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# Section 1: Introduction

Yadkin County recognizes that our employees drive the services we are able to provide to our citizens. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and policies/procedures that foster protection of health and safety. All work conducted by Yadkin County employees will take into account the intent of this policy. No duty, no matter what its perceived value or result will be deemed more important than employee health and safety.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, and local policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Yadkin County will make every reasonable effort to provide a safe and healthy workplace that is free from any recognized or known potential hazards. Additionally, Yadkin County subscribes to these principles:

1. Most accidents are preventable through implementation of effective Health and Safety policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Management supports providing a safe workplace for employees, and will provide the resources needed to effectively implement this health and safety policy.
4. Employees are responsible for following safe work practices and rules, and for preventing accidents/injuries.
5. Management must monitor health and safety performance and working conditions to ensure that a safe working environment is maintained.
6. Our Health and Safety program applies to all employees and persons affected or associated in any way by the scope of Yadkin County operations. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

## Section 2: Reporting, Investigation & Documentation

When an accident, incident or "near-miss" occurs it must be reported, investigated, and documented. This helps to efficiently care for the persons or employee(s) involved, determine what corrective action should be taken to prevent future similar situations, and insure that the insurance carrier has all needed information to correctly process the claim.

### **Reporting and Investigation Requirements**

All accidents shall be reported immediately to the supervisor or department representative. An Incident Reporting and Investigation Form (Attachment A) must be filled out completely and sent to Human Resources within 24 hours of the incident.

### **The Incident Reporting and Investigation Form has three sections:**

1. Employee's Report- completed by the employee.
2. Supervisors Accident Investigation Form- completed by the employees' supervisor.
3. Incident Investigation Report- completed by the departmental designee.

### **Incidents involving Non- Employees:**

1. There are times when a patient/client/citizen may have an accident while on County Property. In this case the Incident Investigation Report (Attachment B) should be filled out and a signed written statement obtained from the person(s) involved, if a minor is involved the statement should be obtained from the legal guardian.

### **Communication after an Incident**

1. When a non-life threatening workplace injury/illness occurs, employees should notify his/her supervisor prior to seeking treatment and complete the required paperwork.
2. If an accident results in an employee being hospitalized, for reasons other than for observation, for 24 hours or more; a loss of a limb (amputation), or loss of life; notify Human Resources immediately. Such accidents must be reported to OSHA within 8 hours of the event.
3. Always send doctor's notes, bills received regarding a worker's compensation claim and pertinent correspondence to Human Resources.

## Section 3: Bloodborne Pathogen Program

To meet OSHA standard 1910.1030, employees must receive Bloodborne Pathogen training annually, including information regarding personal protective equipment (PPE) and universal precautions. This policy is designed to eliminate or minimize exposure to Bloodborne Pathogens (BP) or other potentially infectious materials. The degree of risk of exposure to BP on the job is directly related to the frequency of potential exposure to blood, or body fluids. The policy outlines steps to prevent occupational exposure and specific procedures to be followed if an inadvertent exposure occurs.

Certain employees in the departments listed below shall receive training annually, and be given the option of receiving the Hepatitis B Vaccine (HBV) at no cost to the employee. Employees may decline to have the HBV, but must complete a declination form (Attachment C):

1. Human Services
2. Emergency Services (EMS)
3. Sheriff's Office
4. Parks Department
5. Public Buildings
6. Environmental Services

Not all employees within these departments will be given the option of receiving HBV. Administration, supervision and/or clerical support may not be offered vaccines. Yadkin County will make every effort to provide coverage to employees who are, or may potentially be, exposed to Bloodborne Pathogens.

### **Definitions:**

***Bloodborne Pathogens:*** Pathogenic micro-organisms that are present in human blood and can cause diseases in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV).

***Other Potentially Infectious Materials:*** Includes the following human body fluids: Semen, vaginal secretions, cerebrospinal fluids, pleural fluids, synovial fluids, pericardial fluids, peritoneal fluid, amniotic fluid, saliva in dental procedures and any fluid that is visibly contaminated with blood.

***Occupational Exposure:*** Actual or potential parenteral skin, eye or mucous membrane contact with blood or other potentially infectious material that may result from the performance of an employee's duties.

***Universal Blood and Body Fluid Precautions:*** An approach to infection control. According to the concept of universal precautions, all human blood, body components including serum, other body fluids containing visible blood, semen, vaginal secretions, tissues, and cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids are treated as if they are infectious for HBV, HCV, HIV and other BP.

### **PROCEDURES FOR EXPOSURE TO BLOODBORNE PATHOGENS**

When an inadvertent exposure to blood or other potentially infectious materials occurs:

#### **EMPLOYEES ARE REQUIRED TO:**

1. Remove contaminated personal protective equipment and place it in a red or biohazard labeled bag.

2. Wash exposed areas (hands and other skin surfaces) with soap and water. Immediately flush exposed mucous membranes with water, and, if exposed, flush eyes with large amounts of water or eye wash solution.
3. Immediately report exposure incident to your supervisor.
4. If there is a spill, immediately arrange for decontamination with an approved cleaning solution.
5. Seek medical care if first aid is needed or if signs or infection, such as redness or swelling occurs.
6. Complete and return an Incident Report to your supervisor within 24 hours.

**When an employee reports an inadvertent exposure to blood or other potentially infectious materials:**

***SUPERVISORS ARE REQUIRED TO:***

1. Immediately arrange exposure follow-up.
2. Investigate and complete the Supervisor's portion of the Incident Report form, and turn in to Human Resources.
3. Review procedures and methods to prevent future exposures with the employee.

When an employee or supervisor reports an inadvertent exposure to blood or other potentially infectious materials:

**COUNTY HEALTH PROVIDER IS REQUIRED TO:**

1. Access the employee's exposure, his/her Hepatitis B vaccination and vaccine response status, whether the source of the blood is available, and the source's HIV and HBsAG, HCV RNA status. This is done by interviewing the employee, reviewing the completed accident report form, the employee's confidential medical record and the source's record; contacting the source's physician and talking with other employees, as indicated.
2. Individualize post-exposure management and treatment of exposed employee(s) on a case by case basis, following current communicable disease rules.
3. Conduct HIV, HCV, and HBV pre-test counseling prior to obtaining laboratory tests from the exposed employee. Obtain consent for confidential HIV testing from the employee.
4. Conduct post-exposure counseling on return of laboratory results. All employees will receive their laboratory results. If the source person is HIV, HCV, or HBV infected, employee counseling should include: refraining from sexual intercourse unless condoms are used, not sharing needles or syringes, not donating or selling blood, and not breast-feeding.
5. Provide prophylactic treatment or immunizations as ordered by the physician and as required by the communicable disease rules ISA NCAC .0203 (b) (3) (b) and (c).
6. If the source person is HIV-positive or is unknown, conduct follow-up HIV testing and counseling for the exposed employee at 3 and 6 months.
7. File completed Report with Human Resources.

**STANDARD OPERATING PROCEDURES FOR PROTECTION AGAINST OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS**

***EVALUATION OF THE WORKPLACE***

Department heads and supervisors must evaluate their workplaces to determine the actual or

potential hazards, including biological hazards (HIV, HCV, HBV, and Bloodborne Pathogens).

### **WORK PRACTICES TO BE FOLLOWED**

1. All employees must follow universal blood fluid precautions, as described by the Center for Disease Control and Prevention (CDC). All body fluids/ material must be treated as if known to be infectious for HIV, HBV, or other Bloodborne Pathogens.
2. Aseptic procedures must be used to obtain fluids for diagnostic or therapeutic purposes.
3. Personal protective equipment must be used to prevent exposure to blood or other potentially infectious materials. It should not permit blood or other Bloodborne Pathogens to pass through to or reach the Employees work clothes, street clothes, under garments, skin, eyes, mouth or other mucous membrane under normal conditions of use and for the duration of time which the protective equipment will be used.
  - a. **Uniforms or lab coats** must be worn in clinical work areas.
  - b. **Disposable Gloves** must be worn when handling all specimens of blood or other body fluids. A glove which has been used for handling infectious materials should not be used for handling equipment, opening doors, answering phones, or handling reports. Gloves must be changed between each patient contact. Immediately after use, gloves are to be discarded in appropriate trash containers.
  - c. **Gloves, masks, lab coats, and protective eyewear** must be worn if mucous membrane contact with blood or other potentially infectious materials (which includes splashing, spraying, spattering, and generation of droplets of these substances) is possible.
4. Hands must be thoroughly washed with soap after removing gloves and immediately after contact with blood or other potentially infectious materials.
5. All used sharps (e.g., needles, slides, lancets, scalpels, etc.) must be placed in a nearby puncture-proof, labeled container. Contaminated needles and other contaminated sharps must not be bent, recapped, or removed before disposal. *NOTE:* Special circumstances may require recapping needles. In such cases, protective recapping shields must be used to prevent unintentional needle sticks.
6. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in clinical work areas.
7. Food and drinks must not be kept in refrigerators, freezers, shelves, cabinets, counters, or bench tops where blood or other potentially infectious materials are present.
8. Employees with lesions or weeping dermatitis should refrain from all direct patient care, and handling patient care equipment until the condition resolves.
9. All procedures involving blood or other potentially infectious materials must be performed in such a manner to minimize splashing, spraying, spattering, and generation of droplets of these substances.
10. Uniforms, lab coats, other fabric items, or non-disposable clothing that become blood-soaked are to be immediately removed and handled as contaminated laundry.
11. Broken glassware that may be contaminated must not be picked up directly by hand. It should be cleaned up by mechanical means such as dust pan and brush, tongs, or forceps.
12. All employees are responsible for maintaining a clean and sanitary worksite at all times.
13. Heavy utility gloves may be worn during routine, on-contaminated cleaning procedures. These gloves may be decontaminated for re-use with a 1:10 to a 1:100 dilution of bleach as long as the integrity of the glove is not compromised.

### **TRAINING**

Employees must receive training that includes the following information; a copy of the

documentation of the provided training should be kept in the official personnel file in Human Resources.

### **Bloodborne Pathogen Lesson Plan**

#### **A. OSHA Standard**

- a. The Occupational Safety and Health Administration (OSHA) standard is 1910.1030. This standard is directed at hospitals, clinics, law enforcement, and other businesses where workers have an exposure to blood and other body fluids which may be infectious. It also deals with other material which may be contaminated with infectious fluids.

#### **B. HBV, HCV, and HIV**

- a. Hepatitis B virus (HBV) - HBV is an inflammation of the liver that is transmitted by blood and other body fluids. It can result in severe liver damage, cirrhosis of the liver, and death. There is a vaccine available for HBV, which is about 90% effective. The County offers the vaccine to employees, who have the potential exposure to blood or other body fluids, at no cost. It is a three shot series and is given by the Yadkin County Medical Clinic or other contracted Provider of medical services.
- b. Hepatitis C Virus (HCV) is a contagious liver disease that ranges in severity from a mild illness lasting a few weeks to a serious, lifelong illness that attacks the liver. It results from infection with the Hepatitis C Virus (HCV), which is spread primarily through contact with the blood of an infected person. Hepatitis C can either be “acute” or “chronic”. There is no vaccine available for HCV at this time.
- c. Human immunodeficiency virus (HIV) - HIV attacks the body's immune system and leads to acquired immune deficiency syndrome or AIDS. AIDS is always fatal. There is no vaccine to guard against HIV at this time.

#### **C. Exposure**

- a. Most workplace exposures occur from contact with contaminated blood. This may be from an injured coworker or a member of the general public. You can be infected if your skin is punctured by pieces of blood- stained glass, metal or other sharp object. The key to preventing contamination is to protect yourself from exposure.

#### **D. PPE's**

- a. If you must assist an injured person, put on protective gloves, eyewear, and other personal protective equipment as necessary. Non-absorbent gloves such as latex or nylon work best to protect you. Wear gloves if there is any chance of coming into contact with blood or other body fluids. Wear face protection if there is a chance of being splattered in the face with blood.

#### **E. Clean Up**

- a. Continue to wear PPE's while cleaning up the area after treating an injured person. Place all towels, gauze, pads and blood covered items into specially labeled biohazard disposal bags. Clean all potentially contaminated areas with chlorine bleach or other suitable EPA-registered disinfectant. When cleanup is complete, place gloves and other PPE's in the marked bag also. Clothing should be removed and cleaned with warm soapy water as soon as possible. Bleach may be needed while cleaning clothes or disposal of clothes may be necessary. Wash hands thoroughly after removing gloves with a non-abrasive soap and running water.

#### **F. Post Exposure**

- a. If exposure has occurred, inform your supervisor immediately. He or she will help you arrange a confidential medical evaluation and any treatment which may be necessary. Form 19 must be completed for each exposure.

## Section 4: Personal Protective Equipment

Yadkin County will provide employees with required Personal Protective Equipment (PPE) to suit the tasks and known hazards that they may encounter while performing their job duties. Department Directors will ensure that an annual hazard assessment of their department is conducted and documented to identify required Personal Protective Equipment (PPE) for each position. The Department Director will ensure that new and existing employees are trained on the proper Personal Protective Equipment. The Department Director will ensure that employees are trained on any changes made to Personal Protective Equipment (PPE).

### RESPONSIBILITIES

#### *Department Director:*

1. Conduct hazard assessments to identify PPE for specific tasks
2. Ensure employees are trained in the selection, use, inspection, storage, cleaning, and limitations of specific PPE.

#### *Supervisors:*

1. Monitor use of PPE.
2. Provide replacement PPE when needed.
3. Identify any new hazards that would require the use of PPE.

#### *Employees:*

1. Properly use and care for assigned PPE.
2. Immediately inform supervisor if PPE is damaged or not effective.

### TYPES OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

- **Head Protection** is required to protect employee's head where there is a danger of head injury from impact and falling or flying objects. Class A hard hats are required for construction and general industry where there is no exposure to electrical shock or burns. Class B hard hats are required when additional protection is required to protect the head against high voltage electricity. Reference ANSI-Z-89-1986.
- **Ear Protection** shall be used as required to protect employees from noise when engineering controls cannot reduce noise to acceptable levels.
- **Eye and Face Protection** shall be used when exposed to hazards such as flying particles, insects, molten metal, dust, chemicals, gasses, *steam*, vapors, objects, biological hazards, potentially injurious glare, light or heat radiation, or other potentially harmful exposures which may cause injury to the eye or face. Protective eye and face devices shall comply with ANSI Z87.1 which is incorporated by reference as specified in 1910.6 of the NC General Industry Standards 29CFR1910.132.
- **Respiratory Protective Equipment** must be used as part of a Comprehensive Respiratory Program when required to protect employees from airborne contaminants which, when measured, are above the Threshold Limit Value in NC-OSHA Standards. Contact your supervisor for the hazard assessment training and required personal protective equipment.
- **Foot Protection (Shoes)** is required to protect employees working in areas where there is a danger of foot

injuries due to falling or rolling objects, exposure to piercing the sole or where protection is needed against electrical or chemical hazards. Protective footwear shall comply with ANSI-Z-41-1991 American National Standard for Personal Protection-Protective Footwear.

- **Hand Protection** as required by established standards to protect employees from physical, biological, chemical, radiation, or electrical hazards.
- **Gloves** are to be used for electrical protection must be marked as to class of equipment and whether or not they are ozone-resistant and shall meet the ASTM D-120-87 Specification for Rubber Insulating Gloves.
- **Fall Protection**-(safety harness, lifelines, and lanyards) are required to protect employees from falling while working at heights of six (6) feet or more not protected by standard guardrails or safety nets or as required when working in confined spaces. Your department may have specific requirements; therefore, contact your supervisor to determine the equipment needed to perform your job safely.

All employees are required to wear the identified PPE for each individual job performed, all OSHA guidelines for PPE shall be followed as outlined in 29.CFR.1910.

## TRAINING

All employees who are required to use PPE shall be trained to know the following:

1. When PPE is necessary
2. What PPE is necessary
3. How to properly don, remove, adjust and wear PPE the limitations of the PPE
4. The proper care, maintenance, useful life and disposal of the PPE

Each affected employee shall demonstrate an understanding of the training and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE. A Training Verification Form will be used and submitted to the Human Resources to be kept in the employee's personnel record.

## Section 5: Hazard Communication

We all use chemicals of one kind or another at work and at home. Some of the chemicals we use can cause physical or health hazards if they are used improperly or carelessly. Some chemical hazards are well known- for instance, most people realize that acid will cause burns and that gasoline is explosive. But many chemical hazards are not common knowledge. The federal government has issued the Hazard Communication Standard (HCS), 29 CFR.1910.1200, to reduce the risk of hazardous chemical exposure in the workplace. The HCS required chemical manufacturers and their importers to evaluate the dangers of their products and to pass along information about the hazardous chemicals to other employers and employees who may come in contact with hazardous chemicals.

The purpose of this program is to inform employees of chemicals known by Yadkin County to be in their workplace that may create a hazard if improperly or carelessly used, and to explain safety procedures.

### **POTENTIALLY HAZARDOUS CHEMICALS**

Yadkin County defines "hazardous chemicals" according to the definition used by OSHA in the HCS. A "hazardous chemical" is any chemical that creates a physical hazard or health hazard. A chemical is a health hazard if there is statistically significant evidence, based on at least one valid scientific study, that acute or chronic health effects may occur in exposed employees. A chemical is a physical hazard if there is scientifically valid evidence that is a combustible liquid, compressed gas, explosive, flammable, organic peroxide, oxidizer, pyrophoric, unstable (reactive) or water reactive.

Any hazardous chemicals or mixture presenting a physical or health hazard will be properly labeled and an appropriate Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) will be maintained by the department that uses/stores it. An inventory of current hazardous chemicals and mixtures known by the department is to be kept current in the workplace.

### **Department Director/Designee Responsibilities:**

1. Obtain a MSDS/SDS on each chemical product used in their department.
2. Ensure that the MSDS/SDS are kept current.
3. Maintain MSDS/SDS in a space available for employees to access.
4. Ensure that all chemicals are labeled properly.

### **Employee's Responsibilities:**

1. Do not deface or remove warning labels from containers. The label must remain on the container and remain legible at all times.
2. Promptly notify your supervisor of missing or defaced labels, secure bottle so not in use.
3. Do not transfer a product from a labeled container to an unlabeled container (pail, bottle, can or the like) unless the unlabeled container will be under the employee's exclusive control during the employee's work shift.
4. Do not use any chemical you find in an unlabeled container.

**EMPLOYEE TRAINING**

All employees who may be exposed to products containing hazardous chemicals under normal operating conditions, while performing non-routine tasks, or under foreseeable emergencies, will receive training on the safe handling and use of all hazardous chemicals and products containing hazardous chemicals present in their work area.

Each Department Director or designee will be responsible for ensuring that employees in their department receive appropriate training.

**Training Requirements:**

1. Employees will receive training regarding: the location of the Hazard Communication Program, the location of hazardous chemicals in their workplace, the location of the SDS sheets, use of Personal Protective Equipment (PPE) and safe work practices.
2. All new employees will receive training prior to their working in areas where hazardous chemicals are used or present. All employees will receive appropriate training whenever a new chemical hazard is introduced into their work area.
3. Training must be documented annually. Employees must complete a *Training Signature Sheet* (Attachment D), and a copy shall be placed in their official personnel file.

**INDEPENDENT CONTRACTORS:**

Independent contractors who work on Yadkin County property must be informed of the presence of hazardous chemicals known to be in areas where they will be working. The Department Director or his or her designee in which the work is to take place will be responsible for making the Independent contractor aware prior to the start of work.

**EMERGENCIES:**

In the case of an emergency involving hazardous chemicals, all employees are instructed to contact their immediate supervisor, and proceed to protect themselves as trained with protective clothing, and emergency spill kits.

## Section 6: Fire Prevention

The fire prevention policy is designed to ensure that all reasonable steps are taken to preserve life and property from exposure to fire hazards. The requirements listed here identify the basic elements of our fire prevention program. They are a part of every Department Director and Supervisor's day-to-day responsibilities. This policy is not intended to deal with the complexities of fire prevention in building design, fire protection systems, high hazard exposure, compliance with legal ordinances, or the many technical details of fire prevention.

While some departments may have more complex fire prevention policies, below are general rules that all departments shall follow.

### **General Fire Prevention Rules:**

1. Identify the telephone number that is to be used if there is concern of a fire, 9-1-1.
2. Establish a warning system for fire or similar-type emergencies.
3. A quarterly self-inspection shall be conducted to identify and correct recognizable fire hazards.
4. Exit doors, approved hardware and locking devices, exit signs, passageways and means of emergency exit shall be inspected periodically to ensure their working condition and unobstructed access.
5. Fire drills shall be carried out in accordance with a yearly schedule.
6. Fire extinguishing equipment shall be predominantly displayed, labeled for usage and kept clear for easy access at all times.

The contact for fire prevention questions and concerns is the County Fire Marshal, who can be reached at 336-849-7915

# Section 7: Evacuation Plan

## **EMERGENCY EVACUATION PLAN**

Department Directors or designee is responsible for creating an Emergency Evacuation Plan specific to their department or site. Employees are to obtain and know their department's specific Emergency Evacuation Plan for their workplace for fire, chemical release, severe weather, bomb threat, etc.

The following general rules and actions should be learned before an emergency and followed in the event of an emergency.

### **Before an Emergency:**

1. Obtain your department's Emergency Evacuation Plan from your supervisor.
2. Learn how to contact Emergency Services.
3. Locate local fire alarms or other emergency alarm systems and learn how to operate them.
4. Learn the location of all exits, (exit stairs) from your work area, and determine a primary and alternate exit route.
5. Know your designated meeting area outside the building for your accountability and that of your co-workers.

### **When an Emergency Occurs:**

1. Immediately respond by following department plans for the appropriate emergency response.
2. Follow your department plan for the assistance of persons with disabilities.
3. If a fire alarm sounds, always immediately evacuate the building.
4. Do not run. Do not use elevators. Use stairwells in multi-story buildings.
5. Report to your designated meeting area outside the building immediately.
6. If you have a visitor, escort them to your designated meeting area.
7. Do not re-enter the building after an emergency evacuation until you have been instructed to do so by management.

## Section 8: Vehicle Safety

The purchase, use and maintenance of motor vehicles by County employees are essential in delivery of services to the residents of Yadkin County. As we all know, accidents involving vehicles are unfortunately frequent and can result in devastating consequences. Proper vehicle maintenance and defensive driving can help keep employees, passengers, pedestrians as well as other motorists safe. Refer to the **YADKIN COUNTY PERSONNEL POLICY** regarding **USE OF COUNTY VEHICLES** as well as **TRAVEL**.

The County considers a vehicle to be a device that is motorized and wheeled (cars, tractors, mowers, golf carts, four-wheelers, etc.) and each department should have additional vehicle policies that must be followed in addition to this general safety policy to cover varying types of vehicles.

### Permitted Uses:

- County employees authorized by supervisor may drive or operate County vehicles or equipment.
- County-owned vehicles will only be used for official County business.
- Non-employee passengers will be permitted only when on official County business. If the passenger is a minor, appropriate seating must be used and specific departmental policies followed.
- Use of County vehicles for commuting purposes must be compliant with IRS regulations.

### Driver Requirements

1. The driver of any County-owned vehicle must have a valid North Carolina Driver's License. Employees who drive vehicles weighing more than 26,000 pounds or carrying 16 or more passengers must have a valid Commercial Class B license with a passenger endorsement.
2. All traffic laws must be obeyed and seat belts worn at all times.
3. Do not operate any vehicle if any controlling mechanism (such as steering, breaks, headlights, horn or windshield wiper) is not in proper working condition or you notice other mechanical problems that may affect the operation of the vehicle. Report issues immediately to your supervisor.
4. Employees found guilty of a moving violation(s) while performing work duties will be personally responsible for paying all fines and costs associated with the violation(s).
5. When a vehicle is not being used for County business purposes it is to be kept on County premises, with the exception of departments that have specific policies regarding vehicle use and storage and is compliant with IRS regulations.
6. All County employees who are operating their personal vehicles for County business shall maintain the minimum liability coverage required by the State of North Carolina.
7. Vehicles must be kept in a clean condition, especially the windshield.
8. Mobile communication should be limited to required County business, when possible, drivers should safely find a location to park the vehicle

## **Accidents**

If you are driving a vehicle that is involved in an accident, your first duty is to stop the vehicle. Regardless of the situation, the following procedures must be followed:

1. Immediately notify the local law enforcement agency to report the incident. Obtain the accident investigation report.
2. As soon as possible, notify your supervisor. Include any possible injuries that may have been sustained.
3. If able, collect information (pictures, etc.).

## **Department Responsibilities**

1. Vehicles are the responsibility of the department that they are assigned to; this is to include regular cleaning, maintenance, and required repairs.
2. Report and investigate incidents that occur.
3. Counsel and provide training to employees as needed.
4. Create policies regarding specific uses of vehicles, trailers and equipment in their department to ensure safe usage.
5. All gas receipts must be turned into finance.

## **County Pool Vehicles**

Pool vehicles are available for use by all departments. Vehicles can be reserved on the Outlook Calendar, or by calling County Administration, 336-849-7900. Vehicles are to be returned clean, with a full tank of gas. All mileage is to be recorded in the vehicle log binder. Report any vehicle maintenance issues to Administration.

## Section 9: Return to Work

### TRANSITIONAL RETURN TO WORK

Yadkin County is committed to assisting employees injured on the job to return to productive work as quickly as possible. Injured employees will be, if appropriate, temporarily placed in transitional duty work, if available, to facilitate recovery from their accident. The purpose of the policy is to assist employees in the transition from disability and transitional duty work to full recovery in order to promote a positive workplace and support the injured worker as well as to minimize the potential for re-injury or permanent disability.

***Transitional Duty*** is defined as work activity performed by an employee who has incurred an occupationally-related injury or illness which has resulted in that employee's inability to perform some or all of his/her normal job activities. Transitional duty is usually an adaptation of the employee's original job which consists of returning the employee to the original work area without the responsibilities or expectations to fulfill all the duties required to perform the job. It may also include returning the employee to another department with responsibilities appropriate to the injured worker's skills and capabilities. It may also include a modified work schedule. It does not include creating a new position or hiring additional personnel in order to transition an employee back to work.

Human Resources will manage the transitional return to work program. The designated physician will monitor the employee's ability to participate in the transitional return to work program, and communicate with Human Resources. The employee shall be monitored for improvement in his/her ability to function in the position until such time as the employee is able to return to work without restrictions. The work reassignment shall be a temporary one with a goal of returning to full duty within 90 days. Any employee failing to report for a transitional duty job, as assigned, may be subject to disciplinary action up to and including termination.

See the ***YADKIN COUNTY PERSONNEL POLICY*** for additional information on ***LEAVES OF ABSENCE***.

## Section 10: Lockout/Tagout

This policy outlines lockout/Tagout requirements as per OSHA's "Control of Hazardous Energy Sources" standard (29.CFR.1910.147) for identifying hazardous energy sources, safe shutdown and startup, and isolation of hazardous energy. Lockout/Tagout covers repair and maintenance of all machines and equipment in which unexpected start-up or release of stored energy could cause injury. This policy will insure that machinery or equipment are isolated from all potentially hazardous energy and locked/tagged out before employees perform any servicing or maintenance activities where the unexpected startup or release of stored energy could cause injury. For the purpose of this policy, "energy source" is defined as any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other type of energy.

### Responsibility

Appropriate employees shall be instructed in the safety significance of the lockout (or tagout) procedures, as well as how to use these procedures, by their Department Director/Supervisor. Only authorized employees may lock out or Tagout machines or equipment. Authorized employees are identified on the Employee Identification Form.

### Devices

Standardized lockout/Tagout devices will be supplied to employees, by Yadkin County Administration. Lockout/Tagout devices shall not be used for any other purpose other than lockout/Tagout procedures. All devices shall be durable in nature and capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected. Tagout devices shall be able to withstand exposure to weather conditions or wet and damp locations with hoot becoming deteriorated and illegible.

### Procedure

1. Only trained, authorized employees can utilize lockout/Tagout procedures and devices. If an energy-isolation device is not capable of being locked out, then the Tagout device must be used.
2. The authorized employee will notify all affected employees that lockout/tagout is to be used and the reason for its use.
3. The equipment must be shut down by normal procedures.
4. Each energy-isolating device must be located and used to isolate the equipment from the energy source(s). Affix appropriate lockout/Tagout device as necessary.
5. Relieve all stored or residual energy and take appropriate measures to ensure it does not accumulate. Affix the appropriate lockout/Tagout device as necessary.
6. Equipment maintenance can be performed when the authorized employee verifies energy isolation and relief of stored energy and ensures employees will not be exposed to hazardous energy.
7. When servicing, maintenance, or repair is complete and the equipment is ready for start-up, the authorized employee will ensure that:
  - a. No one is exposed to the equipment

- b. All tools have been removed.
  - c. Guards have been reinstalled
  - d. There are no exposed electrical wires
  - e. He/she is satisfied with safe start-up.
8. Notify all affected employees that the lockout/Tagout is complete.
  9. Removal of lockout/Tagout devices shall only be performed by the authorized employee who placed the lockout/Tagout device on the energy isolating device.

### **Group Procedure**

When a lockout/Tagout job involves numerous lockout/Tagout devices and many employees, a group lockout/tagout device may be used. A group coordinator must be designated by supervision for a group lockout/tagout. The group coordinator must ensure that each authorized employee places their personal lockout/tagout device on the energy-isolating device (sly places their device on a multiple lockout/Tagout device, or secures their personal lock to a multiple- lock lockout box or cabinet which holds the key to the single lock on the energy-isolating device.

### **Contractors**

Yadkin County and outside contractors must inform each other of their respective lockout/Tagout procedures. Yadkin County will ensure its employees will adhere to the restrictions and prohibitions of the contractor's program. If maintenance, service, or repair requires energy control procedures, the contractor must appoint an employee to serve as the contractor's authorized employee to communicate with the appropriate Yadkin County supervisor.

### **Training**

Each employee must be trained on lockout/Tagout procedures used by Yadkin County. Each employee must know that lockout/Tagout is used to protect employees against hazardous energy from unintentional operation of equipment and must understand that he or she must never attempt to operate an energy-isolating device when it is locked or tagged. Employees must be retrained if there is a change in job assignment, a change in machinery or equipment that presents a new hazard, or as determined by management when a periodic inspection reveals there are inadequacies in the employee's knowledge or use of energy control procedures.

#### **Training and retraining for authorized employees must include:**

1. How to recognize hazardous energy sources and types of energy used on machinery and/or equipment to which employees are exposed
2. Purpose and use of lockout/Tagout procedures
3. Steps for shutting down, isolating, blocking, and securing equipment to which the employee will be exposed.
4. Steps for placement, removal and transfer of lockout/Tagout devices, and restoring equipment to service.
5. Requirements for testing to determine and verify effectiveness of lockout/Tagout devices

## 6. The proper use and limitations of tags

### **Annual Inspection**

Each year a review of the Hazardous Energy Control Procedures will be conducted for all machines and equipment, with yearly retraining.

**Lockout/Tagout**  
**Annual Inspection Report**

**Date:** \_\_\_\_\_

**Department/Location:** \_\_\_\_\_

**Machine/Equipment:** \_\_\_\_\_

**Name(s) of employee(s) using lockout/tagout:** \_\_\_\_\_

**Method used:** \_\_\_\_\_

**Were the locks and/or tags for each employee:** \_\_\_\_\_

**Reason for using lockout/tagout procedure:**

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**Have proper procedures been used for lockout/tagout shutdown/restart? Explain:**

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**Interview with each employee (including last training date):**

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**Inspected by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

### **Employee Identification Form**

Affected employees and their job titles are identified on each Hazardous Energy Control Procedure Form. They will be notified by the authorized employees whenever a lockout or Tagout will occur, as well as when the equipment is being placed back into service. It is the responsibility of management to approve all Hazardous Energy Control Procedures.

**Approvals can be made by the following people.**

Name

Title

# Section 11: Machine Guarding

No employee shall operate and/or cause to be operated any machinery without proper protective guards in place or modify/disable any protective guards. Such guards shall be provided to protect the operator and other employees from hazards such as exposed belts, pulleys, sheaves, drive shafts, drive couplings, chains, rotating parts, flying chips and sparks. Each Department shall make every effort to ensure that all hand tools, power tools, and machines are used and guarded properly to prevent injury to the employees of Yadkin County.

## RESPONSIBILITY

***Department Directors/supervisors are responsible for:***

1. Anticipating all work hazards.
2. Ensuring that all safeguards are utilized.
3. Replacing all damaged tools.
4. Ensuring that tools are being properly maintained.
5. Ensuring employees are trained to use tools properly and in accordance with the manufacturer's instructions.
6. Taking the appropriate corrective action.

***Employees are responsible for:***

1. Anticipating all work hazards.
2. Ensuring that all safeguards are utilized.
3. Conducting routine inspections to ensure that tools are properly maintained.
4. Reporting to their supervisor any tool that needs to be replaced.
5. Following all safety guidelines for the use of hand/power tools and according to the manufacturer's instructions.
6. Participating in training provided by the Department or Yadkin County Administrative staff.

## GENERAL SAFETY PROCACTIONS

Employees who use hand and power tools and who are exposed to the hazards of falling, flying, abrasive and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gasses must be provided with the appropriate equipment needed, including Personal Protective Equipment, to protect them from the hazard. Refer to the Yadkin County Personal Protective Equipment Section (Section 4, pages 7-8).

**All hazards involved in the use of power tools can be prevented by following some basic safety rules:**

- Keep all tools in good condition with regular maintenance.
- Use the right tool for the job.
- Examine each tool for damage before use.
- Operate according to the manufacturer's instructions.
- Utilize the proper protective equipment. Refer to the Yadkin County Personal Protective Equipment Section.
- Participate in safety training.

Employees and employers have a responsibility to work together to establish safe working procedures. If a hazardous situation is encountered, it shall be brought to the attention of the Department Supervisor for evaluation and corrective action. Additionally, only County employees shall use County hand/portable power tools.

## **HAND TOOLS**

Hand tools are non-powered. They include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance.

### **Hand tool precautions include the following:**

- Employers shall caution employees that saw blades, knives or other tools be directed away from aisle areas and other employees working in close proximity. Knives and scissors shall be sharp. Dull tools can be more hazardous than sharp ones;
- Floors shall be kept as clean and dry as possible to prevent accidental slips with or around dangerous hand tools;
- Around flammable substances, sparks produced by iron and steel hand tools can be a dangerous ignition source. Where this hazard exists, spark-resistant tools made from brass, plastic, aluminum or wood shall be used;
- The wooden handles of tools shall be kept free of splinters or cracks and shall be kept tight in the tool.
- Employers shall not issue or permit the use of unsafe hand tools.

## **POWER TOOLS**

Power tools can be hazardous when improperly used. There are several types of power tools, based on the power source they use: electric, pneumatic, liquid fuel, hydraulic, and powder-actuated.

### **The following general precautions shall be observed by power tool users:**

- Never remove a guard on a power tool unless maintenance is required, then always reinstall the guard before use;
- Never carry a tool by the cord or hose;
- Never remove prongs from any cords;
- Never stand in or near water when using tools;
- Always use a Ground Fault Circuit Interrupter (GFCI) with electrical tools if working in a wet environment;
- Never pull the cord or the hose to disconnect it from the receptacle;
- Keep cords and hoses away from heat, oil and sharp edges;
- Replace all frayed and/or damaged extension cords. Do not try to tape cords;
- Disconnect tools when not in use, before servicing and when changing accessories such as blades, bits and cutters;
- All observers shall be kept at a safe distance away from the work area

- Secure work with clamps or a vise, freeing both hands to operate the tool;
- Avoid accidental starting. The worker shall not hold a finger on the switch button while carrying a plugged-in tool;
- Tools shall be maintained with care. They shall be kept sharp and clean for the best performance.
- Follow instructions in the user's manual for maintenance, lubricating and changing accessories;
- Maintain good footing and balance;
- Avoid loose fitting clothes, ties or jewelry such as bracelets, watches or rings, which can become caught in moving parts;
- Use tools that are either double-insulated or grounded (three-pronged);
- Keep work area well-lit when operating electric tools;
- Ensure that cords and hoses do not pose as a tripping hazard; and
- All portable electric tools that are damaged shall be removed from use and tagged "Do Not Use". This shall be done by supervisors and/or employees.
- When using pneumatic tools, employees shall ensure they are fastened securely to the hose to prevent them from becoming disconnected.

Compressed air guns shall never be pointed toward anyone, or yourself.

## **GUARDS**

Hazardous moving parts of a power tool need to be safeguarded. For example, belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts of equipment shall be guarded if such parts are exposed to contact by employees.

Guards, as necessary, shall be provided to protect the operator and others from the following:

- Point of operation;
- Nip points;
- Rotating parts;
- Flying chips;
- And sparks.

Safety guards shall never be removed when a tool is being used.

# Section 12: Electrical Safety

## Policy/Procedure

Training by your Supervisor is essential for all work environments. It shall include basic information on electrical safety as it relates to that environment. Employees whose jobs require them to work on or near exposed energized parts are required to be trained in electrical-related safety practices that pertain to their respective job assignments.

- All electrical work shall follow all Federal and State requirements and good industry practices. Work on electrical equipment or circuits shall be done with the power off.
- A safety warning and tagging system shall be used to ensure that all power is removed from the system. Circuits shall be checked with the proper equipment before work is started to ensure that no voltage is present.
- The non-current carrying metal parts of portable and/or plug connected equipment shall be grounded or protected by an approved system of double insulation.
- Extension cords used with portable electric tools and appliances shall be three-wire grounded type, listed for Hard Use and be protected by Ground Fault Circuit Interrupters (GFCI).
- Keep working spaces, walkways and similar locations clear of cords so as not to create a hazard to employees.
- Each cord set, attachment cap, plug, and receptacle of cord sets, and any equipment connected by cord and plug, except cord sets and receptacles which are fixed and not exposed to damage, shall be visually inspected before each day's use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage. Equipment found damaged or defective shall not be used until repaired.
- Worn, frayed or damaged electric cords or connectors shall not be used and shall be tagged "Danger, Out of Service, Do Not Use".
- Extension cords are considered temporary wiring by the National Electrical Code, which limits their use to a maximum of 90 days. If an employee has a need for an electrical outlet for a specific piece of equipment, an appliance, or any other reason to limit the extended use of extension cords, the employee should notify the appropriate department of the need, and an outlet shall be provided.
- Extension cords shall be protected from accidental damage, which may be caused by traffic, sharp corners, or projections, pinching in doors or elsewhere.
- Extension cords should not be connected to other extension cords.

## Ground Fault Circuit Interrupters

Ground Fault Circuit Interrupters (GFCI) shall be used on power circuits serving outlets in damp, wet or outdoor locations and in any other areas where people using electrical equipment may become grounded.

**Temporary Wiring and lighting**

All receptacle outlets at construction sites that are not a part of the permanent wiring of the building or structure shall have approved ground-fault circuit interrupters. These outlets shall comply with the National Electrical Code (NEC) and NC-OSHA requirements. Temporary wiring shall be de-energized when not in use.

Temporary lights shall be equipped with guards to prevent accidental contact with the bulb. Guards are not required when the construction of the reflector is such that the bulb is deeply recessed. Temporary lights shall not be suspended by their electric cord unless cord and lights are designed for this means of suspension.

# Section 13: Confined Space Program

## I. Objective

The Purpose of Yadkin County's Confined Space Program is to set procedures that will ensure workers safe entry into confined spaces and permit-required confined spaces to perform routine tasks associated with their employment. This Procedure is designed to provide the minimum safety requirements in accordance with the Occupational Safety and Health Administration's (OSHA) Confined Space Standard, 1910.146.

## II. Background

A confined space as any location that has limited openings for entry and egress, is not intended for continuous employee occupancy, and is so enclosed that natural ventilation may not reduce air contaminants to levels below the threshold limit value (TLV). Examples of confined spaces include: manholes, stacks, pipes, Storage tanks, trailers, tank cars, pits, sumps, hoppers, and bins.

Entry into confined spaces without proper precautions could result in injury, impairment, or death due to:

- a. An atmosphere that is flammable or explosive;
- b. Lack of sufficient oxygen;
- c. Contact with or inhalation of toxic materials; or
- d. General safety or work area hazards such as steam or high pressure materials.

## III. Assignment Responsibility

### a. Employer

#### i. In administering this Confined Space Program, Yadkin County will:

1. Monitor the effectiveness of the program.
2. Provide atmospheric testing and equipment as needed.
3. Provide personal protective equipment as needed.
4. Provide technical assistance as needed.
5. Preview and update the program on at least an annual basis or as needed.
6. Ensure that equipment is in compliance with standards.
7. Determine the entry requirements.
8. Notify all involved employees of the permit requirements.
9. Post the permit in a conspicuous location near the job.
10. Determine the number of attendants required to perform the work.
11. Post any required barriers and signs.
12. Ensure periodic atmospheric monitoring is done according to permit requirements.
13. Ensure that personnel doing the work and all support personnel adhere to permit requirements.
14. Ensures measures are in place to keep unauthorized personnel clear of the area.

### b. Entry Supervisors

- i. Each Time entry is made into a confined space there will be an entry supervisor on site.
  - I. Determine if conditions are acceptable for entry.
  - II. Authorize entry and overseeing entry operations.
  - III. Terminating entry procedures as required

**c. Attendants**

- i. Each time entry is made into a confined space there will be an attendant to:
  - 1. Be knowledgeable of (and be able to recognize potential confined space hazards.
  - 2. Maintain a sign-in/sign-out log with a count of all persons in the confined space, and ensure all entrants sign in and out.
  - 3. Monitor surrounding activities to ensure the safety of personnel.
  - 4. Maintain effective and continuous communication with personnel during confined space entry, work, and exit.
  - 5. Direct personnel to evacuate the confined space if he/she:
    - a. Observes a condition which is not allowed on the entry permit b. Notices the entrants acting strangely
    - b. Notices a situation outside the confined space which could endanger personnel;
    - c. Notices a hazard within the confined space that has not been previously recognized or taken into consideration;
    - d. Must leave his/her work station; or
    - e. Must focus attention on the rescue of personnel in some other confined space that he/she is monitoring.
  - 6. Immediately summon the rescue team if crew rescue becomes necessary.
  - 7. Keep unauthorized people out of the confined space, order them out, or notify authorized personnel of an unauthorized entry.

**d. Entrants/Affected Employees**

- i. Employees who are granted permission to enter a confined space shall:
  - 1. Read and observe the entry permit requirements.
  - 2. Remain alert to the hazards that could be encountered while in the confined space.
  - 3. Properly use the personal protective equipment that is required by the permit.
  - 4. Immediately exit the confined space when:
    - 5. They are ordered to do so by an authorized person;
    - 6. They notice or recognize signs or symptoms of exposure;
    - 7. A prohibited condition exists; or
    - 8. Alert attendant(s) when a prohibited condition exists and/or when warning signs or symptoms of exposure exist.

## IV. IDENTIFICATION OF HAZARDS AND EVALUATION OF CONFINED SPACES

### A. Survey

**Entry Supervisor** shall ensure a survey of the work site is conducted to identify confined spaces. This survey can be partially completed from initial and continuing site characterizations, as well as other available data (i.e., blueprints and job safety analysis). The purpose of the survey is to develop an inventory of those locations and/or equipment that meet the definition of confined space. This information shall be communicated to personnel, and appropriate confined space procedure shall be followed prior to entry. The initial survey shall include air monitoring to determine the air quality in the confined spaces. The potential for the following situations shall be evaluated by the Entry Supervisor.

1. Flammable or explosive potential;
2. Oxygen deficiency; and;
3. Presence of toxic and corrosive materials.

### B. Hazard Controls

Hazard controls shall be instituted to address changes in the work process and/or working environment. Hazard control must be able to either control the health hazards by eliminating the responsible agents, reduce health hazards below harmful levels. Or prevent contaminants from coming into contact with the workers.

The following order of procedures shall be followed in reducing confined space risks.

#### 1. Engineering Controls

Engineering controls are those controls that eliminate or reduce the hazards through implementation and sound engineering practices.

Ventilation is one of the most common engineering controls used in confined spaces. When ventilation is used to remove atmospheric contamination from a confined space, the space should be ventilated until the atmosphere is within the acceptable ranges. Ventilation shall be maintained during the occupancy if there is any potential for the atmospheric conditions to move out of the acceptable ranges. When conditions necessitate and can accommodate conditions forced air ventilation, the following precautions shall be followed:

- a. Employees shall not enter the same space until the forced air ventilation has eliminated any hazardous atmosphere.
- b. Forced air ventilation shall be directed so as to ventilate the immediate areas where an employee is or will be present within the space.
- c. Continuous ventilation shall be maintained until all employees have left the space.
- d. Air supply or forced air ventilation shall originate from a clean source.
- e. Forced air ventilation can be accomplished by a forced air fan.

#### 2. Work Practice (Administrative) Controls

Work practice (administrative) controls are those controls which eliminate or reduce the hazards through changes in the work practices (i.e., rotating workers, reducing the amount of worker exposure, and housekeeping).

#### 3. Personal Protective Equipment (PPE)

If the hazard cannot be eliminated or reduced to a safe level through engineering and /or work practice controls, PPE should be used. The Entry Supervisor shall determine the appropriate PPE needed by all personnel entering the confined space, including rescue teams. PPE that meets the specifications of applicable standards shall be selected in accordance with the requirements of the job to be performed.

## **V. Entry Permits**

The Confined Space Entry Permit is the most essential tool for assuring safety during entry in a confined space with known hazards, or with unknown or potentially hazardous atmospheres. The entry permit process guides the supervisor and workers through a systematic evaluation of the space to be entered. The permit should be used to establish appropriate conditions. Before each entry into a confined space an entry permit will be completed by the entry supervisor. The Entry Supervisor will then communicate the contents of the permit to all of the employees involved in the operation, and post the permit conspicuously near the work location. A standard entry permit shall be used for all entries.

### **A. Key Elements of Entry Permits**

A standard entry Permit shall contain the following items:

1. Space to be entered
2. Purpose of entry.
3. Date and authorized duration of the entry permit.
4. Name of authorized entrants within the permit space.
5. Means of identifying authorized entrants inside the permit space (i.e., rosters).
6. Name(s) personnel serving as attendant(s) for the permit duration.
7. Name of individual serving as Entry Supervisor with a space for the signature or initials of the entry Supervisor who originally authorized the entry.
8. Hazards of permit space to be entered.
9. Measures used to isolate the permit space and to eliminate or control permit space hazards before entry (i.e., lockout/Tagout of equipment and procedures for purging, ventilation, and flushing permit spaces).
10. Acceptable entry conditions
11. Rescue and emergency services that can be summoned and the means of contacting those services (i.e., equipment in use, phone numbers to call)
12. Communication procedures used by authorized entrants and attendant(s) to maintain contact during the entry.
13. Equipment to be provided for compliance with the Confined Space Program (i.e., pretesting, Communications, alarm systems, and rescue)
14. Other information necessary for the circumstances of the particular confined space that will help ensure employee safety

### **B. Permit Scope and Duration**

A permit is only valid for one shift. For a permit to be renewed, the following conditions shall be met before each re-entry into the confined space:

1. Atmospheric testing shall be conducted and the results should be within acceptable limits. If atmospheric test results are not within acceptable limits, precautions to protect entrants against the hazards should be addressed on the permit and should be in place.
2. **The Entry Supervisor** shall verify that all precautions and other measures called for on the permit are still in effect.
3. Only operations of work originally approved on the permit shall be conducted in the confined space.

## VI. ENTRY PROCEDURES

When entry into a confined space is necessary, the Entry Supervisor may initiate entry procedures, including the competition of a confined space entry permit. Entry into a confined space shall follow the standard entry procedure below.

### A. Prior to entry

The entire confined space entry permit shall be completed before a standard entry. Entry shall be allowed only when all requirements of the permit are met and it is renewed and signed by an entry Supervisor. The following conditions must be met prior to standard entry.

1. Affected employees shall be trained to establish proficiency in the duties that will be performed within the confined space.
2. The internal atmosphere within the confined space shall be tested by the entry supervisor with a calibrated, direct reading instrument.
3. Employees shall be provided with necessary PPE as determined by the Entry Supervisor.
4. Atmospheric monitoring shall take place during the entry. If a hazardous atmosphere is detected during the entry:
  - a. Employees within the confined space will be evacuated by the Attendant(s) or Entry Supervisor until the space can be evaluated by the entry supervisor to determine how the hazardous atmosphere developed; and
  - b. Controls shall be put in place to protect employees before reentry.

### B. Opening a Confined Space

Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed. When entrance covers are removed, the opening shall be promptly guarded by railing, temporary cover, or other temporary barrier that will prevent anyone from fall through the opening. This barrier or cover shall protect each employee working in the space from foreign objects entering the space. If it is in a traffic area, adequate barriers shall be erected.

### C. Atmospheric Testing

Atmospheric test data is required prior to entry into a confined space. Atmospheric testing is required for two distinct purposes:

- a. Evaluation of the hazards of the permit space, and (2)

- b. Verification that acceptable conditions exist for entry into that space. If a person must go into the space to obtain the needed data, then Standard Confined Space Entry Procedures shall be followed. Before entry into a confined space, the Entry Supervisor shall conduct testing for hazardous atmospheres. The internal atmosphere shall be tested with a calibrated direct reading instrument for oxygen, flammable gasses and vapors, and potential toxic air contaminants, in that order. Testing equipment used in specialty areas shall be listed or approved for use in such areas by Entry Supervisor. All testing equipment shall be approved by a nationally recognized laboratory, such as Underwriters Laboratories or Factory Mutual Systems.

#### **D. Entry/Egress Safeguards**

Means for safe entry and exit shall be provided for confined spaces. Each entry and exit points shall be evaluated by Entry Supervisor to determine the most effective methods and equipment that will enable employees to safely enter and exit the confined space.

Appropriate retrieval equipment or methods shall be used whenever a person enters a confined space. Use of retrieval equipment may be waived by the Entry Supervisor if use of the equipment increases the overall risks of the entry or does not contribute to the rescue. A mechanical device shall be available to retrieve personnel from vertical confined spaces greater than five (5) feet in depth.

#### **E. Warning Signs and Symbols**

All confined spaces that could be inadvertently entered shall have signs identifying them as confined spaces. Signs shall be maintained in legible condition. The signs shall contain a warning that a permit is required before entry. Accesses to all confined spaces shall be prominently marked.

### **VII. EMERGENCY RESPONSE**

#### **A. Retrieval Systems and Methods of Non-Entry Rescue**

Retrieval system shall be available and ready when an authorized person enters a permit space, unless such equipment increases the overall risk of entry, or the equipment would not contribute to the rescue of the entrant. Retrieval systems shall have a chest of full body harness and a retrieval line attached at the center of the back near shoulder level or above the head. If harnesses are not feasible, or would create a greater hazard, wristlets may be used in lieu of the harness. The retrieval line shall be firmly fastened outside the space so that rescue can begin as soon as anyone is aware that retrieval is necessary. A mechanical drive shall be available to retrieve personnel from vertical confined spaces more than five (5) feet deep. During entry of the confined space, the Yadkin County Rescue Squad will be onsite for emergency response and will provide all necessary atmospheric testing equipment.

#### **Training Records**

The employee must keep a record of Employee Training and make it available for inspection by employers and their authorized representatives. The record must include:

1. Employee name
2. Trainer Signature or Initials
3. Date of Training

# Section 14: Stairways & Ladders

Working on and around stairways and ladders is hazardous. Stairways and ladders are major sources of injuries among employees. OSHA rules apply to all stairways and ladders used in construction, alteration, repair, painting, decorating and demolition of worksites covered by OSHA's construction safety and health standards.

## Rules for ladders

### *All Ladders*

**The following rules apply to *all ladders*:**

- Maintain ladders free of oil, grease and other slipping hazards.
- Do not load ladders beyond their maximum intended load nor beyond their manufacturer's rated capacity.
- Use ladders only for their designed purpose.
- Use ladders only on stable and level surfaces unless secured to prevent accidental movement.
- Do not use ladders on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental movement.
- Do not use slip resistant feet as a substitute for exercising care when placing, lashing or holding a ladder upon slippery surfaces.
- Secure ladders placed in areas such as passageways, doorways or driveways, or where they can be displaced by workplace activities or traffic to prevent accidental movement. Or use a barricade to keep traffic or activity away from the ladder.
- Keep areas clear around the top and bottom of ladders.
- Do not move, shift or extend ladders while in use.
- Use ladders equipped with nonconductive side rails if the worker or the ladder could contact exposed energized electrical equipment.
- Face the ladder when moving up or down.
- Use at least one hand to grasp the ladder when climbing.
- Do not carry objects or loads that could cause loss of balance and falling.

**In addition, the following general requirements apply to all ladders, including ladders built at the jobsite:**

- ***Double-cleated ladders*** or two or more ladders must be provided when ladders are the only way to enter or exit a work area where 25 or more employees work or when a ladder serves simultaneous two-way traffic.
- Ladder rungs, cleats and steps must be parallel, level and uniformly spaced when the ladder is in position for use.
- Rungs, cleats and steps of ***portable and fixed ladders*** (except as provided below) must not be spaced less than 10 inches (25cm) apart, nor more than 14 inches (36cm) apart, along the ladder's side rails.
- Rungs, cleats and steps of step stools ***must*** not be less than 8 inches (20cm) apart, nor more than 12

- Inches (31cm) apart, between center lines of the rungs, cleats and steps.
- Rungs, cleats and steps at the base section of ***extension trestle ladders*** must not be less than 8 inches (20cm) nor more than 18 inches (46cm) apart, between center lines of the rungs, cleats and steps. The rung spacing on the extension section must not be less than 6 inches (15cm) nor more than 12 inches (31cm).
- Ladders must not be tied or fastened together to create longer sections unless they are specifically designed for such use.
- When splicing side rails, the resulting side rail must be equivalent in strength to a one-piece side rail made of the same material.
- Two or more separate ladders used to reach an elevated work area must be offset with a platform or landing between the ladders, except when portable ladders are used to gain access to fixed ladders.
- Ladder components must be surfaced to prevent snagging of clothing and injury from punctures or lacerations.
- ***Wood ladders*** must not be coated with any opaque covering except for identification or warning labels, which may be placed only on one face of a side rail.

**Note:** A competent person must inspect ladders for visible defects periodically and after any incident that could affect their safe use.

### Specific Types of ladders

- Do not use ***single-rail*** ladders.
- Use ***non-self-supporting ladders*** at an angle where the horizontal distance from the top support to the foot of the ladder is approximately one-quarter of the working length of the ladder.
- Use wooden ladders built at the jobsite with spliced side rails at an angle where the horizontal distance is one-eighth of the working length of the ladder.

In addition, the top of a non-self-supporting ladder must be placed with two rails supported equally unless it is equipped with a single support attachment.

### Stepladders

- Do not use the top or top step of a stepladder as a step.
- Do not use cross bracing on the rear section of stepladders for climbing unless the ladders are designed and provided with steps for climbing on both front and rear sections.
- Metal spreader or locking devices must be provided on stepladders to hold the front and back sections in an open position when ladders are being used.

### Portable ladders

The minimum clear distance between side rails for all portable ladders must be 11.5 inches (29 cm). In addition, the rungs and steps of portable metal ladders must be corrugated, knurled, dimpled, coated with skid-resistant material or treated to minimize slipping. Non-self-supporting and self-supporting portable ladders must support at least four times the maximum intended load; extra heavy-duty type LA metal or plastic ladders must sustain 3.3 times the maximum intended load. To determine whether a self-supporting

Ladder can sustain a certain load, apply the load to the ladder in a downward vertical direction with the ladder placed at a horizontal angle of 75.5 degrees.

When portable ladders are used for access to an upper landing surface, the side rails must extend at least 3 feet (1m) above the upper landing surface. When such an extension is not possible, the ladder must be secured and a grasping device such as a grab rail must be provided to assist workers in mounting and dismounting the ladder. A ladder extension must not deflect under a load that would cause the ladder to slip off its supports.

### **Fixed Ladders**

If the total length of the climb on a fixed ladder equals or exceeds 24 feet (7.3m), the ladder must be equipped with ladder safety devices; or self-retracting lifelines and rest platforms at intervals not to exceed 150 feet (45.7m); or a cage or well and multiple ladder sections with each ladder section not to exceed 50 feet (15.2m) in length. These ladder sections must be offset from adjacent sections and landing platforms must be provided at maximum intervals of 50 feet (15.2m). In addition, fixed ladders must meet the following requirements:

- Fixed ladders must be able to support at least two loads of 250 pounds (114kg) each, concentrated between any two consecutive attachments. Fixed ladders also must support added anticipated loads caused by ice buildup, winds, rigging and impact loads resulting from using ladder safety devices.
- Individual rung/step ladders must extend at least 42 inches (1.1m) above an access level or landing platform either by the continuation of the rung spacing's as horizontal grab bars or by providing vertical grab bars that must have the same lateral spacing as the vertical legs of the ladder rails.
- Each step or rung of a fixed ladder must be able to support a load of at least 250 pounds (114 kg) applied in the middle of the step or rung.
- Minimum clear distance between the sides of individual rung/step ladders and between the sides rails of other fixed ladders must be 16 inches (41cm).
- Rungs of individual rung/step ladders must be shaped to prevent slipping off the end of the rungs.
- Rungs and steps of fixed metal ladders manufactured after March 15, 1991, must be corrugated, knurled, dimpled, coated with skid-resistant material or treated to minimize slipping.
- Minimum perpendicular clearance between fixed ladder, rungs, cleats, and steps and any obstruction behind the ladder must be 7 inches (18cm), except that the clearance for an elevator pit ladder must be 4.5 inches (11cm).
- Minimum perpendicular clearance between the centerline of fixed ladder rungs, cleats and steps, and any obstruction on the climbing side of the ladder must be 30 inches (76cm). If obstructions are unavoidable, clearance may be reduced to 24 inches (61cm), provided a deflection device is installed to guide workers around the obstruction.
- Step-across distance between the center of the steps or rungs of fixed ladders and the nearest edge of a landing area must be no less than 7 inches (18cm) and no more than 12 inches (30cm).

A landing platform must be provided if the step-across distance exceeds 12 inches (30cm).

- Fixed ladders without cages or wells must have at least a 15-inch (38cm) clearance width to the
- Nearest permanent object on each side of the centerline of the ladder.
- Fixed ladders must be provided with cages, wells, ladder safety devices or self-retracting lifelines where the length of climb is less than 24 feet (7.3m) but the top of the ladder is at a distance greater than 24 feet (7.3m) above lower levels.
- Side rails of through or side-step fixed ladders must extend 42 inches (1.1m) above the top level or landing platform served by the ladder. Parapet ladders must have an access level at the roof if the parapet is cut to permit passage through it. If the parapet is continuous, the access level is the top of the parapet.
- Steps or rungs for through-fixed-ladder extensions must be omitted from the extension; and the extension of side rails must be flared to provide between 24 inches (61cm) and 30 inches (76 cm) clearance between side rails.
- When safety devices are provided, the maximum clearance distance between side rail extensions must
- Not exceed 36 inches (91cm).
- Fixed ladders must be used at a pitch no greater than 90 degrees from the horizontal, measured from the back side of the ladder.

### **Cages for Fixed Ladders**

The requirements for cages for fixed ladders are as follows:

- Horizontal bands must be fastened to the side rails of rail ladders or directly to the structure, building or equipment for individual-rung ladders.
- Vertical bars must be on the inside of the horizontal bands and must be fastened to them.
- Cages must not extend less than 27 inches (68cm), or more than 30 inches (76cm) from the centerline of the step or rung and must not be less than 27 inches (68cm) wide.
- Insides of cages must be clear of projections.
- Horizontal bands must be spaced at intervals not more than 4 feet (1.2m) apart measured from centerline to centerline.
- Vertical bars must be spaced at intervals not more than 9.5 inches (24cm), measured centerline to centerline.
- Bottoms of cages must be between 7 feet (2.1m) and 8 feet (2.4m) above the point of access to the bottom of the ladder. The bottom of the cage must be flared not less than 4 inches (10cm) between the bottom horizontal band and the next higher band.
- Tops of cages must be a minimum of 42 inches (1.1m) above the top of the platform or the point of access at the top of the ladder. There must be a way to access the platform or other point of access.

### **Wells for Fixed Ladders**

The requirements for wells for fixed ladders are as follows:

- Wells must completely encircle the ladder.
- Wells must be free of projections.

- Inside faces of wells on the climbing side of the ladder must extend between 27 inches (68cm) and 30 inches (76cm) from the centerline of the step or rung.
- Inside widths of wells must be at least 30 inches (76cm).
- Bottoms of wells above the point of access to the bottom of the ladder must be between 7 feet (2.1m) and 8 feet (2.4m).

### ***Ladder Safety Devices and Related Support Systems for Fixed Ladders***

The connection between the carrier or lifeline and the point of attachment to the body belt or harness must not exceed 9 inches (23cm) in length. In addition, ladder safety devices and related support systems on fixed ladders must conform to the following:

- All safety devices must be able to withstand, without failure, a drop test consisting of a 500-pound weight (226kg) dropping 18 inches (41cm).
- All safety devices must permit the worker to ascend or descend without continually having to hold, push or pull any part of the device, leaving both hands free for climbing.
- All safety devices must be activated within 2 feet (.61m) after a fall occurs and limit the descending velocity of an employee to 7 feet/second (2.1m/sec) or less.

### ***Requirements for Mounting Ladder Safety Devices for Fixed Ladders***

The requirements for mounting ladder safety devices for fixed ladders are as follows:

- Mountings for rigid carriers must be attached at each end of the carrier, with intermediate mountings spaced along the entire length of the carrier, to provide the necessary strength to stop workers' falls.
- Mountings for flexible carriers must be attached at each end of the carrier. Cable guides for flexible carriers must be installed with a spacing between 25 feet (7.6m) and 40 feet (12.2m) along the entire length of the carrier, to prevent wind damage to the system. Design and installation of mountings and cable guides must not reduce the strength of the ladder.
- Side rails and steps or rungs for side-step fixed ladders must be continuous in extension.

### **Defective Ladders**

- Ladders needing repairs are subject to the following rules:
- Portable ladders with structural defects- such as broken or missing rungs, cleats or steps, broken or split rails, corroded components or other faulty or defective components- must immediately be marked defective or tagged with "Do Not Use" or similar language and withdrawn from service until repaired.
- Fixed ladders with structural defects- such as broken or missing rungs, cleats or steps, broken or split rails or corroded components- must be withdrawn from service until repaired.
- Defective fixed ladders are considered withdrawn from use when they are immediately tagged with "Do Not Use" or similar language, or marked in a manner that identifies them as defective, or blocked- such as with a plywood attachment that spans several rungs.
- Ladder repairs must restore the ladder to a condition meeting its original design criteria before the

ladder is returned to use.

## Rules for Stairways

The rules covering stairways and their components generally depend on how and when stairs are used. Specifically, there are rules for stairs used during construction and stairs used temporarily during construction, as well as rules governing stair rails and handrails.

### Stairways Used During Construction

The following requirements apply to all *stairways used during construction*:

- Stairways that will not be a permanent part of the building under construction must have landings at least 30 inches deep and 22 inches wide (76x56cm) at every 12 feet (3.7m) or less of vertical rise.
- Stairways must be installed at least 30 degrees- and no more than 50 degrees- from the horizontal.
- Variations in riser height or stair tread depth must not exceed 1/4 inch in any stairway system, including any foundation structure used as one or more treads of the stairs.
- Doors and gates opening directly onto a stairway must have a platform that extends at least 20 inches (51cm) beyond the swing of the door or gate.
- Metal pan landings and metal pan treads must be secured in place before filling.
- Stairway parts must be free of dangerous projections such as protruding nails.
- Slippery conditions on stairways must be corrected.
- Workers must not use spiral stairways that will not be a permanent part of the structure.
- Stairways must have non-slip grips on them.

### Temporary Stairs

The following requirements apply to *stairways used temporarily during construction*.  
**Except during construction of the stairway:**

- Do not use stairways with metal pan landings and treads if the treads and/or landings have not been filled in with concrete or other materials unless the pans of the stairs and/or landings are temporarily filled in with wood or other materials. All treads and landings must be replaced when worn below the top edge of the pan.
- Do not use skeleton metal frame structures and steps (where treads and/or landings will be installed later) unless the stairs are fitted with secured temporary treads and landings.

**Note:** Temporary treads must be made of wood or other solid material and installed the full width and depth of the stair.

### Stair Rails

The following general requirements apply to all stair rails:

- Stairways with four or more risers or rising more than 30 inches (76cm) in height- whichever is less- must be installed along each unprotected side or edge. When the top edge of a stair rail system also serves as a handrail, the height of the top edge must be no more than 37 inches (94cm) nor less than

36 inches (91.5cm) from the upper surface of the stair rail to the surface of the tread.

- Stair rails installed after March 15, 1991, must be not less than 36 inches (91.5cm) in height.
- Top edges of stair rail systems used as handrails must not be more than 37 inches (94cm) high nor less than 36 inches (91.5cm) from the upper surface of the stair rail system to the surface of the tread. If installed before March 15, 1991, not less than 30 inches (76cm).
- Stair rail systems and handrails must be surfaced to prevent injuries such as punctures or lacerations and to keep clothing from snagging.
- Ends of stair rail systems and handrails must be built to prevent dangerous projections, such as rails protruding beyond the end posts of the system.

In addition,

- Unprotected sides and edges of stairway landings must have standard 42-inch (1.1m) guardrail systems
- Intermediate vertical members, such as balusters used as guardrails, must not be more than 19 inches (48cm) apart.
- Other intermediate structural members, when used, must be installed so that no openings are more than 19 inches (48cm) wide.
- Screens or mesh, when used, must extend from the top rail to the stairway step and along the opening between top rail supports.

### **Handrails**

Requirements for handrails are as follows:

- Handrails and top rails of the stair rail systems must be able to withstand, without failure, least 200 pounds (890kg) of weight applied within 2 inches (5cm) of the top edge in any downward or outward direction, at any point along the top edge.
- Handrails must not be more than 37 inches (94cm) high nor less than 30 inches (76cm) from the upper surface of the handrail to the surface of the tread.
- Handrails must provide an adequate handhold for employees to grasp to prevent falls.
- Temporary handrails must have a minimum clearance of 3 inches (8cm) between the handrail and walls, stair rail systems and other objects.
- Stairways with four or more risers, or that rise more than 30 inches (76cm) in height- whichever is less- must have at least one handrail.
- Winding or spiral stairways must have a handrail to prevent use of areas where the tread width is less than 6 inches (15cm).

### **Midrails**

Midrails, screens, mesh, intermediate vertical members or equivalent intermediate structural members must be provided between the top rail and stairway steps to the stair rail system. When midrails are used, they must be located midway between the top of the stair rail system and the stairway steps.

### **Training Requirements**

The Department Directors (or Designee) must train all employees to recognize hazards related to ladders and stairways, and instruct them to minimize these hazards. For example, employers must ensure that each employee is trained by a competent person in the following areas, as applicable:

- Nature of fall hazards in the work area; correct procedures for erecting, maintaining and disassembling the fall protection systems to be used;
- Proper construction, use, placement and care in handling of all stairways and ladders; and maximum intended load-carrying capacities of ladders used.

**Note:** Employers must retrain each employee as necessary to maintain their understanding and knowledge on the safe use and construction of ladders and stairs.

# Attachment A

Incident Reporting and Investigation Form (Employee)



## Employee's Report of Injury Form

**Instructions:** Employees shall use this form to report all work related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – *no matter how minor*. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by employees as soon as possible and given to a supervisor for further action.

I am reporting a work related: ☐ Injury ☐ Illness ☐ Near Miss

Your Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Have you told your supervisor about this injury/near miss? ☐ Yes ☐ No

Date of Injury/Near Miss: \_\_\_\_\_ Time of Injury/Near Miss: \_\_\_\_\_

Name(s) of witnesses (if any): \_\_\_\_\_

Where, exactly, did it happen? \_\_\_\_\_

What were you doing at the time?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe step-by-step what led up to the injury/near miss (continue on back if necessary):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What could have been done to prevent this injury/near miss?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What parts of your body were injured? If a near miss, how could you have been hurt?

\_\_\_\_\_  
 \_\_\_\_\_

Did you see a doctor about this injury/illness? ☐ Yes ☐ No

If yes, whom did you see? \_\_\_\_\_ Doctor's Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Has this part of your body been injured before? ☐ Yes ☐ No

If yes, when? \_\_\_\_\_

Supervisor: \_\_\_\_\_

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Supervisor's Accident Investigation Form

Name of injured Person: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Hire: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

(Circle One) Male Female

What part of the body was injured? Describe in detail.

\_\_\_\_\_

\_\_\_\_\_

What was the nature of the injury? Describe in detail.

\_\_\_\_\_

Describe fully how the accident happened? What was employee doing prior to the event? What equipment, tools were being used?

\_\_\_\_\_

Name of all witnesses:

\_\_\_\_\_

\_\_\_\_\_

Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_

What caused the event?

\_\_\_\_\_

\_\_\_\_\_

Were safety regulations in place and used? If not, what was wrong?

\_\_\_\_\_

Employee went to doctor hospital? \_\_\_\_ Yes \_\_\_\_ No

Doctor's Name: \_\_\_\_\_

Hospital Name: \_\_\_\_\_

Recommended preventive action to take in the future to prevent reoccurrence:

\_\_\_\_\_

\_\_\_\_\_

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



## Incident Investigation Report

**Instructions:** Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: ☐ Death ☐ Lost Time ☐ Dr. Visit Only ☐ First Aid Only ☐ Near Miss

Date of incident: \_\_\_\_\_ This report is made by: ☐ Employee ☐ Supervisor ☐ Team ☐ Other \_\_\_\_\_

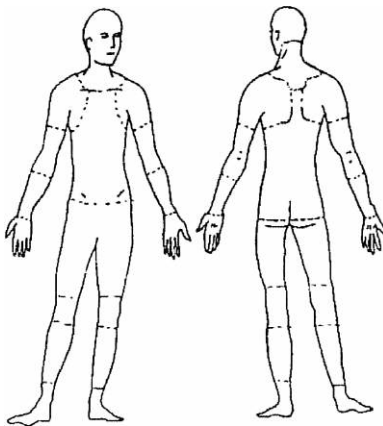
Name: \_\_\_\_\_

Sex: ☐ Male ☐ Female

Department: \_\_\_\_\_

Job title at time of incident: \_\_\_\_\_

Part of body affected: (shade all that apply)



Nature of injury: (most serious one)

- ☐ Abrasion, scrapes
- ☐ Amputation
- ☐ Broken bone
- ☐ Bruise
- ☐ Burn (heat)
- ☐ Burn (chemical)
- ☐ Concussion (to the head)
- ☐ Crushing Injury
- ☐ Cut, laceration, puncture
- ☐ Hernia
- ☐ Illness
- ☐ Sprain, strain
- ☐ Damage to a body system:
- Other \_\_\_\_\_

This employee is:

☐ Regular full time ☐ Regular part time

☐ Seasonal

☐ Temporary

Months with this employer

Months doing this job:

Exact location of the incident: \_\_\_\_\_

What part of employee's workday?

☐ During meal period

☐ Entering or leaving work

☐ Doing normal work activities

☐ Working overtime ☐ other \_\_\_\_\_

Names of witnesses (if any): \_\_\_\_\_

Number of Written witness statements: Photographs: Maps / drawings:  
 Attachments:

What personal protective equipment was being used (if any)?

Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.

Description continued on attached sheets: 1

<div style="background-color: black; height: 20px; width: 100%;"></div>	
Unsafe workplace conditions: (Check all that apply) <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment / tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other: _____	Unsafe acts by people: (Check all that apply) <input type="checkbox"/> Operating withoutt permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an uapproved way <input type="checkbox"/> Unsafe lifting <input type="checkbox"/> Taking an unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear personal protective eel ailment <input type="checkbox"/> Failure to use the avail label equipment / tools <input type="checkbox"/> Other: _____
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward (such as "the job can be done more quickly", or "the product is less likely to be damaged") that may have encouraged the unsafe conditions or acts? <div style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div> If yes, describe:	
Were the unsafe acts or conditions reported prior to the incident? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
Have there been similar incidents or near misses prior to theis one? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	

**What changes do you suggest to prevent this incident/near miss from happening again?**

- ☐ Stop this activity      ☐ Guard the hazard      ☐ Train the employee(s)      ☐ Train the supervisor(s)
- ☐ Redesign task steps      ☐ Redesign work station      ☐ Write a new policy/rule      ☐ Enforce existng policy
- ☐ Routinely inspect for Hazard      ☐ Personal Protective Equipment      ☐ other: \_\_\_\_\_

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets: ☐

**Step 5: Who completed and reviewed this form? (Please Print)**

Written by: \_\_\_\_\_ Title: \_\_\_\_\_

Department \_\_\_\_\_

Names of investigation team members: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Attachment B

## Incident Investigation Report (Non-Employee)

## Incident Investigation Report

**Instructions:** This form shall be completed to report when a patient/client/citizen has had an incident while on County Property.

Person completing Report:	Date:
<b>Person(s) involved in incident</b>	
Name:	Date of Birth:
Address:	Phone Number:
Name:	Date of Birth:
Address:	Phone Number:

\*If additional person(s) involved, attach additional sheet.

Date of incident:

I Time of incident:

Names of witnesses (if any):

Location of incident:

Describe the event(s):

Describe any injuries sustained from this incident:

Was a doctor seen about this injury?      Yes      No

**Personal Statement**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Attachment C

## Hepatitis **B** Vaccine Declination Form

# HBV Declination Form

I, \_\_\_\_\_, understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

NAME

DATE

DEPARTMENT

WITNESS

# Attachment D

## Training Signature Sheet