Available for use

Net weight: _____ Lot Number: _____

Brut weight: _____ All Name: _____

Expiration date: _____

Highly flammable liquid and vapor.
May cause fire and skin damage.

Do not use, drink or smoke when using the product.
Wash hands thoroughly after handling.
Dispose or use as per label with the R, S, P, and E statements, as appropriate.

KOSCIUSKO COUNTY HIGHWAY DEPARTMENT
Kosciusko County, Indiana

**ACCIDENT
PREVENTION
AND
SAFETY
PROGRAM**

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STATEMENT OF SAFETY POLICY

STATEMENT OF SAFETY POLICY

KOSCIUSKO COUNTY HIGHWAY DEPARTMENT

It is the policy of this Department to strive for the highest level of safety in all of our endeavors whether they are located on a job site, the shop or in the office. Safety is not something which occurs by chance. It is the result of careful attention to all Department operations by persons involved both directly and indirectly. Employees at all levels must work to maintain a safe working environment through strict adherence to accepted practices and procedures.

Our Department has developed a written safety program to help assure compliance to Federal, State and local regulations. Particular attention has been paid to the Occupational Safety and Health Act of 1970 (OSHA) as it applies to our operations within the construction industry. It is the responsibility of all employees to be familiar with the standards which have been established by OSHA and the Department as they relate to safe working activities.

Safety affects all aspects of our daily operations. Safety is also the responsibility of everyone, from the Superintendent of the Department to the newest employee on the payroll. Everyone must take an active part in making our operation the safest possible. An unsafe operation jeopardizes both your personal health and the Department. Accidents which cause personal injury or just damage to property cost the County money in excess of the expenses covered by insurance.

It is therefore of utmost importance that all aspects of our Safety Program be strictly adhered to and the intent of the program followed to the letter. Input from all employees concerning safety practices and procedures is strongly encouraged. Your expertise is extremely valued to the Department. Your input and cooperation is what will make this program a success. Please take an active role in Safety.

Robert D. Ladson, P.E.
Kosciusko County Engineer / Superintendent

SAFETY

RESPONSIBILITIES

SAFETY RESPONSIBILITIES

Safety is the responsibility of each employee at the Department; therefore each person is accountable for safe and efficient performance of their duties.

1. Superintendent

- a) Provides all levels of management with the services and technical information necessary to properly administer the safety program
- b) Develop technical guidance and interim programs to identify and remove physical hazards from the Department.
- c) Develops and updates the accident prevention and safety program.
- d) Advises all levels of management on matters pertaining to safety.
- e) Ensures that maintenance of an adequate accident reporting system.
- f) Ensures an adequate accident investigation system.
- g) Ensure that corrective action to eliminate accident causes.
- h) Train, advise and assist the supervisors and foremen in training of employees.
- i) Ensure the implementation of programs and activities that will develop and maintain incentives for motivating employees in safety.
- j) Ensure the implementation of disciplinary action for violators of safety practices.
- k) Inform and educate elected official of the importance of a safe work environment and the need for proper funding for the safety program.
- l) Inform and educate contractors of the importance of a safe work environment to comply with applicable safety standards.

2. **Road Supervisor**

- a) Provides all levels of management with the services and technical information necessary to properly administer the safety program
- b) Develop technical guidance and interim programs to identify and remove physical hazards from the construction sites and shop areas.
- c) Develops, recommends and administers approved changes to the accident prevention and safety program.
- d) Advises all levels of management on matters pertaining to safety.
- e) Maintains an adequate accident reporting system, personally investigating serious accidents and taking corrective action to eliminate accident causes.
- f) Cooperates with the foremen in safety training of employees.
- g) Conducts personal monthly inspections of job sites and shop areas.
- h) Recommends programs and activities that will develop and maintain incentives for and motivation of employees in safety.
- i) Recommends disciplinary action for violators of safety practices to the Superintendent.

3. **Office Manager**

- a) Maintains all records of accidents that have occurred on the appropriate forms.
- b) Process all paperwork associated with accidents, on-site inspections and in-house audits with appropriate copies to be maintained in the correct files.
- c) Prepares all notices required by OSHA, State and other agencies for posting office in accordance with designated time regulations.

4. **Parts Manager**

- a) Maintains all Material Safety Data Sheets. (MSDS)
- b) Acts as the receiving agent for all shop and sign shop deliveries.
- c) Ensures proper labeling of chemicals.
- d) Ensures storing of chemicals in both proper containers and in proper location.

5. **Foremen**

- a) Become familiar with all safety policies, equipment, and procedures.
- b) Directs and coordinates safety activities within his area of responsibility.
- c) Requires all employees under his supervision to use the proper protective equipment and safety devices
- d) Assures safety equipment is available at all times.
- e) Conducts daily safety audits and documents it on the Daily Report.
- f) Directs corrective action to eliminate causes of accidents.
- g) Reviews all accidents with the Road Supervisor and assures corrective action has been taken.
- h) Requires all subcontractors and subcontractor personnel to comply with applicable safety standards.
- i) Provides information and feedback on safety matters to the Road Supervisor.
- j) Assures that injuries are treated promptly and reported properly.
- k) Investigates all accidents and injuries by gathering all needed data, filing a complete report, and taking immediate corrective action if necessary.
- l) Assures that no unsafe conditions exist at his job site and refers any conditions beyond his authority to correct to the Road Supervisor or Superintendent.

6. **All Employees**

- a) Be familiar with and comply with proper safety and health practices.
- b) Use proper personal protective equipment and safety devices when required.
- c) Notify immediate supervisor of any unsafe condition discovered.
- d) Report all accidents to your supervisor immediately.

7. **Contractors**

- a) Comply with all accepted safety rules and regulations which are enforced by the Department when contracted with the Department.
- b) Provide evidence of Liability and Workers Compensation insurance coverage.

EMPLOYEE TRAINING

EMPLOYEE TRAINING

1. All new employees will have an orientation prior to beginning their actual work duties. The orientation will include basic Safety Policies and Procedures as adopted by the Department which are pertinent to that employee's job classification.
2. All employees will be trained by the Department in the proper operation of equipment and power tools. The program will include lectures, hands-on training, testing and documentation.
 - a) The supervisors or foremen will review the proper operation of equipment with the employee based on the manufacturer's recommendations and accepted practices.
 - b) The employee must demonstrate an acceptable skill level using proper safety equipment and procedures.
 - c) The supervisors or foremen will complete the required documentation that the employee has properly demonstrated use of the equipment to his satisfaction and forward it to the Office Manager to be kept in the employee's file.
3. Safety meetings in various formats will be conducted by the Department on a regular basis. Attendance at the meetings will be taken and submitted to the Office Manager.
4. All employees must be trained in conformance with the OSHA Hazard Communication Standard and Right to Know Legislation prior to employment and be retrained at the start of any new job or exposure to a condition which has not been previously covered.
5. Employees will be trained to meet changing Federal, State and local requirements.

ACCIDENT REPORTING POLICY

ACCIDENT INVESTIGATION & SAFETY REVIEW

In order to learn the cause of an accident, a thorough investigation must be conducted. Without a thorough investigation to learn the root cause, corrective action to prevent a similar situation cannot be taken. The root cause of an accident may not be readily apparent; however it is this condition or action which started the direct chain of events that lead to the accident.

ACCIDENT INVESTIGATION POLICY

1. All property damage accidents and personal injuries will be investigated to determine the cause and any corrective measures needed to prevent recurrence.
2. Supervisors or foremen will be responsible for the initial accident investigation. The initial investigative procedure is to be conducted immediately after the accident scene is secured and all injuries have been treated. The investigator should call upon any resources which he feels are necessary to conduct a thorough investigation.
3. The initial accident investigation report will be forwarded to the Road Supervisor and to the Superintendent for review. **(Form 1)** Ideally, this should be done by the end of the workday on which the accident occurred. The final report is not complete until recommendations for corrective action have been developed. Due to the complexity of some investigations, the final report may take additional time to complete.
4. The Superintendent, the Road Supervisor, and the foremen will review all accident reports at the time received. The Superintendent will make the decision on whether or not to implement the corrective measures outlined in the final report or to develop new or additional recommendations.

ACCIDENT INVESTIGATION PROCEDURE

1. EMPLOYEE INJURY
 - a) Determine the severity of the incident and secure the accident scene.
 - b) Administer First Aid if you have been trained to do so.
 - c) Summon Emergency Medical Services if needed.
 - i) Transport the employee to the Hospital Emergency Room or Medstat.
 - ii) Instruct the Office Manager to contact Medstat to authorize the treatment and begin the Workman's Compensation Insurance Claims.

- d) Begin the "Accident Report" after securing the site and treating injuries.
- e) Take photographs as necessary to preserve evidence of the incident.
- f) Complete the Accident Report as far as possible and deliver it to the Road Supervisor or the Superintendent by the end of the workday.

2. PROPERTY DAMAGE ACCIDENTS

- a) Ascertain that are no injuries involved.
- b) Begin the "Accident Report" after securing the site.
- c) Take photographs as necessary to preserve evidence of the incident.
- d) Complete the Accident Report as far as possible and deliver it to the Road Supervisor or the Superintendent by the end of the workday.

SELF INSPECTION POLICY

SELF INSPECTION POLICY

1. All levels of management are responsible for assuring the completion of internal safety audits of all areas which are under the control of the Department.
2. All employees are to report any unsafe conditions immediately to their Supervisor. Any employee who works with equipment which is unsafe or allows a condition to exist which he knows to be unsafe may be subject to disciplinary action.
3. Foremen are responsible for conducting daily safety audits of their job site for obvious safety hazards. The audits are to be documented in the Daily Report. **(Form 2)**
4. The Road Supervisor may conduct an unannounced safety audit of any job site for safety hazards. The "Unannounced Safety Audits" are to be documented and submitted to the Superintendent. **(Form 3)**

BLOODBORNE PATHOGENS

BLOODBORNE PATHOGEN EXPOSURE CONTROL POLICY - (29 CFR 1910. 1030)

1. PURPOSE:

To protect employees from the potential for exposure to communicable diseases through contact with blood, blood products and blood contaminated bodily fluids.

The Bloodborne Pathogen standard is one of only a few which requires the trainer to have specific qualifications and that refresher training be conducted at least annually. The trainer must have some medical background and be capable of answering basic questions related to the topic. An Emergency Medical Technician or higher medical certification is acceptable to the Indiana Department of Labor Deputy Commissioner.

2. RESPONSIBILITIES:

All Job site Personnel are responsible for compliance to this standard. Any person caught in violation of this policy will be subjected to disciplinary action.

3. GENERAL:

ACTION STEPS:

1. A determination must be made as to which employees may incur an occupational exposure to blood or other potentially infectious materials. The use of any existing personal protective equipment (PPE) is not to be taken into consideration when making this determination. The exposure determination should be broken down by JOB CLASSIFICATION and TASKS/PROCEDURES.
2. A schedule and method for implementation of the plan must be included.
3. Compliance methods, i.e., Universal Precautions, Engineering and Personal Hygiene methods should be outlined in detail as to when, where and how they will be implemented.
4. Methods for handling sharps, i.e., needles, scalpels, etc. shall be established, including safe disposal methods.
5. Areas where restrictions must be imposed due to the potential for exposure should be identified and no smoking, eating, applying of cosmetics, handling of contact lenses or drinking permitted.
6. Procedures must be established which minimize splashing, spraying or exposure to airborne droplets of blood or fluids.
7. Procedures for dealing with contaminated equipment shall be established such as proper disposal or disinfection.
8. Personal protective equipment for each task which has a potential for exposure shall be

identified and listed. This equipment and any cleaning will be provided by the employer without cost to the employees. Procedures will be established as to use, inspection and replacement of the equipment.

9. Procedures for the handling and disposal of regulated waste will be established and enforced.
10. Procedures for the safe handling of contaminated laundry will be established.
11. All employees who have been identified as having a high potential for exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to them. It must be offered within 10 days of their assignment to a position with exposure potential, or at any time the employee desires, even if initially refused.
12. A procedure for reporting and follow-up of exposure incidents must be established, including record keeping and confidentiality of medical records.
13. A written training program covering all of the necessary information about the exposure control plan must be developed.
14. All training including the annual refresher training should be documented.

HAZARD COMMUNICATION POLICY

HAZARD COMMUNICATION PROGRAM

1. CONTAINER LABELING

- a) All chemicals on the site will be stored in their original or other approved containers with a proper label attached. Any container not properly labeled should be given to the **Parts Manager** for proper labeling or disposal.
- b) Employees may dispense chemicals from the original containers only in small quantities intended for immediate use. Any chemical left after work is completed must be returned to the original container or to the **Parts Manager** for proper handling or disposal.
- c) No unmarked containers of any size will be left in the work area unattended.
- d) The Department will rely on the manufacturer applied labels whenever possible and will ensure that these labels are maintained.
- e) Container labels are not to be removed or defaced.
- f) The Department will ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.

2. MATERIAL SAFETY DATA SHEETS (MSDS)

- a) Employees working with hazardous chemicals may request a copy of material safety data sheets from the **Parts Manager**.
- b) Master copies of the material safety data sheets are located in the **Break Room** in an appropriately marked binder or in the Superintendent's Office.

3. EMPLOYEE TRAINING

Employees will be trained to work safely with the hazardous chemicals on the job site. The training will include at a minimum:

- a) Employee training on Hazard Communication will be documented and filed.
(Form 4)
- b) Physical and health hazards associated with the chemicals.

- c) Protective measures to be taken when handling chemicals.
- d) Safe work practices, emergency responses and use of personal protective equipment.
- e) Information on the Hazard Communication Standard, including:
 - i) Labeling and warning systems
 - ii) An explanation of material safety data sheets.

4. PERSONAL PROTECTIVE EQUIPMENT

The required personal protective equipment for the chemicals on the site is available from the **Road Supervisor**. Any employee found to be in violation of the personal protective equipment requirements may be subject to disciplinary action.

5. EMERGENCY RESPONSES

- a) Any incident of overexposure or spill of a hazardous chemical or substance must be reported immediately to the **Road Supervisor** or the **Superintendent**.
- b) The Foreman will be responsible for insuring that proper action is taken to control the situation and proper emergency response efforts are started.

6. HAZARDS OF NON-ROUTINE TASKS

The Road Supervisor or the Superintendent will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals which they have not been previously trained to handle. Training on that chemical exposure will be conducted prior to work beginning.

Employees must report to the Road Supervisor or the Superintendent that additional training is necessary.

7. INFORMING OTHER EMPLOYEES

- a) Other on site employers are required to adhere to the provisions of the Department's Hazard Communication standard.
- b) Information on hazardous chemicals known to be present will be exchanged with other employers. The Other Employers are responsible for conveying the information to their employees.
- c) Other on site employers will have access to a copy of the company's Hazard Communication Program.

8. POSTING OF INFORMATION

The Department has posted information on the Hazard Communication Program in the **Break Room. (Form 5)**

9. HAZARDOUS CHEMICAL INVENTORY

An inventory list of all the fluids used by the Department along with the storage location will be posted in the **Break Room** and their locations. **(Form 6)**

LOCK-OUT/ TAG OUT POLICY

LOCK-OUT / TAG OUT PROGRAM (29 CFR 1926.20 & .400)

4. PURPOSE:

To assure a safe place to work and to minimize potentially unsafe conditions by prohibiting the operation of a valve, switch, or starter on a piece of equipment, while work is being performed on an operable system, circuit, or machine; and to identify unsafe equipment which is to be repaired or replaced.

5. RESPONSIBILITIES:

All Job site Personnel are responsible for compliance to this standard. Any person caught in violation of this policy will be subjected to disciplinary action up to and including immediate discharge.

6. REFERENCE STANDARDS:

- a) 29 CFR 1926. 20 or 1926. 400 (OSHA STANDARDS)
- b) Public Law 91-596 12-29-70 Sec. 5 (b)
- c) American National Standards Institute Standards (ANSI)
 - i) Z35.1 - 1968
 - ii) Z35.2 - 1968
 - iii) C1 - 1968
 - iv) C2 - 1977
- v) NFPA 70 and applicable portions of the National Electric Code

7. GENERAL:

This procedure established as a safety regulation, the use of Danger Tags and Lockouts, on this project and shall apply to all Contractors employed.

8. LOCKOUTS:

- a) Only individually keyed padlocks shall be used. The key shall remain in the possession of the person placing the lock.
- b) Danger tags should be used with locks.
- c) A lockout device of the standard scissor type that will allow the placing of more than one padlock to be used on a lockout.
- d) A piece of chain may be necessary to complete a lockout on some valves or controls and shall be used wherever needed.

9. PROCEDURE FUNCTIONS:

- a) The Contractor shall install an initial lock, scissor and tag on all MCC breakers and starters immediately following testing and energization.
- b) If a device, valve, switch, or piece of equipment is locked out, a Danger Tag shall be attached.
- c) All Danger Tags must be dated and signed, with appropriate company name.
- d) If employees of more than one craft, crew or company are to work on a system circuit, or machinery, an employee from each shall place his individual lock and tag and remove same, only upon completion of his respective assignment.
- e) Only the person that placed the lock and tag shall remove the lock and tag without special authorization from the Superintendent.
- f) All mechanical repair on equipment must be tagged out prior to start of work. All engine or motor starting devices shall be de-energized.
- g) Locks and Danger Tags shall be supplied by Contractor.
- h) Contractor shall turn into the Superintendent one key for each lock installed.

MSHA HEARING CONSERVATION PROGRAM

MSHA HEARING CONSERVATION PROGRAM (30 CFR Part 62)

1. OVERVIEW:

In order to meet MSHA Noise Standards, the KCHD has established a Hearing Conservation Program. The program applies to all persons working in the area of the mine site that is known to have a noise level of 85 dba (Using "A" weighting.) or higher for their full shift time weighted average. A copy of the program will be maintained by the KCHD at the main office and in the "Pit" Truck.

2. NOISE MONITORING:

- a) Monitoring for noise exposure levels will be conducted by the KCHD Road Supervisor. It is also the responsibility of the individual miner to notify the Road Supervisor when a possible need might arise for monitoring. Monitoring will be performed with the use of a sound level meter at various locations around the crusher operation. The miner's dose will be estimated by the amount of time that he or she spends exposed to each sound level recorded, and an approximate TWA 8 will be calculated using charts provided by MSHA
- b) Monitoring will also be conducted whenever there is a change in equipment, process, or controls that affect the noise levels. This includes the addition or removal of machinery, or a substitution of any machinery normally used in the operation.
- c) Affected miners will be provided an opportunity to observe noise exposure monitoring and will be given prior notice of the date and time of the exposure monitoring.
- d) Within 15 calendar days of the monitoring, the affected miners will be notified in writing of the exposure determination and any corrective action needed.

3. NOISE STANDARDS:

A copy of the noise standard is included with this program and is to be made available to any affected miner.

4. ENGINEERING AND ADMINISTRATIVE CONTROLS

- a) The preferred method of hearing conservation at KCHD is to control noise at its source using feasible engineering controls. When noise levels exceed 90 dba (100% and greater) the noise levels will be reduced through the combination of engineering and administrative controls that are feasible.
- b) When administrative controls are deemed to be necessary, the KCHD Road Supervisor will post the procedures for such controls on the bulletin board and provide a copy for each miner affected.
- c) No miner will be exposed to continuous noise levels exceeding 115 dba.

5. HEARING PROTECTION:

- a) Hearing protection will be made available - at no cost to miners who perform tasks designated as having a high noise exposure - and replaced as necessary. It is the responsibility of the KCHD to offer hearing protection to miners when noise levels reach or exceed 85 dba (50% and greater) as a time weighted average (TWA). Hearing protection will be mandatory for those miners working in noise levels at 90 dba, TWA and greater (800% and greater.)
- b) Employees will have an opportunity to choose from at least two different types of earplugs and at least two different types of earmuffs. Personal stereo headsets or "Walkman" radios are not approved for hearing protection.
- c) The areas and job tasks requiring hearing protection are basically any and all tasks that are performed on, at, or within 50 yards of KCHD Universal Crusher #52 - when it is in operation.

6. **EMPLOYEE TRAINING:**

- a) Affected miners will be required to receive training concerning the proper use of hearing protection. The training will be conducted by the KCHD Road Supervisor - or other competent personnel - within one month of being assigned to the aforementioned tasks. The training will include information on:
 - i) the effects of noise on hearing
 - ii) the purpose and value of wearing hearing protection
 - iii) the various types of hearing protection and the care, fitting, and use
 - iv) the general requirements of the standard
 - v) the mine operator's and miner's tasks in maintaining noise controls
 - vi) the purpose and value of audio metric testing
 - vii) the summary of the procedures
- b) Training records with type of training and the date will be completed by the Road Supervisor and maintained by the KCHD. The most recent records will be maintained for as long as a miner is enrolled in the HCP and a minimum of six months after.

7. **AUDIOGRAMS / HEARING TESTS:**

- a) Miners included in the HCP who have a TWA of 85 dba or greater (50% and greater) for a full work shift will be offered both a baseline and an annual audiogram. The audiogram will be provided by the KCHD and conducted with no cost to the miner.
- b) The baseline audiogram will be offered to the affected miner within six (6) months of employment with KCHD. Annual audiograms will be performed within twelve (12) months from the date of the previous audiogram. It is the responsibility of the affected miner and the Road Supervisor to schedule the annual audiogram.
- c) If the annual audiogram shows that an employee has suffered a standard threshold shift, the miner may be re-tested within thirty days (30) of the original audiogram. If the re-test confirms the occurrence of a standard threshold shift, the miner will be notified in writing within ten (10) working days of the confirmation. Miners who experience a standard threshold shift will be refitted with hearing protection and provided more training on the effects of noise.

8. **SOUND LEVEL READINGS:**

- a) Pick-up Cab (50 feet from crusher)..... 62 dba
- b) Pick-up Cab – outside of cab..... 92 dba
- c) At crusher on the ground..... 104 dba
- d) On crusher above jaws..... 114 dba
- e) In loader with stereo on – doors closed 80 dba

9. **ADMINISTRATIVE NOISE CONTROLS:**

- a) An air-conditioned front end loader will be used at the crusher. The loader must be operated with the doors and windows closed.
- b) Within the exception of initial startup and periodical plugging, the crusher operators will observe the crusher operation from an air-conditioned pick-up truck. The pick up truck must be parked 50 feet from the crusher and must have the windows and doors closed.
- c) Hearing protection must be worn while performing any tasks within 50 feet of the operating crusher and outside of the vehicles and / or equipment.
- d) Dual hearing protection, eye protection and a hard hat must be worn for any tasks performed on the crusher's cat walk while the crusher is operating.

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MISCELLANEOUS POLICIES

FIRST AID

1. First Aid kits will be carried in County pickup and dump trucks.
2. First Aid will only be administered by persons properly trained to do so.
3. Supervisory personnel will be trained in First Aid and CPR procedures.
4. All employees are encouraged to become certified in First Aid and CPR Procedures. The Department will participate in the cost of such training when prior approval has been received from the Road Supervisor or Superintendent.
5. Emergency telephone numbers will be posted.

MOTOR VEHICLES

1. All pickup and dump trucks will be provided with a fire extinguisher and first aid kits.
2. Seat belts will be worn by all persons in county vehicles when the vehicle is moving. Persons will not be permitted to ride on vehicles where there are no fixed seats equipped with seat belts, such as pickup truck beds, etc.
3. Regular preventive maintenance schedules will be maintained on all vehicles according to manufacturer's recommendations. Maintenance is only to be performed by individuals or facilities authorized by the Shop Foreman or Superintendent.

ELECTRICAL HAZARDS

1. Do not use extension cords which have damage to the insulation or plugs. Return any damaged cords to the Parts Manager for replacement or repair.
2. Only three conductor extension cords will be used.
3. All electrical equipment will be of the grounded or double insulated type. All electrical circuits will be grounded.
4. Extension cords will not be fastened down with or hung on nails.
5. Extension cords will not be run through standing water or mud.

EXCAVATIONS AND TRENCHING

1. All trenching and excavation work will be conducted according to OSHA regulations and other accepted civil engineering standards.
2. All surface hazards in an area to be excavated or where trenching is to be conducted will be removed prior to work beginning. (i.e. fences, trees and other items.)
3. The Indiana Underground Plant Protection Service (IUPPS) will be called at 1-800-382-5544 at least two working days before excavating to locate any buried utilities.
4. Utilities which are not covered under the IUPPS system will be contacted individually.
5. The contractor, supervisor or foreman is responsible for contacting the locating service.
6. When approaching the estimated location of underground utilities, digging will carefully proceed, preferably by hand within 18" on either side of the location mark, to determine the exact location.
7. When the underground utilities have been located, they will be protected, supported or removed as necessary to assure a safe working area.
8. A stairway, ladder, ramp or other safe means of egress will be located in trench excavations that are more than four feet in depth so as to require no more than twenty-five feet of travel by an employee to reach it.
9. When mobile equipment is operated next to an excavation, a warning system will be used such as barricades, hand or mechanical signals, or stop logs. When possible the slope of the ground will be away from the excavation.
10. No employee will be permitted under loads handled by lifting or digging equipment. Employees will not be permitted to stand near vehicle being unloaded or loaded.
11. The atmospheres of trenches or excavations four feet or more in depth will be tested for oxygen deficiency, flammable gases, or other atmospheric contaminants as often as necessary to insure that the air quality is safe for the employees. When testing indicates that the atmosphere is unsafe, procedures will be implemented to correct the condition prior to workers entering the excavation.
12. Employees entering deep excavations or holes will wear a harness with a safety line securely attached. The lifeline will not be used for hoisting any other materials.
13. Workers will not be permitted to work in excavations where water is accumulating or has accumulated. Special precautions are necessary to remove the water from the trench. If the water cannot be removed from the trench, special safety precautions must be taken to ensure the safety of the workers.

14. Where the stability of adjacent structures, buildings, or walls are endangered by the excavation, a support system such as shoring or underpinning will be provided to ensure stability of the structure and safety of the employees.
15. No equipment or excavated materials will be placed within two feet of the edge of the excavation.
16. Daily inspections of the excavation will be made by the Crew Chief to ensure that conditions have not deteriorated to a point where the hazard of collapse or cave-in has substantially increased. The supervisor will make frequent inspections of the work to check for the same conditions. **(Form 7)**
17. Employees will not be permitted to cross over open excavations without proper walkways or bridges constructed with required guardrails.
18. Soil types, consistency and water content will govern the sloping requirements when trench boxes are not used or are not as high as the excavation is deep.
19. Not more than two feet (24") of unsupported soil is permitted below the bottom edge of a trench box or other shoring equipment.

LADDERS

1. All ladders will be inspected prior to each use or at the beginning of each workday. The inspection will include checking for damaged rails, rungs and missing safety feet. Metal ladders will be checked for corrosion. Wooden ladders will be checked for dry rot, split rails and rungs, and loose fitting joints.
2. Ladders will be erected at a 70 - 75 degree angle from the ground. This can be checked easily by placing your toes at the feet of the ladder and extending your arms straight out in front of you. If your fingertips touch the rails or a rung, the angle is correct. If a ladder is used at an angle greater than 75 degrees the danger of falling is greatly increased. When the angle is less than 70 degrees, undue stress is placed on the ladder and its working capacity is greatly reduced.
3. Ladders will be placed in such a manner that the end of the ladder will extend at least thirty-six inches above the landing area.
4. All ladders will be secured to the building or structure which is supporting it. When climbing a ladder to secure it, another employee must steady the base of the ladder until it has been secured.
5. Ladders will not be used horizontally as walkways or scaffold boards.
6. When working from a ladder, a safety belt must be worn. Keep your body between the rails of the ladder to add stability. If you must reach farther, the ladder must be moved and repositioned.
7. Both hands must be on the rungs of the ladder when climbing or descending. Do not attempt to carry tools or other items in your hands, use a tool belt.
8. Job made ladders are not allowed.
9. Ladder feet must always be on a solid surface which is level to keep the ladder from becoming unstable while climbing or working from it.

PERSONAL PROTECTIVE EQUIPMENT

1. Head Protection

Employees working in areas where the possibility exists of a head injury from impact, or from falling objects, or from electrical shock and burns will wear approved hard hats. This includes, but is not limited to the following:

- a) Operating the crusher.
- b) Working in a trench.

2. Hearing Protection

- a) Hearing protection will be provided to all employees who are exposed to high levels of noise.
- b) When noise exposures to employees reach the action levels by OSHA a hearing conservation program will be established.

3. Eye Protection

All employees will wear proper eye protection when there is a possibility of flying particles from the operation of power equipment or other tools. This includes, but is not limited to the following:

- | | |
|---------------------------------|-------------------------------------|
| a) Operating string trimmers. | e) Operating the grinders. |
| b) Operating chain saws. | f) Operating the pavement recycler. |
| c) Operating power pruners. | g) Operating the crusher. |
| d) Operating the brush chipper. | |

4. Traffic Protection:

All employees must wear Safety Vests at any time they are not riding within an enclosed vehicle (i.e dump truck or other passenger vehicle) in locations where they are exposed to oncoming or passing vehicular traffic.

5. Hand Protection:

All employees must wear gloves while operating any equipment where hands may be exposed to abrasion or cut hazards. Gloves also must be worn when hands may be exposed to chemical or thermal burns. (This does not apply to areas where the gloves will become the hazard due to entanglement.).

6. Chainsaw / Power Pruner Protection:

All employees must wear leg chaps while operating chainsaws or power pruners.

FLOOR HOLE AND OPENING PROTECTION

1. All floor holes less than twelve inches in diameter will be guarded with a suitable cover capable of withstanding the maximum intended load expected to be placed on the floor.
2. All floor openings will be guarded with a standard guardrail, midrail, and toeboard arrangement.
3. All stairways with four or more risers will have a handrail and midrail on the open sides. If the stairway is less than forty-four inches wide and both sides are enclosed, only a handrail is needed on the right hand descending side. Stairways over forty-four inches wide require handrails on both sides if enclosed and midrails also if open.
4. When ladders are used to gain access from one level to another, the top of the ladder will be extended at least thirty-six inches above the floor opening. The ladder must also be secured to prevent movement.

FIRE PREVENTION AND PROTECTION

1. Fire extinguishers will be maintained in all County pickup and single axle trucks.
2. Fire extinguishers will be kept in the repair shop, sign shop, warehouse and office.
3. All fire extinguishers will be inspected monthly to ensure that they are still in their proper location and fully charged. **(Form 8)**
4. All fire extinguishers will have a current inspection tag attached which indicates that it was professionally serviced within the last twelve months. Any unit which does not have a current inspection tag will be returned immediately for servicing.
5. When a fire extinguisher is discharged for any reason, it must be reported immediately to the Parts Manager who will return it for servicing.
6. Combustible paper and scrap materials will be cleaned up and discarded everyday.
7. Portable heating units will only be installed according to the manufacturer's recommendations and accepted practices. Care will be taken to keep the area clear of combustible materials. Fuel gases will be stored away from the heaters when possible.
8. Flammable and combustible liquids will be kept in U.L. listed safety cans or stored in U.L. listed flammable liquid storage cabinets.

HAND AND POWER TOOLS

1. All hand and power tools will be used according to the manufacturer's recommendations.
2. Impact tools will be kept free of mushrooming of the heads and the cutting surfaces properly ground.
3. Impact guns will only be used with impact sockets.
4. All electrical powered tools will be double insulated or grounded and a ground fault circuit interrupter installed in the power supply.
5. Air powered tools will have a positive connection to the air supply line.
6. Guards which were supplied by the manufacturer will be used at all times unless a better guard is available and provides the same degree of protection as the original. No equipment will be operated without the proper guards in place.
7. All operators must be trained to operate power tools prior to using them.
8. Screwdrivers will not be used as chisels.

WELDING AND CUTTING OPERATIONS

1. All welding is to be done by an individual authorized by the Shop Foremen.
2. Welding, brazing, or cutting operations will not be allowed in confined spaces without adequate ventilation to remove the toxic fumes.
3. Inside welding or cutting of brass or zinc plated metal will not be permitted without prior authorization from the Shop Foreman and use of fresh air supplied respiratory protection.
4. Proper eye protection from the ultraviolet rays must be worn whenever employees are welding or assisting the welder.
5. Compressed fuel gas and oxygen cylinders will be stored in the upright position and secured to a stationary object or secured into a storage rack. The protective caps will be kept in place over the cylinder valves unless they are in use. The storage of these gases will be in a secure location with the fuels separated from the oxygen by at least 25 feet or a 1 hour fire barrier.
6. Only torch lighting tools will be used to ignite the torches, no matches or cigarettes. Butane lighters should not be carried by persons using welding or cutting equipment due to the hazard of metal sparks which can melt through the plastic lighter and release the butane contents.

7. Equipment will be inspected before each use or at the beginning of the work shift.
8. Only proper tools will be used on the equipment such as the regulators, fittings and tips.
9. Acetylene will never be used in pressures exceeding fifteen PSI due unstable nature of the gas at those pressures.
10. Hot electrode stubs will be placed in a metal container and not discarded until cool. The electrode must never be left in the holder when the unit is unattended.
11. The gas or electric power will be turned off when the unit is not in use.

GENERAL SAFE WORKING PRACTICES

1. All employees will wear clothing which is suited to their job - dangling or loose clothing can catch in machinery and tools and cause serious injury.
2. Any employee who does not understand how to do a particular job safely, should consult their Foreman for instructions.
3. Personal protective equipment must be worn whenever the exposure exists which it was designed to protect the employee from.
4. Unsafe conditions will be reported to the Foreman immediately.
5. Employees must be aware of the actions and presence of the other employees on the job site and observe practices which will not endanger them.
6. Horseplay and fighting will not be permitted on the job site.
7. Injuries and accidents will be reported immediately.
8. Use of alcohol or controlled substances on the job or reporting for work under the influence will result in serious disciplinary action.

HAZARD COMMUNICATION STANDARD - (29 CFR 1926. 59)

The OSHA Hazard Communication standard (29 CFR 1926~59) requires employers to:

1. Develop a specific written hazard communication program for each worksite. The written program must include a chemical inventory list and establish the methods to provide information on the following subjects to employees:
 - a. Container labeling,
 - b. Other forms of hazard warning,
 - c. Material Safety Data Sheets (MSDS),
 - d. The Hazard Communication Standard requirements, and
 - e. Hazards associated with non-routine tasks.
2. Establish a method to communicate with other employers about chemical hazards on the jobsite.
3. Establish a training program for employees before they work with hazardous chemicals and when new hazardous chemicals are introduced into the workplace. Such programs can be integrated into existing safety programs.

**THE KOSCIUSKO COUNTY HIGHWAY DEPARTMENT
HAS A WRITTEN HAZARD COMMUNICATION
PROGRAM.**

IN COMPLIANCE WITH 29 CFR 1926. 59 (OSHA CONSTRUCTION STANDARDS)

**IN ACCORDANCE WITH THE STANDARD, THE FOLLOWING
ITEMS ARE AVAILABLE TO YOU UPON REQUEST:**

- 1. COPY OF THE WRITTEN HAZARD COMMUNICATION PROGRAM.**
- 2. COPY OF THE OSHA HAZARD COMMUNICATION STANDARD.**
- 3. COPY OF THE DEPARTMENT'S LIST OF HAZARDOUS
CHEMICALS FOR YOUR WORKPLACE.**
- 4. COPY OF MATERIAL SAFETY DATA SHEETS FOR ANY COVERED
CHEMICALS TO WHICH YOU ARE EXPOSED.**

**TO OBTAIN ANY OR ALL OF THIS INFORMATION,
CONTACT THE DEPARTMENT'S OFFICE MANAGER.**

EMERGENCY TELEPHONE NUMBER POSTING
(Form 5)

The following emergency telephone numbers are to be posted at all times:

FIRE DEPARTMENT: _____ 911 _____

SHERIFF'S DEPARTMENT: _____ 911 _____

EMERGENCY AMBULANCE: _____ 911 _____

MEDSTAT: _____ 574-372-7638 _____

SUPERINTENDENT'S CELLULAR: _____ 574-551-5381 _____

ROAD SUPERVISOR'S CELLULAR: _____ 574-551-5382 _____

FLUIDS LIST

I. Shops Fluids

A. Oil Containment System Consists of:

1. Motor oil Mobil Delvac 1300 Super 15W-40
2. Transmission Fluid - Shell Dextron TG Fluid
3. Hydraulic Oil – Shell Tellus 46
4. Hydraulic Oil – Shell Donax TD Fluid
5. Anti-Freeze – 100% concentrate (Green)
6. Anit-Freeze – Dex-Cool Extended Life (Pink)

B. Mobile Gear Oil Pump

1. Rear end oil Spirax heavy duty gear oil 85W-140

C. Used Oils reservoir tank 500 gallons

1. Consists of all used oils

D. Alcohol containment box

1. Isopropyl alcohol 99%

E. Misc. oils and fluids

1. Amolith grease R gear box oil
2. Chevron Rykotac Grease EP
3. Used anti-freeze
4. Bio-Slide Road
5. Runner Asphalt and Tar Remover
6. Glass Cleaner
7. Methylene Chloride asphalt testing fluid
8. RV and Marine anti-freeze – New Jetter
9. V-12 concentrated degreaser and tar remover – Craft
10. Acetylene dissolved cylinders
11. Oxygen compressed cylinders
12. Pathway stump killer
13. Echo bar and chain oil for saws
14. Brake fluid premium DOT3
15. Valvoline wheel bearing grease
16. 2 cycle engine oil mix
17. GM #1050017 Power steering fluid
18. Starting Fluid
19. NAPA SAE 30 motor oil

FLUIDS LIST

20. NAPA SAE 10W-30 motor oil
21. NAPA SAE 10W-40 motor oil
22. Amoco Rykon premium grease No. 2 EP
23. Automatic transmission treatment
24. Injectors plus injector cleaner
25. DCA60L fleetguard cooling system protection
26. K & W Heavy-duty radiator stop leak
27. K & W Permanent metallic block and radiator sealer
28. Green stuff commercial glass cleaner
29. Pro gold one step cream wax
30. Pro #1 polish clearcoat formula
31. Pro wipe-on vinyl dressing
32. Rain X rain repellent
33. Rain X anti-fog
34. Windshield washer solvent
35. Silacap weather roof cement
36. Mobile Mobilgear 632 lubricating oil
37. Duro oil 220 hydraulic gear box oil
38. Teresstic 150 hydraulic gear box oil
39. Bleach
40. Oil base truck and tractor enamel
41. Amoco High Performance Rykon tube grease
42. Open & Shut
43. Gasoline for saws, weed eater, welder
44. Assorted aerosols
45. Cleaners (Maintenance)
46. ASTEC – Excell – orange cleaner
47. Ice Breaker
48. Oil & grease Absorbent

FLUIDS LIST

II. Sign Shop Fluids List

A. Misc. oils and fluids

1. HD Paint Remover
2. Prep Sol 3919S
3. 6V Batteries
4. Assorted aerosol cans
5. Paint
6. Starting fluid
7. Glass cleaner
8. VIP 19902 Silicone Lube
9. Bengal wasp and Hornet Killer
10. Latex paint
11. #10 oil
12. Propane

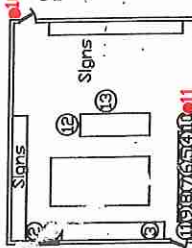
FLUIDS LIST

III. Pit Fluids List (Located on the pick up truck that is driven to the pit.)

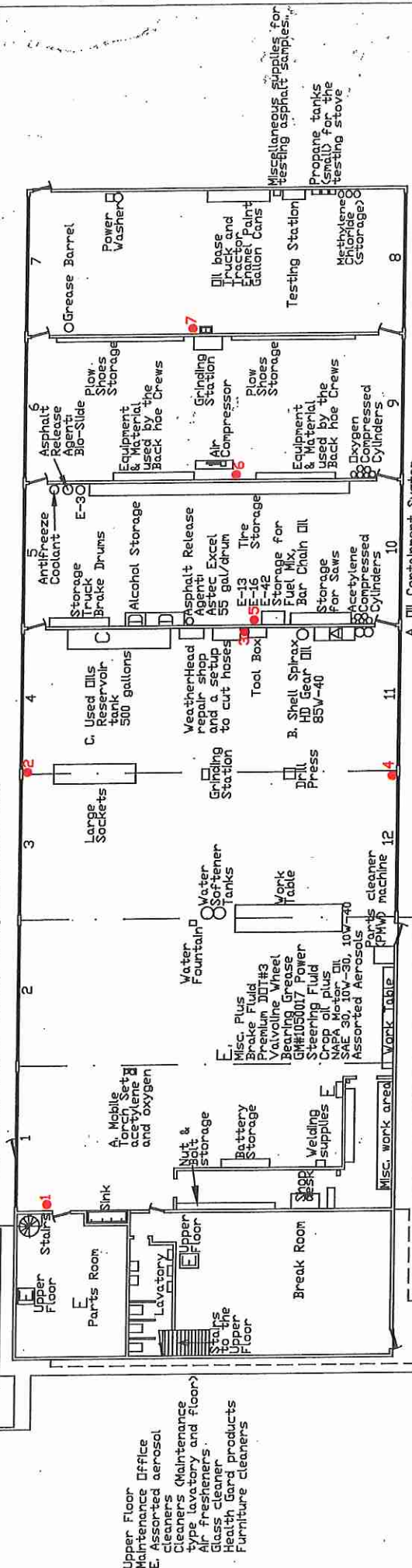
- A. Anti Freeze
- B. Fuels
 - 1. Gasoline, Unleaded
 - 2. #2 Diesel, Dyed
- C. Grease
 - 1. Amoco #2 EP
- D. Oils (Engine, Hydraulic, Transmission)
 - 1. Arco ATF Dextron II
 - 2. Donax TD Fluid
 - 3. Shell Rotella T 15/40
 - 4. Shell Spirax HD 85/140 Gear Oil
 - 5. Shell Tellus Oil 46
- E. Penetrants
 - 1. Open & Shut (aerosol)
 - 2. Super Rust Penetrant (aerosol)
- F. Starting Fluids
 - 1. Aviex or Napa Aerosol

E. Parts Room - Upper and Lower Floors

Brake fluid, Battery cable ends, Belt dressing, Chevron RPM HD LC grease, Citra-Scrub hand cleaner, Diesel fuel anti-gel & conditioner, Carb & Choke cleaner, Link tube, Chain & Cable lube, Camshaft lube, JCA cooling system, Gladiolator, Litholine grease, Grinding wheels, Air Tool cleaner, Air Tool lube, Glass cleaner, Goof off, Hand cleaner, Fuel Injector cleaner, KAR silicone make a gasket, KAR primary wire, Lock-Ease, Lube Gard, Liquid nails, Non-Flammable 4-way, NP-1 Clear gel tube aerosol, Open chain lube, Open & Shut, Diphthalene, Orange tough 15, Turblast, Out Stop, Lucas Stabilizer, Paint (Black spray), Pedadow (Snow melt) (Calcium chloride), Permalube, Penetree II, PAINTI Seymour, DuPont, Fox Valley Systems, Purple primer, Vax, Polter, Chroma clear activator-reducer, ABS pipe cement, Body Vork Products, Battery cleaner, Rain shed, Anti-Fog, Sealer, Soap Pad, Expansion Cement, Silicone lube, Flexible shrink tube, Solvent cleaner & degreaser, Starting fluid, super rust penetrant, Gel-lube, Weed Killer, Stop-Leak, Safety solvent #590480, spray on lubricant, HD Tar remover, Teresstic 150, V-12 degreaser, Windshield washer fluid, rubbing compound, wheel grease, wax & grease remover, 140 waterless hand cleaner, Xergon Re-lube, Xergon Gladiolator-BT, Zep Groovy-Reach-Brake Wash



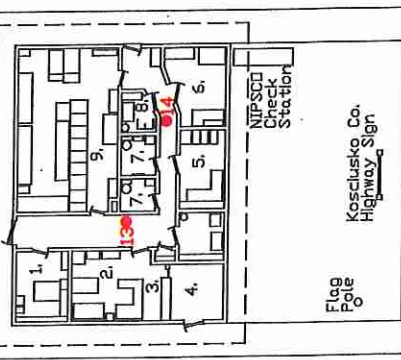
Sign Shop is located 125' North of the northwest corner of the Garage, to the southwest corner of the Storage building.



- A. Oil Containment System
1. Mobil Delvac 1300 Motor Oil 15W-40
 2. Shell Rotella Motor Oil 10W-30
 3. Shell Tellus 46 Hydraulic Oil
 4. Shell Donax TD Hydraulic Oil
 5. Shell Donax TG Transmission Fluid
 6. Antifreeze Inhibited Ethylene Glycol
 7. Antifreeze Dex Cool-Extra Life 100%

Office

1. Engineer's Office
2. Secretaries' Office
3. Office
4. Foyer
5. Sign Office
6. Road Supervisor / Foreman's Office
7. Lavatory
8. Storage
9. Drainage Dept.



Kosciusko County Highway Department

DATE	DRAWN BY	Kosciusko County Highway Dept.
		2025 E. 1st St. N. W.
		Warsaw, IN 46582
		PH 574-372-2326
		FAX 574-372-2327
		HAZ-CON SITE MAP BUILDING

REVISIONS

REVISIONS	REVISIONS
1. Fire Extinguisher	1. Fire Extinguisher
2. Fire Extinguisher	2. Fire Extinguisher
3. Fire Extinguisher	3. Fire Extinguisher
4. Fire Extinguisher	4. Fire Extinguisher