SAFETY MANUAL
GOSHEN COUNTY, TORRINGTON, WYOMING

RESOLUTION 2006-02

IT IS HEREBY RESOLVED by the Board of County Commissioners, Torrington, Wyoming in accordance with applicable federal and state statutes, that the following Safety Manual standards, guidelines, rules, and regulations are adopted to govern all employees of Goshen, County. These policies replace all prior policies and practices governing all employees of Goshen County.

Approved and adopted this 17th Day of January, 2006 by the Board of Goshen County Commissioners.

Lloyd W. Peterson, Chairman

Ross L. Newman, Vice Chairman

Robert Ward, Commissioner

Connie Addy, Goshen County Clerk
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SECTION I

GENERAL SAFETY PROCEDURES
INTRODUCTION

HEALTH AND SAFETY PROGRAM

It is the policy and intent of Goshen County to provide an accident-free environment by eliminating recognized hazards that are causing or likely to cause death or serious physical harm from the workplace. The Health and Safety Program, and specific individual programs, have been developed to assure compliance with federal, state, and local regulations with particular emphasis on the Wyoming Occupational Health and Safety Rules that apply to County operations.

In order to maintain the safety desired by Goshen County, it is necessary to actively pursue an accident prevention program through all levels of our County, from top management through all employees. Health and safety are functional responsibilities of each supervisor, and are of vital interest to everyone at Goshen County, with each level of our organization being accountable for safe performance. These policies are an integral part of Goshen County’s personnel policy.

Compliance with Goshen County Health and Safety program is a job requirement. It is the responsibility of each County employee to learn and practice the safety procedures in this manual.
OCCUPATIONAL HEALTH AND SAFETY ACT

The Wyoming Occupational Health and Safety Act became effective January 1, 1974. It provides that every employer engaged in business in the State of Wyoming shall:

1. Furnish to each employee a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.

2. Comply with occupational health and safety standards and rules, regulations and orders pursuant to the Act that are applicable to County business and operations.

3. Comply with, and require all employees to comply with, occupational health and safety standards and regulations under the Act which are applicable to their actions and situations.

4. Encourage employees to contact their immediate superior for information that will help them understand their responsibilities under the Act.
HEALTH AND SAFETY RESPONSIBILITIES

It is the intent of Goshen County to protect employees from on the job injuries. At no time should protective or safety practices be set aside.

Duties and responsibilities of all personnel under our Health and Safety Program are as follows:

RISK MANAGER – TO BE APPOINTED BY COMMISSIONERS

The Risk Manager shall administer all aspects of the occupational Health and Safety Program, including development, organization, implementation and coordination of safety programs and training. Other responsibilities include work site inspections, hazard reduction and/or elimination and accident/injury investigation and reporting. He/she maintains the state health and safety poster, emergency telephone numbers, and other notices required by Wyoming Workers Safety. Accidents which result in an occupational fatality or three or more hospitalized workers shall be reported to Wyoming Workers Safety at 777-7786 within eight (8) hours of occurrence. Other assignments and responsibilities related to disaster response and risk management are also part of the role.

HUMAN RESOURCES (COUNTY CLERKS OFFICE)

The County Clerk shall provide all employees with the Goshen County Safety Manual. The County Clerks office maintains all Workers Compensation Injury reports and other related reports; ensures that employee’s Report of Occupational Injury or Disease report is filed with the Worker’s Compensation office within ten days of employee’s notification of an occupational injury or disease; maintains Compensation medical records, evaluations and exposure monitoring records for a period of thirty (30) years; maintains all training records for a minimum of three (3) years. Works with Elected Officials, Department Heads and Managers in personnel matters involving safety violations
HEALTH AND SAFETY RESPONSIBILITIES

ELECTED OFFICIAL/DEPARTMENT HEAD

The Elected Official/Department Head shall be familiar with, explain, and enforce the Goshen County Safety Manual and safety regulations; direct, implement and coordinate health and safety program elements and activities within area of his/her responsibility; requires all employees supervised to use individual protective equipment and safety devices; ensures that safety equipment is available, maintained, used, and stored correctly; ensures that all persons within area of responsibility receive job health and safety training as required and documentation of same; ensures that supervisors are aware of and comply with requirements for safe practices; investigates all accidents within area of responsibility; reviews all accident/incidents with supervisors and workers involved; ensures accident reports and Workers Compensation forms are completed and submitted as appropriate; ensures that corrective action is taken immediately to eliminate the cause of the accident; appoints departmental safety officer, and takes appropriate disciplinary action for violators of health and safety rules. It is up to the department head to notify the Risk Manager as soon as a loss occurs for insurance purposes, and ensure that all employees scheduled for any health and safety training shall attend such training.

SUPERVISOR

A Supervisor shall be familiar with, explain, and enforce the Goshen County Safety Manual and regulations that apply to operations within his/her area of responsibility; ensures that safety devices and proper individual protective equipment are used by persons under his/her supervision; enforces all safety regulations in effect and makes employees aware that violations of safety rules will not be tolerated; conducts health and safety inspections of his/her work areas and ensures that no unsafe conditions exist in area of responsibility; ensures that injuries are treated, and reported promptly to the Elected Official or Department Head, and the Risk Manager, and all accidents are reported even if injury is not apparent; investigates all accidents/incidents, obtains all pertinent data, and initiates or takes corrective action; acts on notifications of hazards or hazardous conditions reported to them by employees; gives full support of all safety procedures, activities and programs; ensures that all employees scheduled for any health and safety training shall attend such training.
HEALTH AND SAFETY RESPONSIBILITIES

EMPLOYEE
Each employee shall be familiar with, and comply with, health and safety practices; use the required safety devices and proper personal protective safety equipment; notify supervisor immediately of unsafe tools, conditions/acts, accidents, and injuries. Employees scheduled for any safety and health training shall attend such training.

DEPARTMENT SAFETY OFFICER
Each department is asked to appoint one employee who will be designated as the Safety Officer representing the department. The Department Safety Officer, in order to be effective, shall be given the authority to participate as a member of the County Risk Team, attend Risk Team Meetings, and report pertinent information back to the department; make periodic scheduled and unscheduled safety inspections of the department; make reasonable corrections of an unsafe condition or if the condition can not be corrected at the time of discovery, take whatever steps may be reasonable to isolate the hazard, deadline a piece of machinery or equipment, and report the condition to the Department Head and Risk Manager. It shall be the responsibility of the safety officer to notify the Risk Manager of need for first aid kit supplies.

WORKER’S COMPENSATION CLAIMS MANAGEMENT

1. Injured employees shall report all accidents/injuries to the supervisor immediately (within 72 hours), who shall notify other appropriate County officials, including the Risk Manager. All accidents/incidents shall be investigated by the supervisor and the Risk Manager to determine the facts and take corrective action to prevent recurrence, and confirm that the injury was job related for resultant Workers Compensation claim to be valid.

2. Employees, within ten (10) days after notification to the employer, shall complete the Workers’ Safety and Compensation Employee’s Report of Occupational Injury or Disease.

3. The supervisor, Risk Management or Human Resources shall complete the Employer's report within ten days of the notification.

4. The Risk Manager or Human Resources Director shall ensure that the Wyoming Workers’ Safety and Compensation Division is notified as appropriate by filing the above report within ten days of the notification.

5. Injured employees may be considered for a modified work program when recommended by the attending physician.
HEALTH AND SAFETY RULES

In order for a health and safety program to be effective, it is vital that it be received and implemented at all levels, from management to all employees. The following are the primary Wyoming Worker’s Occupational Health and Safety rules and regulations applicable to County operations that shall be complied with by our employees.

OSHA FORM 200 INJURY/ILLNESS LOG
The OSHA 200 log of all recordable occupational injuries and illnesses is maintained at each work facility. The summary section of the OSHA Form 200 is posted at each place of work by February 1st of the following year, and remains in place until March 1st.

DEPARTMENT FIRST AID KITS
First aid kits shall be supplied and re-stocked by the Risk Management Department. Items other than those supplied by Risk Management shall not be part of, nor dispensed from, the County first aid kit, this includes prescriptions or over-the-counter drugs or medications. Personal items or medications of any kind shall not be purchased with County funds.

GENERAL WORKPLACE SAFETY RULES
1. Report unsafe conditions to your immediate supervisor.
2. Promptly report all accidents/incidents to your immediate supervisor.
3. Use eye and face protection where there is danger from flying objects or particles, (such as when grinding, chipping, burning and welding, etc.) or from biohazardous or hazardous chemical splashes.
4. Dress properly. Wear appropriate work clothes, gloves, and shoes or boots. Loose clothing and jewelry shall not be worn.
5. Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
6. Keep all equipment in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to immediate supervisor.
7. Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when required.
8. Lockout or tag-out or disconnect power on any equipment or machines before any maintenance, unjamming, and adjustments are made.
9. Do not leave materials in aisles, walkways, stairways, work areas, or other points of egress.
10. Practice good housekeeping at all times.
11. Training on equipment is required prior to unsupervised operation.
12. Compliance with all governmental regulations/rules and all Laramie County safety rules in the following sections is required.
HEALTH AND SAFETY RULES

HOUSEKEEPING

1. Proper housekeeping is the foundation for a safe work environment.
2. All work areas, floors, aisles, and stairways shall be kept clean and orderly, and free of tripping and slipping hazards. Oils, greases, and other liquids shall be immediately cleaned up if spilled.
3. Combustible scrap, debris, and garbage shall be removed from the work area at frequent and regular intervals.
4. Stairways, walkways, exit doors, in front of electrical panels, or access to fire fighting equipment shall be kept clear of storage, materials, supplies, trash and other debris at all times.

FIRE PREVENTION

1. All portable fire extinguishers shall be conspicuously located, accessible, and maintained in operating condition. Portable fire extinguishers shall receive an annual service check and will be documented on the tag on the extinguisher.
2. Exits shall be marked as such by a readily visible sign. Other doors likely to be mistaken for an exit shall be marked as to their character or "Not An Exit".
3. Only approved safety cans shall be used for handling or storing flammable liquids in quantities greater than one gallon. For one or less gallon, only the original container or a safety can shall be used.
4. When heat producing equipment is used, the work area must be kept clear of all fire hazards and all sources of potential fires shall be eliminated.
5. Fire extinguishers shall be available at all times when utilizing heat-producing equipment.
6. Candles shall not be lit or burning in county buildings at any time.

COMPUTER WORKSTATIONS

Review the workstation and achieve proper posture by raising or lowering desks, chairs, or the computer screen.

1. The screen should be easily viewed.
2. Arms should be roughly at a 90-degree angle with wrists and hands straight.
3. Use document holders to position papers at the same level as the screen.
4. Stretch arms before and after long typing stints. The neck should be straight, with head centered above the spine; feet should rest, relaxed on the floor and footrests can also help accommodate the body. Non-glare screens may be-used to alleviate eye strain. The National Institute for Occupational Safety and Health suggests a 15-minute break from the computer every two hours for moderate computer use.
HEALTH AND SAFETY RULES

PROPER LIFTING AND MATERIAL HANDLING

To prevent back pain, strain or fatigue:

1. Frequently shift weight or change positions if standing for a prolonged period of time, with abdomen flat and back straight.
2. When sitting, try to keep back straight with knees higher than hips, also periodically stand up and walk around.
3. Relax and gently stretch arms, shoulders, and neck.

To prevent back injury, learn and practice lifting and moving things properly:

1. Stand close to what is being lifted, feet level and far enough apart (usually shoulder width) to maintain balance.
2. Lower from the knees, slightly straddle the object, back straight, knees bent. Get a good firm grip an both sides, bottom, or bottom and top and take a deep breath just prior to lifting to support the spine with inflated lungs. Slowly and smoothly lift with the legs by straightening them and keeping the back straight. Once legs are straight, return back to a vertical position. Avoid jerky motions. Maintain grip and keep the object held closely to body. Don't change grip. If changing direction, do so by changing the position of the feet rather than twisting the back. When putting an object down, do it the same way, lift - with legs - keep back straight. Slide object into place rather than lifting it, and ensure it is secure.
3. If item must be lifted overhead: Spread feet, raise item slowly and don't twist or use shoulders, protect hands.
4. If lifting something large and heavy, get help (team lift), don't try it alone. Use a mechanical aid, such as a dolly or hand truck. Lift items a piece at a time. Use a guide if you can't see where you're going.
5. DO NOT try to catch falling objects.
6. When working on something on or near the floor or ground, keep knees bent to relieve stress on the back.
7. If driving, adjust the seat so knees are higher than the hips. Periodically adjust position.
8. If working on your back, keep the knees bent to relieve lower back pressure.
9. When handling objects like barrels or trash containers: roll it carefully and slowly keeping hands and feet clear. Use the buddy system. If it is frozen to the ground, don't try to move it alone.
HEALTH AND SAFETY RULES

DOLLY AND HAND TRUCKS

When using a dolly to move material:

Team up for the job if possible. Do not overload, and ensure load is secure. Work slowly and carefully.

When using a hand truck to move material:
1. Do not overload and ensure the load is even.
2. Do not obscure visibility with a load.
3. Push it rather than pull it, if possible, and be positioned so that it cannot pin or run over you.

LOCKOUT/TAG-OUT PROGRAM

1. Before any work or maintenance is performed on any machine, equipment, tool, or electrical system, they shall be made totally safe before work starts by removing any source of energy or power to them, such as electrical, air/hydraulic pressure, spring/stored energy, or thermal (heat/cold).

2. The Lockout/Tag-out Program provides for a safe method of working on, near, or in machinery or equipment that can cause serious injury. This program will be used by all employees to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected energizing or start-up of the machine or equipment, or release of stored energy, could cause injury.

ELECTRICAL SAFETY

Live electrical parts shall be guarded against accidental contact.

1. Do not attempt to install or repair electrical components, fixtures, equipment, etc., yourself. Notify the County Building Manager.
   2. Keep electrical connections, cords, equipment, cables, plugs, etc. in good repair (including conduit or insulation) and away from water, oil, grease, or solvents.
   3. Do not pull on a cord to remove the plug from a switch plate. Grasp plug and pull to disconnect.
   4. Keep electrical cords and cables out of areas where they may be damaged by traffic or cause tripping hazards.
   5. All extension cords and electric powered tools (except double insulated) shall be grounded. Ground prongs shall not be removed.
HEALTH AND SAFETY RULES

ELECTRICAL SAFETY

6. Watch for frayed wires and insure that any faulty electrical equipment is disconnected and repaired, use a tag or lock-out procedure. Insure current is off before repairing.

7. Use fuse pullers for removing/replacing light or power fuses. Do not use bypasses or an incorrect fuse type.

8. Persons working on or around electrical circuits must not wear watches, rings, other metallic objects or contact lens.

9. As a general rule, maintain a 10-foot minimum distance when operating equipment around high voltage power lines.

10. Ensure proper protective clothing is worn when working with electricity.


12. Do not overload outlets with multiple outlet assemblies.

13. If you have any questions about electricity, ask.

PAINTING AND PAINT SOLVENT STORAGE

Painting and the storage of paint or other flammables' present a number of hazards often overlooked.

1. Paint mixing should be done outdoors, or if done inside, do in an adequately ventilated room designated for painting operations.

2. No more than a one week supply of flammable paints, solvents, thinners, etc., should be stored in work areas.

3. Flammable paints, solvents, thinner, and cleaning agents should be stored in fire resistant isolated cabinets, rooms or similar areas and separate from other combustible material.

4. Ensure adequate ventilation and store away from heat or other sources of ignition.

5. Storage cabinets or areas for flammable materials shall be clearly marked and with appropriate "No Smoking" signs visibly posted.

6. Proper protective clothing shall be worn, i.e., goggles, respirators/masks, gloves, and other similar protection as the job may require.

7. Spray painting areas shall be equipped with adequate lighting and ventilation system.

8. Do not paint on or around electrical equipment or bare wires.

9. Know where fire extinguishers are and how to use them.
HEALTH AND SAFETY RULES

PERSONAL PROTECTIVE EQUIPMENT (PPE)

(PPE) Personal Protective Equipment must be worn as required for each job in all operations where there is an exposure to hazardous conditions. This exposure is determined by a personal protective equipment hazard assessment of the workplace by the supervisor. Equipment selection and wearing requirements are determined from this assessment.

1. Safety glasses, goggles, or face shields shall be worn in those areas where there is a reasonable probability of injury to the eye from flying particles, molten metal, chemicals/acids/caustics, or light radiation, or other eye hazards.

2. Hazardous noise areas shall be posted and hearing protection worn in those areas as required.

3. Employees exposed to harmful gases, fumes, dust, and similar airborne hazards shall be furnished protection through proper ventilation or personal respiratory equipment. Supervisors must verify which equipment meets the need for breathing safety. Only MSHA/NIOSH (Mine Safety and Health Administration/National Institute for Occupational Safety and Health) approved equipment shall be used.

4. Head protection (hard hats) shall be worn for protection from falling objects or work near energized electrical contact.

5. Foot protection shall be worn where there is danger to the foot from falling/rolling objects, objects piercing the sole, or electrical hazards.

6. Hand protection is required when hands are exposed to severe cuts/abrasions, chemical/thermal burns, chemical absorption or biohazardous exposure.

7. Appropriate gloves, aprons, goggles, and boots shall be used when necessary for protection against acids and other chemicals which could injure employees.

8. The use of safety harnesses, and lanyards are required when working more than ten feet above a floor or ground level and there are no guardrails or other form of fall protection, and on certain suspended scaffolds. Each employee will be on a separate safety line, and this line will be adjusted so that the employee cannot fall more than six feet.

9. Other protective equipment is provided in order to protect employees from unnecessary exposures. This includes barricades, cones, warning signs, warning lights and many other specialty items.

Requests for equipment not immediately available shall be directed to the Supervisor.
HEALTH AND SAFETY RULES

LADDERS AND SCAFFOLDING

LADDERS
1. Metal ladders shall not be used in the vicinity of electrical circuits.
2. Periodically inspect wooden ladders for shrinkage and loose steps or back bar members. Hold the rods beneath the steps with a pliers and tighten the nut at the end with a wrench to maintain strength and keep the ladder steady.
3. Wooden ladders or scaffold planks should not be painted because defects may be covered up. Use a good grade of spar varnish or a mixture of linseed oil and turpentine to preserve the wood.
4. Non-skid feet shall be used on all straight and extension ladders.
5. When using a straight ladder, it shall be long enough to extend at least three rungs above the level to which the user is climbing. Stepladders must not be used in lieu of straight ladders. They are not designed for this purpose.
7. Never carry articles in hand while climbing. Use a hand line to raise and lower tools and materials or suspend them suitably in a tool belt.
8. Clean muddy or slippery shoes before beginning to climb the ladder.
9. Keep rungs clean and free of grease, oil and caked-on dirt.
10. Store ladder where there is little or no foot traffic or take other precautions to prevent accidental contact that might upset the ladder.

SCAFFOLDS

1. Scaffold platforms more than ten feet above the ground, floor, or lower level shall have standard quad-rails (consisting of top-rail, mid-rail, and toe-board) installed on all open sides and ends of platforms.
2. Planking shall be laid tight, overlap at least 12 inches, and extend over end supports 6-12 inches.
3. Mobile scaffolds shall be erected no more than a maximum height of four times their minimum base dimension.
4. Scaffolds shall not be overloaded beyond their design loading.
HEALTH AND SAFETY RULES

DRIVING RULES AND REGULATIONS

Drivers of County-owned vehicles and those using personal vehicles in pursuit of County business shall comply with all applicable laws of the State of Wyoming as well as the following regulations of the County.

OPERATION OF COUNTY VEHICLES

The operation of County-owned vehicles is a privilege which may be withdrawn at any time. It is a policy of Goshen County that no employee shall be directed to operate a vehicle for which he/she does not have the appropriate classification of driver’s license. This is a violation of State law and may be cause for termination. In addition, no employee shall operate a vehicle for which the employee has not been adequately trained in safety procedures, tire and wheel changing procedures, as appropriate, and vehicle maintenance requirements that pertain to the operator. In order to operate a County vehicle of any type, an individual must have completed the following:

1. Submit and have approved a valid Wyoming driver’s license of the appropriate classification and in compliance with the Wyoming Statutes. CDL licenses require a DOT physical. Proof of the physical shall accompany the valid CDL license.
2. The Defensive Driving Course offered by the County. (Temporary driving privileges may be granted by the Department Head prior to the course being offered). This course must be re-taken every three (3) years.
3. Orientation to Goshen County driving rules and insurance procedures.
4. Training in maintenance and use of vehicles, especially off-the-road equipment.
5. Drivers of County vehicles or using personal vehicles while on County Business shall pull over and stop whenever possible when using a cellular phone.
6. Goshen County has a non-smoking policy which applies to County vehicles.

The Governmental Claims Act applies when County vehicles are used “Within the scope of employment”. This means that the use of County vehicles for private benefit, or transporting anyone who is not a County employee is prohibited and may subject the user to full personal liability in the event of any type of accident, unless separate agreement is in force. (Driving to and from home, when authorized, is considered permitted use). Unless a separate agreement is in force, County employees shall not drive State of Wyoming or other non-County vehicles while performing work for Goshen County, except when use of a personal vehicle is approved. Sheriff’s Department employees are subject to their Policy and Procedure manual.
HEALTH AND SAFETY RULES

UNACCEPTABLE DRIVING RECORD CRITERIA GUIDELINES:

1. Three (3) or more moving violations or at-fault accidents within the last three (3) years.
2. Two (2) or more moving violations or at-fault accidents within the last year.
3. A major conviction within the last three years, including, but not limited to:
   - DUI
   - Leaving the scene of an accident
   - Reckless Driving
   - Homicide or assault by motor vehicle
   - Driving without auto insurance

USE OF HEADSET RADIOS & TAPE PLAYERS

The use of personal headset radios or tape-players by employees shall not be permitted on the job. County employees operating motor vehicles and machinery shall exercise extreme caution when driving behind bicycle riders or joggers wearing headsets because the headsets can easily muffle traffic noises and vehicles can not be heard approaching.

VEHICLE SAFETY

1. Driving Goshen County vehicles under the influence of drugs or alcohol is prohibited. Goshen County Substance Abuse Policy and US Department of Transportation Regulations shall apply.
2. The driver of the vehicle is responsible for safety inspection prior to operation of any County vehicle. Before initial daily use of any vehicle, the driver shall walk around and inspect the vehicle for damage, inoperable lights, loose hardware, tire condition, or any other unsafe condition.
3. Any deficiency encountered shall be reported to a supervisor immediately. It is the supervisor's responsibility to take appropriate action.

VEHICLE EQUIPMENT

1. Seat belts shall be worn at all times by occupants. "Seat belts are a condition of employment"  
2. Windshields shall be in good condition at all times.  
3. Doors shall not be removed from vehicles nor tied open unless it is a necessity, and mirrors must remain usable.  
4. Turn signals shall be appropriately utilized at all times.
HEALTH AND SAFETY RULES

VEHICLE EQUIPMENT

5. Drivers shall insure that the windows, headlights, tail lights, horns, back-up signals, mirrors and wipers are clean and operational at all times.

6. Tailgates shall be up and locked when vehicles are in motion. If the tailgate must remain in the open position, a red flag shall be attached to the outward corners of the gate.

7. If the vehicle does not have a tailgate but is loaded, the driver of the vehicle shall insure that the load is secure on the truck and that overhangs are properly marked according to the State law.

8. Riding on the sides, tool boxes, tailgates, roof or in the back of any truck is prohibited.

9. Drivers shall carry their Wyoming State Drivers License when driving.

10. Any employee operating a County vehicle shall report suspension or revocation of drivers license to the supervisor immediately, who shall advise the Risk Manager.

11. Except in authorized emergencies, posted speed limits shall be adhered to.

12. Drivers shall direct their full attention to driving. Necessary inspections of streets, trees, signs, etc., shall be made by a person other than the driver.

13. During periods of limited visibility or any time windshield wipers are in use, the headlights shall be turned on.

PARKING

1. County vehicles are not to park in "NO PARKING" zones except in emergency situations or in required performance of official duties. At the time a vehicle is parked in a "NO PARKING" zone, emergency blinkers shall be turned on.

2. No County vehicle is to be left unattended with the key in the ignition.

3. Vehicles shall be locked when not occupied.

4. Employees who occupy a metered parking place shall pay the meter for the duration of the stay.
HEALTH AND SAFETY RULES

PROCEDURES FOR COUNTY VEHICLE ACCIDENTS AND BREAKDOWN

Should the operator of a County vehicle be involved in an accident, regardless of the severity, the local Police Department or Wyoming Highway Patrol shall be called to the scene to make out an accident report. (Another agency besides the Goshen County Sheriffs Department must investigate accidents involving Goshen County). Drivers of county owned vehicles shall give their driver’s license information to the other party, and refer all communications regarding losses, injuries, etc. to the Goshen County Risk Manager, 2125 East A Street, Torrington, WY 82240, and telephone (307)532-4051. In the event of a serious incident involving a County vehicle, whether it be a breakdown, accident, vandalism or other incident, notify your Department Head and the Risk Manager or County Attorney immediately.

PROCEDURE FOR VEHICLE ACCIDENTS

In the event of an accident involving a County vehicle or your own, if driving it with permission in the performance of your official duties, the following procedure should be adhered to:

1. Check for any injuries to yourself, your passenger, persons in the other vehicle and pedestrians.
2. Call 911 for Police and Medical help if appropriate.
3. Do not move your vehicle until told to do so by police.
4. Give the other driver involved your name, address, license number, name of your insurance agent and get the same information from him/her. If on duty in a County vehicle give as your insurance agent:
   Goshen County Clerk
   2125 East A Street
   Torrington, WY 82240
   Phone: (307)532-4051 – Fax (307)532-7375

5. DO NOT MAKE ANY STATEMENTS TO ANYONE AT THE SCENE OTHER THAN LAW ENFORCEMENT.
6. Follow the directions of the law enforcement officer.
7. Notify your Supervisor, Department Head, or Risk Manager.
8. As soon as possible after being released by the Police take the Incident/Accident Report, the Police Report of Accident, Traffic Citation, if any, and the information about the other driver involved to the Risk Manager.
9. If the damage is estimated to be $500 or more or if there is a death or any bodily injury involved, a Wyoming Traffic Accident Report SR21 must be submitted to the Wyoming Highway Department through the Risk Manager within ten (10) days.
HEALTH AND SAFETY RULES

PHYSICAL INJURY

Physical Injury to a County Employee on the job or, to any other person if on county property or if caused by a County Employee's act or omission:

1. ALL SERIOUS INJURIES CALL 911 for medical assistance.
2. Protect the victim from further injury. DO NOT ATTEMPT TO MOVE THE INJURED PERSON. APPLY FIRST AID AS APPROPRIATE -IF YOU ARE QUALIFIED.
   a) Check for breathing and apply CPR if you are certified.
   b) Stop the bleeding if possible.
   c) Cover the injury.
   d) To prevent shock - keep the injured person as warm and comfortable as possible, without moving the person.
   e) NEVER GIVE LIQUIDS OR MEDICINES
3. Obtain as much information about the injured person and witnesses you can:
   Name, address, phone number,
4. NOTIFY your Department Head or the injured person's Department Head.
5. Be available for further investigation by your Department Safety Officer, the Risk Manager, and/or Insurance Adjuster. If the injured person is a County employee, they are covered by the Wyoming Worker's Compensation Program. Follow procedures for filing Worker's Compensation Claims.
6. File Accident/Incident report with the Risk Manager.

IN ANY CASE INVOLVING DEATH OR HOSPITALIZATION OF THREE OR MORE PERSONS REPORT IMMEDIATELY TO THE WYOMING DEPARTMENT OF OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

ACCIDENT REPORT FORM PROCEDURE

In the event of an accident involving a County employee, a Wyoming Association of Risk Management Incident/Accident Report Form must be completed and filed with the Risk Manager.

IN ALL CASES, SUBMIT AN INCIDENT/ACCIDENT REPORT FORM THROUGH THE DEPARTMENT HEAD TO THE RISK MANAGER AS SOON AS PRACTICAL AFTER AN ACCIDENT OR INCIDENT HAS OCCURRED. IF DEATH, SERIOUS INJURY OR INJURY TO A PERSON OTHER THAN A COUNTY EMPLOYEE OCCURS -NOTIFY THE RISK MANAGER IMMEDIATELY.
HEALTH AND SAFETY RULES

PROPERTY DAMAGE OTHER THAN VEHICLE

If there is damage to County Property, including buildings, contents, data processing equipment, boilers/machinery, or construction equipment:

1. CALL THE RISK MANAGER.
2. Isolate and protect the area.
3. Report to your Department Head and Safety officer.

Property of a third party:

1. CALL THE RISK MANAGER.
2. Report to your Department Head and Safety Officer.
3. Submit Accident/Incident report to the Risk Manager.
HAZARD COMMUNICATION PROGRAM

The following written hazard communication program has been established for Goshen County. This program, a listing of hazardous chemicals, and material safety data sheets (MSDS), will be available at each department for which they are applicable, for review by all employees. For compliance with Wyoming General Rules and Regulations 1910.1200.

POLICY

Education and training shall be provided for all employees who may be or potentially may be exposed to hazardous chemicals in the work place. The training shall be conducted prior to first exposure to the chemical (during on-the-job orientation and training) and whenever a new hazardous chemical is introduced into the work place. All employees will be informed of the location of the written hazard communication program, chemical listing, and MSDSs.

CONTAINER LABELING

The department director or supervisor shall verify that all containers received for and used by Goshen County are clearly labeled as to the contents and appropriate hazard warnings. No containers will be released for use until the above data is verified.

Existing labels on incoming containers of hazardous chemicals shall not be removed or defaced, unless the container is immediately marked with the required information. DOT shipping labels on containers will not be removed until all residues have been removed from the container.

All employees who transfer hazardous chemicals into portable containers (such as bottles, spray bottles, parts cleaning cans, etc.) shall ensure the containers are appropriately labeled and the contents identified.
HAZARD COMMUNICATION PROGRAM

LIST OF HAZARDOUS CHEMICALS

A list which identifies current hazardous chemicals present in the work place shall be maintained, updated, and periodically reviewed. The list is cross-referenced to the MSDSs. It is kept with this program and MSDSs, and serves as an index to aid employees in identifying and locating necessary information.

MATERIAL SAFETY DATA SHEETS

It is the responsibility of the department supervisor or safety officer to obtain necessary MSDSs for hazardous materials so a comprehensive MSDS file can be maintained. MSDS shall be maintained in current status.

Copies of the MSDSs for all hazardous chemicals to which employees may be exposed will be kept at each department for which they are applicable, and will be readily available for review to all employees during each work-shift.

Subcontractors working on the job-site are required to bring copies of all MSDSs for hazardous materials they are bringing on the job-site to the supervisor so the information is accessible to all employees. It is preferable to have each subcontractor bring their hazardous communication program and MSDSs in a binder labeled with the contractor’s name and identified as a hazardous communication program. Upon leaving the job-site and the removal of all hazardous materials, they may take their information with them.

A recommendation is for employees to take a copy of the applicable MSDSs to the medical facility if emergency treatment is necessary due to exposure.

INFORMATION AND TRAINING

Employees shall be provided information on these training requirements, any operations in their work area where hazardous chemicals are present, and the location of the written hazard communication program, chemical listing, and material safety data sheets.

Training may be either in the classroom or on-the-job, and presented prior to first exposure to the hazardous material. Information and training may be designed to cover categories of hazards (flammability) or specific chemicals. Chemical-specific information must always be available through labels and MSDSs. Attendance shall be documented.
HAZARD COMMUNICATION PROGRAM

INFORMATION AND TRAINING

Employee training will include at least the following:

1. Methods and observations that are in place or may be used to detect the presence or release of a hazardous chemical in the work area.
2. The physical and health hazards of the chemicals in the work area.
3. The measures employees can take to protect themselves from the hazards, such as in place work practices, emergence procedures, and personal protective equipment to be used.
4. Details of the hazard communication program, including the labeling system.
5. Material safety data sheets and how employees can obtain and use the appropriate hazard information.
6. If an employee is instructed to use a hazardous material for which he/she has not been trained, it will be their responsibility to inform the department head prior to handling such material, so proper training can be given.

NON-ROUTINE HAZARDOUS TASKS

Since many tasks are not done on a routine basis (for example, boiler clean-out or replacing hazardous chemical piping), they will be handled through specific pre-task actions and training. Before performing non-routine tasks, the supervisor in charge will review applicable MSDSs; instruct employees in the associated hazards and recommended first aid treatment; and assure all essential personal protective and emergency equipment is available and operational. He or she will notify all other employees working in this area that non-routine tasks are scheduled or being performed.

SUBCONTRACTORS AND OTHER EMPLOYEES

Any contractors working at Goshen County facilities or job-sites will be informed of the written hazardous material program and where to locate MSDSs. It will be the responsibility of that employer to properly train his employees in the avoidance or emergency procedures for these materials.
BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

In accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, the following exposure control plan has been developed, to reduce occupational exposure to bloodborne pathogens.

EXPOSURE DETERMINATION

Designated employees that may come into contact with human blood or other potentially infectious materials (OPIM):

1. Maintenance personnel
2. City-County Health Personnel
3. Public Works Personnel

METHODS OF COMPLIANCE

Universal Precautions will be utilized in the handling of all human blood and OPIM's.

ENGINEERING CONTROLS

1. Hand sinks are located in all departments and are readily accessible to all employees who have the potential for exposure.
2. Employees shall wash their hands and any other exposed skin with soap and hot water immediately or as soon as possible after contact with blood or OPIM, for 20 seconds, in a manner causing friction on both inner and outer surfaces of the hands.
3. Employees shall be provided with antiseptic hand cleaner and paper towels when hand washing is not feasible. However, hand washing must still take place as soon as possible after exposure.
4. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas where there is the potential for exposure to bloodborne pathogens.
5. If professional medical attention is required, a local ambulance shall be the first choice, a personal car shall be the second. If a personal car is taken, impervious material should be used to prevent contamination of the vehicle.
6. New employees or employee being transferred to other departments shall receive training about any potential exposure from the department manager.
BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN

PERSONAL PROTECTIVE EQUIPMENT

All personal protective equipment used at Goshen County shall be provided without cost to employees. Personal protective equipment shall be chosen based on the anticipated exposure to blood or OPIM. The protective equipment shall be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use.

DISPOSAL OF CONTAMINATED ITEMS AND COMMUNICATION OF HAZARD

1. Employees must:
   a. Use bleach or OSHA approved disinfectant to disinfect any blood or OPIM.
   b. Apply the bleach with single-use gloves and allow to sit for 15 minutes.
   c. Place any single-use gloves that have been contaminated in a biohazard garbage bag.
   d. Dispose of the bag by taking to the County Health Department, log it into their records and deposit in locked container for hazardous materials.

2. Regulated waste should be placed in appropriate containers, labeled and disposed of in accordance with applicable state, federal and local laws.

3. Employees shall be warned of biohazard bags by labels attached to the disposal bags. Labels used will be orange-red and marked with the word Biohazard or the biohazard symbol.

HOUSEKEEPING

Maintaining our work areas in a clean and sanitary condition is an important part of Goshen County’s Blood borne Pathogens Compliance Program. Employees must decontaminate working surfaces and equipment with an appropriate disinfectant after completing procedures involving blood or OPIM. All equipment, environmental surfaces and work surfaces shall be decontaminated immediately or as soon as feasible after contamination.

1. Employees must clean and disinfect when surfaces become contaminated and after any spill of blood or OPIM.

2. Employees shall use a solution of one part bleach to ten parts water, or an OSHA approved disinfectant, for cleaning and disinfecting.

3. Working surfaces and equipment shall be routinely cleaned, disinfected and maintained.

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BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN

HOUSEKEEPING cont.

4. Potentially contaminated broken glass shall be picked up using mechanical means, such as dust pan and brush, tongs, etc.

5. Goshen County uses universal precautions for handling of all soiled laundry.

6. Laundry contaminated with blood or OPIM shall be handled as little as possible. Employees who handle contaminated laundry shall utilize personal protective equipment to prevent contact with blood or OPIM from coming into contact with skin or street clothes.

7. Contaminated clothing shall remain on the premises, or shall be sent directly to a laundry facility for cleaning. If sent to a laundry facility, articles must be properly bagged in impermeable bags and labeled before leaving the premises. Employees shall be given the option of reimbursement for the cost of contaminated clothing and the clothing will be disposed of.

HEPATITIS B VACCINATION AND POST-EXPOSURE EVALUATION AND FOLLOW-UP

Goshen County shall make available within 10 days of possible exposure the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure.

An exposure incident is any contact of blood or OPIM's with non intact skin or mucous membranes. Any employee having an exposure incident shall contact their supervisor. All employees who have an exposure incident shall be offered a confidential post-exposure evaluation and follow-up in accordance with the OSHA standard. This includes a visit to a physician selected by the employer. The health care professional written opinion shall be provided to the employee within 15 days of the evaluation.

TRAINING

Training is provided at the time of initial assignment to tasks where occupational exposure may occur, and it shall be repeated within twelve months of the previous training. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. The training shall be interactive and cover the following:

1. A copy of the standard and an explanation of its contents.
2. A discussion of the epidemiology and symptoms of blood borne diseases.
3. An explanation of the modes of transmission of blood borne pathogens.
BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN

TRAINING cont.

4. An explanation of Goshen County’s Blood borne Pathogen Exposure Control Plan, and how to obtain a copy.
5. The recognition of tasks that may involve exposure.
6. An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment.
7. Information on the types, use, location, removal, handling, decontamination, and disposal of PPE.
8. An explanation of the basis of selections of PPE.
9. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it shall be offered free of charge.
10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM.
11. An explanation of the procedures to follow if an exposure incident occurs, including the method or reporting and medical follow-up.
12. Information on the evaluation and follow-up required after an employee exposure incident.
13. An explanation of the signs, labels, and color coding systems.

The person conducting the training shall be knowledgeable in the subject matter.

RECORD KEEPING

Medical records shall be maintained in accordance with OSHA Standards. These records shall be kept confidential, and must be maintained for at least the duration of employment plus 30 years.
SECTION II

COUNTY HEALTH DEPARTMENT
Safety procedures, as well as operational procedures, are covered in detail in the County Health Department Infection Control and Safety Manual designed specifically for Health Department operations. These Safety procedures are on file at the Goshen County Public Health Department, 2025 Campbell Drive, Torrington, WY, Telephone (307)532-4069.
SECTION III

PUBLIC WORKS SAFETY PROCEDURES
PUBLIC WORKS SAFETY PROCEDURES

ROAD MAINTENANCE/REPAIR PROCEDURES

OPERATING PRACTICES

AUTHORIZATION:
No work shall be performed in any public right-of-way without authorization and the use of traffic control devices.

Public right-of-way repair and maintenance requires preplanning, permits, coordination with affected agencies, safeguards for workers and the general public as well as inspection and patrol of the site.

SCHEDULING:
Routine maintenance on arterial streets shall be scheduled to minimize traffic interference.

Temporary traffic lanes shall be a minimum of ten (10) feet wide; shall be positioned two (2) feet from the curb on road edge; and be at least five (5) feet from open excavations whenever possible.

Construction equipment not engaged in work or other official vehicles shall not be parked where they restrict or obstruct traffic flow.

Sidewalks at least four (4) feet wide shall be maintained clear of spoil, and toe boards may be used on the spoil to maintain the base two (2) feet from traffic lanes or excavation.

OPERATION IN THE PUBLIC WAY

Whenever Operations are taking place in streets, parkways, sidewalks or other places where citizens as well as employees may be endangered, the Supervisor or crew leader on the work-site is as responsible for the safety of the public in this type of operation as he is for getting the job done. He must spend ample time before, during and after the work to protect employees and the public from the hazards created by this work. The following procedures are to be followed:

1. If street or road work is to be done, preparations should be made for traffic and pedestrian safety before work actually begins.

2. If traffic is affected by the operation, proper signage should be used to warn in advance of work area (Construction Ahead) and traffic control signs in and around the work area should be properly placed and maintained through the period when work or traffic obstruction exists. To assure driver/pedestrian understanding, only standardized control devices, signs, lights, barricades shall be used.
PUBLIC WORKS SAFETY PROCEDURES

ROAD MAINTENANCE/REPAIR PROCEDURES

OPERATION IN THE PUBLIC WAY


4. Where barricades and signs are used overnight, supervisors shall examine work areas for proper placement at the end of the workday before leaving.

5. Lighted barricades shall be used whenever possible for overnight protection in accordance with MUTCD standards.

6. Where traffic must be periodically stopped or obstructed by workers or equipment in the traveled portion of the roadway, a flag-man with protective vest shall be used.

7. All workers in or near the roadway shall wear reflective vests or cross straps while at the work-site.

8. A flag-man shall be used to slow or direct traffic where approach to the work area does not provide adequate visibility by drivers.

9. Assistance in setting up signage or barricading is available at any time from the Road and Bridge Department.

10. All plates used to cover holes in the street on a temporary basis should be spiked in place.

11. In any case where streets or County roads are significantly obstructed or closed for any period of time, 911, the Sheriff's Office, Fire Department and Road & Bridge shall be notified of the situation and told approximately how long the closure will be in effect.

PEDESTRIAN SAFETY

1. When pedestrian traffic is impeded by County operations, barricades, restrictive tape or rope or other restraint shall be used to protect the public from the work.

2. If pedestrian traffic must be routed into the street, protection shall be provided by cones, barricades and signs, if necessary, from traffic.

3. Holes in the sidewalk or parkway which must be left open shall be covered whenever possible along with perimeter protection. Every possible means of preventing accidental entry into the hole shall be used. Keep in mind darkness and snow as potential complications to this situation.

4. Where an unusual situation exists that cannot be easily resolved, or when personal injury or damage to equipment or property occurs as a result of operations, contact the Supervisor and the Risk Manager immediately.


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PUBLIC WORKS SAFETY PROCEDURES

ROAD MAINTENANCE/REPAIR PROCEDURES

OPERATING PRACTICES

CONTROL DEVICES

Traffic warning and control device requirements shall be pre-planned, standardized and uniformly placed.

When conditions dictate the use of flag-men, they shall be equipped with and wear appropriate vests in daylight (with reflectorized tape applied for night use). Additionally, appropriate paddles, flags or flashlights shall be used.

Vehicles and equipment operating in or near the job site should have operative warning lights with slow moving/caution placards appropriately attached.

OVERNIGHT CONTROL

When extensive work requires overnight delineation of the job site, barricades with appropriate warning/regulatory signs and lights shall be installed. The work detail supervisor or designated chief is responsible to insure their adequacy of type, positioning and operation prior to leaving the job site. There shall be coordination with the Sheriff's Office to insure their awareness and to enhance protection from theft or vandalism.

EQUIPMENT OPERATION PROCEDURES

FORKLIFT

1. Only authorized and trained employees shall operate forklifts and other industrial trucks.
2. Safe speeds, load handling, turning, and other safe driving practices shall be followed at all times.
3. Operators shall ensure loads are stable and/or secure before moving.
4. Employees shall not operate any forklift that is in need of repairs, defective, or unsafe. Such forklifts shall be removed from service for repair.
PUBLIC WORKS SAFETY PROCEDURES

EQUIPMENT OPERATION PROCEDURES

CONSTRUCTION EQUIPMENT

Construction equipment, or any unit with special devices added for specific types of work, shall require special training prior to use by a driver, which shall include the following:

1. Explanation and demonstration of all control devices.
2. Explanation and demonstration of operation and safety equipment.
3. New driver operation under supervision and documented testing and training.
4. Instruction loading and unloading trailers, parking procedures and method for securing.
5. Passengers should ride only in seats designed for passengers.
6. Construction-type equipment shall travel at less than 30 mph without exception. This equipment shall use the right lane except when a left turn is required. Right-of-way shall be given to all other motor vehicles. Headlights shall be on at all times when driving on public roads.
7. When backing a vehicle in which you do not have a clear view of the entire rear area, and there is not a second person available, the driver shall get out of the vehicle and inspect the area behind before backing.
8. Trailers are to be fastened securely to hitches. Safety pins in pintel locks shall be used. Safety chains shall be crossed under the hitch and securely fastened before moving the vehicle.
9. All items being transported either in a truck or trailer, which may move around during transport, shall be secured.

MAINTENANCE/SERVICING

1. Operators are normally expected to service equipment as specified in their initial training.
2. Maintenance of equipment may be required in specific instances, but shall be performed only as instructed and authorized.
3. Only trained employees shall service large truck wheels. A cage or other restraining device plus an airline assembly consisting of a clip-on chuck, gauge, and hose shall be used to inflate tires.
4. Any inspection, disassembly, or assembly of vehicle brakes or clutches must address the hazard of asbestos exposure. See 1910.1001, Appendix F, for mandatory guidelines and requirements for such work.
PUBLIC WORKS SAFETY PROCEDURES

EQUIPMENT OPERATION PROCEDURES

MAINTENANCE/SERVICING

5. Maintenance and servicing shall be performed only after shutdown and appropriate chocking/blocking and guarding of service and maintenance areas.

6. Deck plates, steps and floor areas shall be kept clear and free of greases, oils, etc. and shall have anti-slip materials applied as necessary.

7. Operators shall not dismount trucks or equipment by jumping off, but shall climb down using available steps, handholds, etc.

OPERATION

1. Equipment shall be inspected prior to start each day to insure that engine is ready, actuating systems serviced and all safety devices functional. Particular attention shall be given to cable conditions, actuator hinge pins and control linkages.

2. Operator shall always make sure the front, sides and rear are clear prior to moving any machines. Additional checks for overhead clearance shall be made on cranes, lifts, platforms and trenchers before movement.

3. Speeds are to be governed by conditions, i.e., reduce speed and use caution on; road shoulders, steep grades, rough surfaces, congested areas, and wet or ice-covered surfaces.

4. Loaded equipment shall have right-of-way on haul roads and all equipment shall stop to clear prior to entry on public roads unless appropriate traffic controls are established.

5. Before leaving any equipment, the operator shall lower the blades, bowl boom or bucket to a ground-level, flat surface and out of the traffic flow. If level surface is not available, blocks or chocks shall be inserted to prevent vibration-induced movement.

6. Coupling and towing require special clearing procedures for other personnel in the area. If an assistant is present, equipment shall be backed on his signal only. Before coupling, the shift lever is to be placed in neutral and the brakes set. Towed units shall have a safety chain to the pulling unit. Towed equipment shall be latched, bolted or otherwise secured for maximum clearance and to prevent drops and ground strikes.
PUBLIC WORKS SAFETY PROCEDURES

EQUIPMENT OPERATION PROCEDURES

SHUTDOWN/PARKING

1. Equipment shall be positioned well clear of traffic routes prior to shutdown.
2. Whenever feasible, equipment shall be returned to the storage yard at the end of each workday. If removal is unfeasible, appropriate advisory and warning devices shall be installed prior to job site departures.
3. Job-site parked equipment shall have its operation disabled to preclude vandalism or theft, through the removal of ignition keys, distribution rotors, battery cables, spark plugs, etc., as necessary.
4. Loading and unloading of equipment shall be accomplished away from traffic routes unless appropriate warning devices or flag-men are pre-positioned to control traffic.

HAND TOOLS AND POWER TOOLS

GENERAL

1. All hand tools shall be kept in good repair and used only for the purpose for which designed.
2. Tools having defects that impair their intended operation or render them in any way unsafe for use shall be removed from service immediately.
3. When work is being performed overhead, tools not in use shall be secured or placed in holders.
4. Throwing tools or materials from one location to another, from one employee to another, or dropping them to lower levels, shall not be permitted.
5. Only "non-sparking" tools shall be used in locations where sources of ignition may contribute to a fire or explosion.
6. Power tools shall be inspected, tested and determined to be in safe operating condition prior to use. Continued periodic inspections shall be made to assure safe operating condition and proper maintenance.
7. The use of cranks on hand-powered winches or hoists is prohibited unless the hoists or winches are provided with positive, self-locking dogs. Hand wheels without projecting spokes, pins, or knobs shall be used.
PUBLIC WORKS SAFETY PROCEDURES

HAND TOOLS AND POWER TOOLS

GENERAL

8. Portable power nailing and stapling tools shall be operable only when held against the work surface with a force of at least five (5) pounds more than the weight of the fully-loaded tool. In addition, it shall be necessary to operate a trigger or switch for each fastener driven. These two actions shall be separate.

9. Manufacturers' prescribed, safe operating pressures for hydraulic hoses, valves, pipes, filters and other fittings shall not be exceeded.

10. All hydraulic or pneumatic tools which are used on or around energized lines or equipment shall be equipped with non-conducting hoses having adequate strength for the normal operating pressures.

11. Loose, fringed or frayed clothing, loose, untied, long hair, dangling jewelry, rings, chains or wrist watches shall not be worn while working with any power tool or machine.

POWER SAWS

1. Circular saws shall be equipped with guards that automatically and completely enclose the cutting edges, and shall be provided with splitters and anti-kickback devices.

2. Cracked, bent, or damaged blades shall be replaced immediately.

3. Power saws shall not be left running unattended.

4. Radial arm power saws shall be equipped with automatic brakes. The table of radial arm or swing saws shall extend beyond the leading edge of the saw blade.

6. All swing cutoff and radial saws or similar machines which are drawn across a table shall be equipped with limit stops to prevent the leading edge of the tool from being thrown back toward the operator.

7. Each hand-fed crosscut table saw and each hand-fed circular rip saw shall be furnished with a spreader to prevent the material from squeezing the saw or being thrown back toward the operator.

8. All portable, power-driven circular saws shall be equipped with guards above and below the base plate or shoe. The upper guard shall cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for bevel cuts. The lower guard shall cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work. When the tool is withdrawn from the work, the lower guard shall automatically and instantly return to the covering position.
PUBLIC WORKS SAFETY PROCEDURES

HAND TOOLS AND POWER TOOLS

WOODWORKING MACHINERY

1. The OSHA Standards for Woodworking Machinery shall govern the installation, operation, and maintenance of woodworking machinery.
2. A brush shall be provided for the removal of sawdust, chips, and shavings from all woodworking machinery.
3. The power control for each machine shall be located to prevent accidental starting and to enable the operator to cut off the power without leaving his operating position. All fixed power driven woodworking tools shall be provided with a disconnect switch that can either be locked or tagged in the off position.
4. Blades of planers and jointers shall be fully guarded and have cylindrical heads with throats in the cylinder.
5. A push-stick, block, or other safe means shall be used on all operations close to high-speed cutting edges.
6. Band-saw blades shall be fully enclosed except at point of operation.
7. Use of cracked, bent, or otherwise defective parts such as saw blades, cutters and knives is strictly prohibited.

PNEUMATIC TOOLS AND EQUIPMENT

1. Safety clips or retainers shall be installed and maintained on pneumatic impact tools to prevent dies and tools from being accidentally expelled from the barrel.
2. Pressure shall be shut off and exhausted from the line before removing the line from any tool or connection.
3. Safety lashing shall be provided at the connection between tool and hose, and at all quick makeup-type connections.
4. Air hose, pipes, valves, filters, and other fittings should be pressure rated by the manufacturer and this pressure shall not be exceeded. Defective hose should, upon detection, be immediately taken out of service.
5. Hoses shall not be laid over ladders, steps, scaffolds or walkways in such a manner as to create a potential tripping hazard.
6. The practice of using compressed air to blow dirt from hands, face, or clothing is STRICTLY PROHIBITED.
PUBLIC WORKS SAFETY PROCEDURES

HAND TOOLS AND POWER TOOLS

PNEUMATIC TOOLS AND EQUIPMENT

7. Compressed air shall not be used for other cleaning purposes except where reduced to less than 30 psi and then only with effective chip guarding and personal protective equipment.
8. Hoses shall not be used as substitutes for hoisting or lowering tools.
9. All air lines exceeding 1/2-inch inside diameter subject to shipping on tools and such equipment as track drills shall have a safety device at the source of supply or at the branch line to reduce pressure in case of hose failure.
10. Airless spray guns of the type which atomize paints and fluids at high pressures (1,000 pounds or more psi) shall be equipped with automatic or visible manual safety devices that will prevent pulling of the trigger activating release of the paint or fluid until a safety device is manually released.
11. In lieu of the above, a diffuser nut which shall prevent high pressure/high velocity release while the nozzle tip is removed, plus a nozzle tip guard which will prevent the tip from coming into contact with the operator shall be provided.
12. Impact wrenches shall be provided with a locking device for retaining the socket.
13. Explosive actuated tools and their use shall conform to OSHA safety requirements.
14. Explosive actuated tools shall be used, operated, repaired, serviced, and handled only by authorized personnel. Authorized persons are those who have been trained by the manufacturer or his authorized representative in the safe use and servicing of the particular tool in question and permission to operate on a specific work site has been granted by the Public Works Superintendent.
15. The use of explosive actuated tools is prohibited in explosive or flammable atmospheres.
16. The tool operator shall wear safety goggles and/or other approved face and eye protection.
17. Explosive actuated tools and the charges shall be secured at all times to prevent unauthorized possession or use.
18. All tools shall be so constructed as not to be operable other than against a work surface with a force at least five pounds greater than the total weight of the tool.
PUBLIC WORKS SAFETY PROCEDURES

HAND TOOLS AND POWER TOOLS

PNEUMATIC TOOLS AND EQUIPMENT

19. The firing mechanism of all tools shall be so constructed that the tool cannot fire during loading or preparation to fire, or if the tool is dropped while loaded.

20. Firing of the tool shall be dependent upon at least two separate and distinct operations, with the final firing movement being separate from the operation of bringing the tool into the firing position.

21. Driving into soft or easily penetrable materials is prohibited unless they are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side.

22. Explosive actuated tools shall be inspected, thoroughly cleaned, and tested after each 1,000 fastenings. Inspection, cleaning and testing shall be performed as recommended by the manufacturer.

23. High velocity explosive actuated tools shall be used only for those applications where low velocity tools do not meet the job requirements. A high velocity tool is defined as one that propels or discharges a fastener at velocities in excess of 300 feet per second (91.44 m/s per sec) when measured at 6.5 feet (1.98 m) from the muzzle.

24. Explosive actuated tools shall not be used in reinforced concrete when the fastener will strike the re-bar, cast iron, glazed tile, surface-hardened steel, glass block, live rock, face bricks or similar materials.

25. Explosive actuated tools shall be tested each day before loading to see that safety devices are in proper working condition. The method of testing shall be in accordance with the manufacturer's recommended procedure.

26. Explosive actuated tools shall not be loaded until immediately prior to the intended firing time. Neither loaded nor empty tools are ever to be pointed at any employee. Hands and fingers shall be kept clear of the open barrel end.
PUBLIC WORKS SAFETY PROCEDURES

ROPES, SLINGS, CHAINS AND HOOKS

1. The use of ropes, slings and chains shall be in accordance with the safe usage recommendations of the manufacturer and recommendations of the equipment manufacturer when used in conjunction with other devices. Rigging equipment shall not be loaded in excess of its recommended safe working load.

2. Hooks, shackles, rings, pad eyes, and other fittings that show excessive wear or that have been bent, twisted or otherwise damaged shall be removed from service. Excessive wear is defined as the condition where the original strength has been reduced by 20 percent.

3. Rigging equipment, when not in use, shall be removed from the immediate work area so as not to present a hazard.

WIRE ROPE

1. Wire rope shall be inspected by a competent person at the time of installation and at regularly scheduled intervals thereafter. Wire rope shall not be used if, in any length of eight diameters, the total number of visible broken wires exceeds 10 percent of the total number of wires or if the rope shows other signs of excessive wear, corrosion or defect.

2. Wire rope shall be removed from hoisting and load-carrying service when any evidence exists of abrasion, distortion or breakage, etc.

3. Wire rope removed from service due to defects shall be cut up or plainly marked as being unfit for further use on cranes, hoists, or for other load-carrying service.

4. Drums, sheaves, or pulleys having eccentric bores, cracked hubs, spokes, or flanges shall be removed from service.

5. Connections, fittings, fastenings, parts, etc., used in connection with ropes shall be of good quality and of proper size and strength and shall be installed in accordance with recommendations of the manufacturer.

6. Wire rope clips attached with U-bolts shall have the U-bolts on the dead or short end of the rope. The clip nuts shall be re-tightened immediately after initial load carrying use and at frequent intervals of time thereafter.

7. When a wedge socket type of fastening is used, the dead or short end of the rope should have a clip attached to it or be looped back and secured to itself by a clip.
PUBLIC WORKS SAFETY PROCEDURES

ROPES, SLINGS, CHAINS AND HOOKS

WIRE ROPE

8. Protruding ends of strands in splices on slings and bridles shall be covered or blunted.
9. Wire rope shall not be secured by knots except on haul back lines on scrapers.
10. Eyes in wire rope bridles, slings, or bull wires shall not be formed by wire rope clips of knots.
11. Wire rope clips shall not be used to splice rope.

CHAINS:

1. Chains used in load carrying services shall be inspected before each initial use and weekly thereafter.
2. Chains shall be removed from service when showing evidence of cracks, nicks, lifting of any linkweld, more than 10 percent elongation of any link or section, or when wear of 20 percent of the diameter of any link has occurred.
3. Hooks, rings, oblong links, pear-shaped links, welded or mechanical coupling links, or other attachments, when used with alloy steel chains, shall have a rated capacity at least equal to that of the chain.

FIBER ROPE

1. Frozen fiber rope shall not be used.
2. Fiber rope that has been subjected to acids or excessive heat shall not be used for load carrying purposes.
3. Fiber rope slings shortened with knots, bolts, or other non-approved methods shall be replaced.
4. Damaged fiber rope slings shall be replaced.
PUBLIC WORKS SAFETY PROCEDURES

ROPE, SLINGS, CHAINS AND HOOKS

SHACKLES AND HOOKS

1. All shackles and hooks shall be inspected prior to use. If, after inspection, it is determined there is excessive wear and/or bending they shall be removed from service.

2. The manufacturer's recommendations shall be followed in determining the safe working loads of the various sizes and types of specific and identifiable hooks.

CRANES/HOISTS

1. All cranes/hoists shall be inspected prior to each use and during use to make sure it is in safe operating condition.

2. A monthly inspection of hooks, running ropes, and host chains shall be made and a certification record to include date, inspector signature, and hook/rope/chain identifier shall be maintained.

3. The rated load of the crane/hoist shall be plainly marked on each side of the crane. If the crane has more than one hoisting unit, each rating shall be marked on the unit or its load block.

4. Loads shall never be swung over the heads of workers in the area.

5. Tag lines must be used to control loads and keep workers away.

6. Job or shop hooks or other makeshift fasteners using bolts, wire, etc. shall not be used.

7. All slings shall be inspected each day before use. Damaged or defective slings shall be immediately removed from service. In addition, alloy chain slings shall receive a thorough inspection periodically (at least annually).

8. Alloy steel chain slings, metal mesh slings, and synthetic web slings shall have permanently affixed identification, markings, or coding to show rated capacities.
PUBLIC WORKS SAFETY PROCEDURES

EXCAVATIONS AND TRENCHES

1. Any excavation or trench five feet or more in depth (or less than five feet and showing potential of cave-in) shall be provided cave-in protection through shoring, sloping, benching, or the use of trench shields. Specific requirements of each system are dependent upon the soil classification as determined by a competent person.

2. A competent person shall inspect each excavation/trench daily prior to start of work, after every rainstorm or other hazard increasing occurrence, and as needed throughout the shift.

3. Means of egress shall be provided in trenches four feet or more in depth, to require no more than 25 feet of lateral travel for each employee in the trench.

4. Diversion ditches, dikes or other suitable means shall be used to prevent surface water entering any excavation and to provide good drainage of the area adjacent to the excavation.

5. Excavated material shall be stored and retained at least two feet from the edge of the excavation and at a distance to prevent excessive loading on the face of the excavation.

6. Boulders, stumps, or other materials that may roll or slide into the excavation shall be removed or made safe.

7. Guardrails, fences or other barricades and warning lights or other illumination maintained from sunset to sunup shall be placed at all excavations which are adjacent to paths, walkways, sidewalks, driveways or other pedestrian or vehicular thoroughfares. Adequate barrier physical protection shall be provided at all remotely located excavations.

8. Materials used for sheeting, sheet piling, cribbing, bracing, shoring and underpinning shall be in good serviceable condition and of adequate dimensions. Timbers shall be sound and free of large or loose knots.

9. Prior to opening an excavation, all underground installations, such as sewer, water, fuel, electric lines, etc., shall be located and protected from damage or displacement. Utility companies shall be contacted to mark the actual locations of these installations.

10. Where it is necessary to undercut the side of an excavation, overhanging material shall be safely supported.

11. Bracing, shoring, cribbing and other supports shall be inspected daily and after every rainstorm by a competent person. Protection against slides and cave-ins shall be increased as necessary. If evidence of possible cave-ins or slides is apparent, all work in the excavation shall cease until the necessary precautions have been taken to safeguard employees.
PUBLIC WORKS SAFETY PROCEDURES

EXCAVATIONS AND TRENCHES

12. When mobile equipment is utilized or allowed adjacent to excavations, substantial stop logs, or barricades shall be installed.
13. Excavating or hoisting equipment shall not be allowed to raise, lower, or swing loads over workmen in the excavation.
14. At least two means of exit shall be provided for workers in excavations.

PERSONAL PROTECTIVE EQUIPMENT

1. Employees handling rough, sharp-edged, abrasive materials or where the work subjects hands to the possibility of lacerations, punctures, burns or bruises shall use hand protection.
2. Hard hats shall be worn by County personnel when involved in the following situations:
   a. Present, for any reason, on construction sites where hard hat signs are posted.
   b. Where personnel are working above other workers or where other potential of head injury exists.
   c. In locations damaged by explosions, fires, floods or any other cause which could create structural damage or falling material.
   d. Persons working near high voltage electrical hazards.
   e. All supervisors of the above type work.

3. Sledging, grinding and cutting, hammering on metal, stone and concrete, chipping, caulking, use of manual or power tools and other operations subjecting the eyes or head to flying particles shall require workers to wear glasses having safety lenses and screens for side protection, or face masks shields and helmets giving equal protection.
4. Employees shall be provided with eye and face protection equipment when machines or operations present potential eye or face injury.
PUBLIC WORKS SAFETY PROCEDURES

FLAMMABLE AND COMBUSTIBLE LIQUIDS

1. Only approved safety cans, original containers, or portable tanks shall be used to store flammable or combustible liquids.
2. Above ground storage tanks shall be separated from each other by a minimum of three feet or 1/6 the sum of their diameters. Dikes or drainage to prevent accidental discharge from reaching adjoining property or waterways shall be provided.
3. No more than 25 gallons of Class IA/ and 120 gallons of Class IB, IC, II, or III liquids may be stored outside a storage cabinet or an inside storage room.
4. An emergency shut off switch located 15-75 feet from the pumps and a fire extinguisher shall be provided at county fuel servicing areas.

COMPRESSED GAS CYLINDERS

1. All gas cylinders shall have their contents clearly marked on the outside of each cylinder.
2. Cylinders must be transported, stored, and secured in an upright position. They shall never be left laying on the ground or floor, nor used as rollers or supports.
3. Cylinder valves must be protected with caps and closed when not in use.
4. Oxygen cylinders and fittings shall be kept away from oil or grease. Oxygen cylinders shall be stored at least 20 feet from any fuel gas cylinder, or separated by a fire barrier at least five feet high.
5. When cylinders are hoisted, they will be secured in a cradle, sling-board, or pallet. Valve protection caps shall not be used for lifting cylinders from one vertical level to another.

WELDING AND BRAZING

1. Combustible material shall be cleared for a radius of 35 feet from the area around cutting or welding operations. If the combustible material cannot be cleared or the work cannot be moved, then the welding/cutting shall not be done.
2. Welding helmets and goggles shall be worn for eye protection and to prevent flash burns. Eye protection shall be worn to guard against slag while chipping, grinding and dressing of welds.
3. Welding screens shall be used and in proper position to protect nearby workers from welding rays.
4. Cables, leads, hoses, and connections shall be placed so that there are no fire or tripping hazards. Cables shall not be wrapped around the welder's body.
5. Ventilation is a prerequisite for welding in any confined spaces.
PUBLIC WORKS SAFETY PROCEDURES

GRAVEL PIT MAINTENANCE

Gravel pit maintenance shall be in accordance with the Federal Mine Safety & Health Act of 1977, Public Law 91-173, as amended by Public Law 95-164, and administered by MSHA.

SNOW REMOVAL

1. Operators shall insure that all equipment and warning devices are in proper working condition.
2. Make sure the radio is operational in case of a breakdown. Do a pre-check.
3. Insure that all warning/signal devices are visible in both directions. Check mirrors.
4. Pre-check route for hazards, i.e., deep shoulder ditches, blind intersections, etc. Wear proper and adequate clothing - watch for frostbite.
5. Be aware of carbon monoxide effects (drowsiness) in the cab.
6. Stay with equipment if immobilized and call for help.

TIPS ON HOW TO AVOID FROSTBITE

Frostbite can affect any area of the body, but hands, feet, nose and ears are the most susceptible extremity end points of the body's circulatory system. The first sign of frostbite may be a slightly painful tingling sensation, which often is followed by numbness. Skin may look extremely pale, and feel hard, cold and numb.

1. Stay dry. Body loses heat faster when skin is dampened by rain, snow or perspiration.

2. Use protection against the wind. Wind robs more heat from the body than cold air alone.

3. Wear clothing that insulates, shields, and "breathes". Layers of light, loose-fitting clothing trap air for effective insulation. As an outer layer, wear something that's water-repellent and windproof. Cover your head, neck and face. Wear two pairs of socks and boots tall enough to cover ankles. Mittens protect hands better than gloves.

4. Don't touch metal with bare skin. Cold metal can absorb heat quickly.