



**RESOLUTION NUMBER: 2017-33**

**A Resolution Revising the Roosevelt County Loss Prevention Program Policy**

**WHEREAS**, Roosevelt County believes that its County employees are its most valuable resource and is committed to maintaining safe and healthy work conditions and in implementing recognized loss prevention practices which safeguard employees and the public;

**WHEREAS**, the intent of this Policy is to protect the County’s human capital and financial resources from accidental and intentional loss; and,

**WHEREAS**, this Policy was originally adopted in 2002 and amended in 2012 and needs to be updated and amended to include necessary changes;

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF ROOSEVELT COUNTY THAT** the revised Roosevelt County Loss Prevention Program Policy is hereby approved.

**PASSED, APPROVED, and ADOPTED** this 20th day of June, 2017.

**BODY OF COUNTY COMMISSIONERS**

**ROOSEVELT COUNTY, NEW MEXICO**

ATTEST:

DeAun D. Searl  
DeAun D. Searl, Roosevelt County Clerk

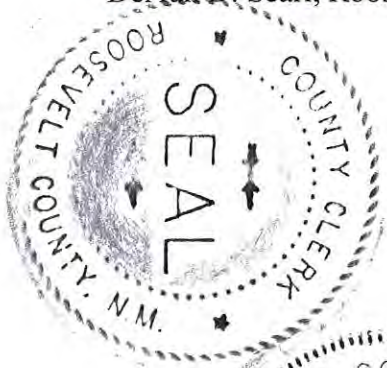
Absent  
Paul Grider, Chairman – District V

Gene Creighton  
Gene Creighton, Vice Chairman – District IV

Dennis Lopez  
Dennis Lopez – District I

Matt Hunton  
Matt Hunton – District II

Lewis (Shane) Lee  
Lewis (Shane) Lee – District III



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## **POLICY STATEMENT**

***Roosevelt County considers no phase of county services as being of greater importance than employee safety and loss prevention.*** Therefore, it is the policy of Roosevelt County to provide efficient services to the community, while assuring and maintaining safe and healthy working conditions, and implementing recognized loss prevention practices that safeguard employees and the public.

***It is the policy of Roosevelt County to protect our human capital and financial resources to the maximum extent possible from adverse consequences.*** Every effort will be made to reduce and/or eliminate losses that result in employee injuries, vehicular accidents, and damage to facilities and property, and liability, which may arise from county services.

In the firm belief that county employees are its most valuable resource, the county is committed to this Loss Prevention Program. It is the county's policy that every employee is entitled to safe working conditions. ***Also spelled out in this policy is our belief that employee safety continues to be the prime consideration when carrying out all county services.***

***Roosevelt County will endeavor to provide safe working equipment, safety training for personnel and will implement recognized policies and procedures to protect the safety of our employees.***

Recognized loss prevention practices will be integrated into all county operational efforts. Effective risk control and efficient services are synonymous with one another. All levels of management have the primary responsibility of ensuring the success of this program. This responsibility can only be met by working continuously to promote effective loss prevention work practices; by maintaining facilities, property, and equipment in a safe, functional condition; and by providing reasonable and efficient risk control responses for the situations at hand.

Because of the number of county employees working at any time, the diverse nature of county work; unpredictable working conditions; and varied locations of county services, we must have an organized program to achieve maximum use and effectiveness of risk control management.

This manual has been prepared for the guidance and safety of all county employees and the public. ***Employees are expected to adhere to the policies and procedures as set forth in this program; however, in rare instances, employees may need to use discretion and vary from these established procedures.***

## INTRODUCTION

Far too often, loss prevention is limited solely to the reduction of employee injuries. Such a narrow view of loss prevention can be an open invitation to human suffering and financial disaster. Loss prevention is a broad science that is a critical aspect of every activity in which this county is engaged. This manual is designed to establish uniform risk control procedures and work rules, and to inform personnel concerning management's philosophy, policy, and commitment to this program.

**Loss Prevention is every employee's responsibility.** All employees are charged with the responsibility for cooperating with and supporting the Loss Prevention Program, Personnel are expected to concern themselves with their personal safety, the safety of coworkers, visitors, and the general public affected by county services. Every employee is responsible for the safe and efficient use of county facilities, equipment, and vehicles; for conducting themselves in accordance with established work rules to minimize potential litigation, and for ensuring all activities are conducted and carried out in a safe and efficient manner.

**1.0 PURPOSE:** Roosevelt County holds loss prevention and the safety of its employees in the highest regard. Tasks performed by county personnel are essential for the orderly, productive functioning of the community. However, **no task is so urgent or important that time cannot be taken to perform the work in a manner that ensures the safety of all personnel and the general public, as well as minimizes the county's risk exposure.**

**1.1** Roosevelt County shall endeavor through its Loss Prevention Program to assist all offices and departments in their efforts to maintain a safe and healthy work place, inform employees of proper work habits and procedures, and eliminate risk exposures whenever possible, which will maximize the potential for a risk free work environment.

**1.2** This manual has been prepared for the guidance and safety of all county personnel. Should any doubt arise as to the proper meaning or interpretation of the rules contained herein, consult with your immediate supervisor for clarification.

## 2.0 RESPONSIBILITIES:

**2.1 County Manager:** The County Manager has overall responsibility for administering the Loss Prevention Program and ensuring program success. This responsibility includes leadership, support, enforcement, and implementation of relevant policies, procedures, work rules, and strategies. Specific responsibilities include but are not limited to:

- a. Providing managers with the authority and responsibility to establish, promulgate, and enforce county-wide loss control policies, procedures, and strategies.
- b. Enforcement of this program through coordination with managers.
- c. Developing and administering an employee communication forum and complaint procedure that will ensure the county's responsiveness to employee loss control concerns.
- d. Selection of a designee to manage and administer the Loss Prevention Program.

**2.2 Elected Officials/Department Heads:** Each Elected Official/Department Head is responsible for the effectiveness of this program within their respective office/department and shall have sufficient authority and responsibility to maintain a safe, healthy, and risk-free work environment to the extent that the work allows. Each Elected Official/Department Head must recognize that loss control issues vary from office/department to office/department, which may necessitate adopting program strategies for unique activities. Specific responsibilities may include, but are not limited to:

- a. Ensure training of employees on risk control practices and enforcing the rules and requirements of this program.
- b. Directing all risk control modification recommendations to the County Manager or designee.
- c. Implementing these rules and procedures for all personnel. Each Elected Official/Department Head may suggest specific rules and procedures that recognize the hazards and risks of his or her respective office/department activities to be incorporated into this policy if approved by the County Manager.
- d. Ensure the educating of employees, particularly new employees, about this program and the rules by which their performance will be governed. Employees must be given adequate training and instruction in the safe and proper manner of performing their work. Additional job safety instruction or safety training must be given wherever hazardous conditions or materials indicate a potential for frequent or severe loss.
- e. Conducting and documenting annual inspections of office/department facilities, property, equipment, and operations to identify and eliminate or reduce hazardous exposures. Inspections should be conducted more frequently for high-risk activities. Managers shall also be responsible for identifying high-risk activities within their respective offices/departments.
- f. Applying rules and procedures requiring employees' use of personal protective equipment (PPE) as required for tasks they perform. Required PPE shall be provided to and used by employees at all times. PPE requirements will be enforced at all times.
- g. Accepting recommendations from personnel to implement, review, and modify office/department activities to minimize losses, eliminate hazardous conditions, and promote practical risk control habits.

- h. Whenever feasible, assuring that safety and risk control features and specifications are designed into equipment, material and supplies purchased. Whenever feasible, assuring that safety and risk control features are engineered into future buildings and incorporated into existing buildings during major remodeling or renovations. Ideally, these features, specifications, or improvements will be incorporated into county buildings during the planning and design phase.

**2.3 Employee:** Employees are responsible for complying with this program and all loss prevention work rules and procedures.

**Loss prevention is every employee's responsibility; thus every employee is responsible for his or her personal safety as well as the safety of co-workers, visitors, and the public who come in contact with county services. Employees are responsible for the safe and efficient use of county facilities, equipment, and vehicles, for conducting themselves in accordance with work rules and statutory mandates to minimize potential losses and litigation, and for ensuring all activities are conducted and carried out in a safe and efficient manner.**

Specific responsibilities include, but are not limited to:

- a. Placing loss prevention practices and identification of unsafe conditions as the highest priority when performing their duties.
- b. Use equipment properly and in the manner for which it is intended; maintaining property and equipment in a manner that will ensure the best possible condition during usage.
- c. Warning co-workers of unsafe conditions or practices that could lead to or cause loss.
- d. Operating equipment and tools, and performing technical tasks, *only after receiving proper training and instruction.*
- e. Immediately reporting defective or damaged equipment, and dangerous or unsafe conditions, to their supervisor.
- f. Reporting all losses including injuries to their supervisor as soon as possible.
- g. Taking proper protective measures to minimize unsafe conditions that could present a hazard or loss to personnel, county property, or the public.

**2.4 Loss Prevention Coordinator:** In coordination with the County Manager, the Loss Prevention Coordinator will assist the Elected Officials/Department Heads in planning, implementing, maintaining, and monitoring this program. Specific responsibilities include, but are not limited to:

- a. Assisting Loss Prevention Committee in implementing loss prevention goals and objectives, preparing and recommending other preventive policies, procedures, and strategies.
- b. Conducting at least annual inspections of county offices, buildings, and work activities in progress to identify hazards and determine compliance with applicable standards and recognized risk control practices. A written report shall be prepared to summarize the annual inspection of all County offices, buildings, and work activities and shall be submitted to the Board of County Commissioners for its review no later than December 31<sup>st</sup> of each calendar year.
- c. Recommending corrective measures that resolve loss exposures and reduce or eliminate recognized hazards.
- d. Monitoring safety training for all county personnel.

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- e. Investigating accidents, injuries, property damage, and near miss claims to determine root cause(s) and provide corrective recommendations.
  - f. Report investigation results to Loss Prevention Committee for corrective action recommendations; then report to County Manager recommendations for corrective action.
  - g. Serving as technical advisor to Elected Officials/Department Heads, employees, and the Loss Prevention Committee in all matters pertaining to loss prevention.
  - h. Serving as liaison between the county and all OSHA and other regulatory entity communications and inspectors.
  - i. Provide Committee with monthly loss analysis.



**3.0 LOSS PREVENTION PROGRAM:** A systemic program that encompasses all loss or risk potential the county may experience.<sup>1</sup> Each Elected Official/Department Head is responsible for minimizing risk exposures and for achieving and maintaining acceptable loss levels for their respective office/department.

The county's loss prevention process consists of five major elements:

- Identifying all potential risk exposures
- Evaluating the risks (risk assessment)
- Developing an exposure control plan
- Implementing the control plan
- Monitoring system performance

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<sup>1</sup> Examples include employee safety and health, citizen safety, fleet vehicle maintenance and operation, on-site contractor exposures, environmental exposures, damage to equipment and property and tort liability.

**3.1 Identifying Potential Risk Exposures:** When identifying potential risks, managers should review all loss reports and trends, maintenance records and industry practices, and conduct inspections of facilities and operations. Once the review is completed, the Elected Official/Department Head should have a realistic understanding of the potential risk exposures for the office/department. Elected Officials/Department Heads should determine whether a deficiency is related to the managing system, human factors, situational factors, or environmental factors.

- a. When reviewing the managing system, look for oversights and omissions by management. Look for inadequate training; improper assignment of responsibilities; failure to follow mandatory or industry standards; unsuitable, inoperable, or lack of equipment; inadequate supervision; and inefficient or insufficient budgeting of funds. Managing system exposures are usually the easiest deficiencies to rectify.
- b. Human factor losses occur when employees engage in unsafe practices, or commit errors or omissions in regards to policy, procedures, or work rules. Human factors usually indicate an enforcement (supervision) problem.
- c. Situational factors are activities, situations, equipment, and facilities that are unsafe or inappropriate for the circumstances. Deficiencies of this type are a contributing factor in most losses.
- d. Environmental factors refer to the way in which the workplace directly or indirectly causes or contributes to losses. Environmental factors fall into four broad categories: chemical stress (toxic fumes, smoke, dust, etc.), physical stress (noise, temperature extremes, inadequate or poorly placed illumination, etc.), biological stress (contact with bloodborne pathogens, bacteria, viruses etc.), and ergonomic stress (work-related musculoskeletal disorders, etc.)

**3.2 Evaluating Risks:** Upon completion of the identification process, conduct a risk assessment for each risk. The assessment should include an evaluation of the severity of each risk and the likelihood or frequency of similar losses reoccurring. Once the severity and frequency of a risk has been assessed, prioritize beginning with the most significant risks.

**3.3 Developing a Control Plan:** Develop an exposure control plan for the most significant risks first. The most significant risks in descending order are injury to employees and citizens, tort claims, fleet accidents, preservation of facilities, environmental exposures, on-site contractor exposures, and property damage to equipment and machinery. When developing the plan, managers must decide whether to terminate, treat, transfer, or tolerate each risk.

- a. Terminating a risk is generally the preferred option, although this is not always possible in regard to services provided by the county.<sup>2</sup>
- b. Many exposures can be treated to reduce the inherent risk.<sup>3</sup>
- c. Transferring risk exposures includes transferring the burden to another entity, party, or service; contract provisions to hold the county harmless; release waivers; indemnification clauses; and insurance certificates. Insurance certificates should name the county as co-insured on an insurance policy.<sup>4</sup>
- d. Managers must carefully decide when to tolerate a risk. Many risks are not covered by the county's insurance; thus, losses are paid out of and county's general fund or an office/department's operating budget. All risk exposures not terminated or transferred should be treated to a degree that will reduce the exposure to a tolerable level.<sup>5</sup>

**3.4 Implement Control Plan:** Implement standards of compliance for each risk exposure, by establishing policy, procedures, work rules, training, and release waivers, etc. Define office/department expectations, train employees on those standards, and implement the plan.

**3.5 Monitor System:** After implementation of the plan is established, performance measures are used to monitor the plan. Both qualitative and quantitative performance measures should be included.

<sup>2</sup> Some exposures can be eliminated by disposing of defective equipment or eliminating certain activities or processes. Examples of terminating risks in which the county has no obligation include: no longer extending road maintenance activities to non-county roads; not providing office space to entities when not required to by law; terminating residential security checks when residents leave town. Terminating these services eliminates the county's exposure.

<sup>3</sup> Treatment of risk exposures can be accomplished by implementation of policy, procedures, work rules, supervision. Use of personal protective equipment, and other administrative controls. Examples of treating risks include: development of policy; providing training or equipment; following universal precautions to prevent exposure to bloodborne pathogens

<sup>4</sup> Examples of transferring risks include: requiring non-county organizations who wish to use a county facility or equipment to sign a release waiver [a waiver will aid the county in transferring some or all of the liability if an unforeseen event were to occur], or using a temp agency to contract for short-term staff instead of hiring additional employees

<sup>5</sup> An example would be requiring residents to sign a release waiver stating the county is not responsible for damages should a burglary occur after the Sheriff's Office has agreed to conduct residential security checks.

**4.0 TORT LIABILITY TRENDS:** The County Manager, Loss Prevention Coordinator, and Elected Officials/Department Heads should make themselves aware of tort claims which may demonstrate identifiable trends for liability.

**4.1** Personnel shall be educated on the most common types of tort claims filed against the county. Personnel shall be attentive to these identified trends and thoroughly document all relevant facts when involved in such incidents.

## **5.0 LITIGATION PROCEDURES:**

**5.1** Personnel receiving an official document from a court of law naming them as parties in any action resulting from their official duties shall inform their Elected Official/Department Head, and County Manager immediately.

**5.2** An employee who receives notice from a member of the public or another employee of their intent to sue the county (written or verbal) shall inform his or her Elected Official/Department Head, and County Manager immediately.

**5.3** All affected personnel will cooperate with NMAC Risk Management, outside counsel, and designated investigators when civil suits are being investigated.

**5.4** If a citizen, non-county attorney or investigator makes an inquiry concerning civil suits against the county, employees shall refer them to NMAC Risk Management. Employees shall not discuss a claim or suit with any unauthorized individuals. If an employee believes an inquiry is deceptive, improper, or unethical the employee shall immediately notify the County Manager, the County Attorney and NMAC Risk Management.

**5.5** Discussions regarding any civil suit against the county shall be restricted to the County Commission in closed executive session and may include County Manager, NMAC Risk Management staff, the County attorney and other persons as deemed appropriate.

**6.0 USE OF RELEASE WAIVERS:** Release waivers will be used to strengthen and support the county's loss prevention efforts.

**6.1** Release waivers should be used for ride-along passengers or anytime non- county personnel wish to use county personnel, equipment, or facilities. However, waivers are not required for sedentary type meetings in county facilities. Other examples of activities requiring waivers include, but are not limited to:

- a. All requests from members of the public to use county equipment, employees or facilities will be directed to the County Manager. The County Manager is responsible for ensuring release waivers are completed and forms retained.
- b. Requests for personnel will be directed to the appropriate manager for a determination. If approved, the Elected Official/Department Head will forward the request to the County Manager. The County Manager is responsible for ensuring release waivers are completed and retained.

**6.2** A standardized release form approved by-the County Attorney shall be used for all situations requiring a release of liability. See Appendix D.

**7.0 EMPLOYEE TRAINING:** Each Elected Official/Department Head and the Loss Prevention Coordinator shall be responsible for providing appropriate training and instruction to personnel. Employees shall receive training in proper work conditions and procedures; all hazards they are likely to experience on the job; proper use of personal protective equipment (PPE); proper use of equipment required to complete a task; emergency procedures; and regulatory mandates. Employees should request instruction and/or training for tasks and equipment they are either unfamiliar with or uncomfortable using.

**7.1** All employees shall receive a loss prevention orientation, training on loss prevention policies and procedures, training for specialized equipment, and job assignment instruction. Employees should receive safety/risk control training at the time of the initial assignment, anytime an employee is reassigned or when activities change significantly, or as required by OSHA or other regulatory entity.

**7.2** All training will be documented and retained in Human Resources in the affected employee's personnel file.

**8.0 SAFETY EQUIPMENT:** The County is responsible for providing all safety equipment and personal protective equipment (PPE) necessary to perform work activities.

**8.1** Elected Officials/Department Heads are responsible for ensuring the availability and appropriateness of all equipment necessary to safely perform tasks.

**8.2** Requests for equipment not immediately available shall be directed to the appropriate Elected Official/Department Head.

**8.3** Each employee is responsible for using equipment and PPE in the intended manner; properly storing and maintaining their safety equipment; and for immediately reporting defective or damaged equipment to their immediate Elected Official/Department Head.

**9.0 INSPECTIONS:** The purpose of risk inspections is to maintain a safe and risk-free work environment through hazard reduction and elimination; ensure employee compliance with loss prevention procedures, identify unsafe operations and activities, and preserve the county's human, capital, and financial resources.

**9.1** Inspection of county facilities, equipment, property, and operations shall be performed on an annual basis or more frequently if necessary. Inspections should be completed on an approved inspection form. The Loss Prevention Coordinator is ultimately responsible for each inspection.

**9.2** The Loss Prevention Coordinator shall submit records of inspections to the Loss Prevention Committee. Inspection reports should be submitted to the committee no later than the month following the inspection.



## **10.0 FIRE PREVENTION AND EQUIPMENT:**

**Effective fire prevention depends on all county personnel. Each employee is responsible for preventing the accumulation of unnecessary combustible and flammable materials in their work areas. All flammables should be stored in approved containers.**

**10.1** Employees should know portable fire extinguisher locations and their specific classification.<sup>6</sup>

**10.2** It is desirable that portable fire extinguishers be located in general facilities so that employees travel no more than 75 feet to an extinguisher. It is also a desirable that high-risk areas / buildings should be arranged so that employees travel no more than 50 feet to an extinguisher. If feasible, fire extinguishers shall be mounted in conspicuous locations.

**10.3** Maintenance or other identified personnel will inspect portable fire extinguishers on a regular basis consistent with manufacturer's instructions. The inspector should check the annual inspection tag, gauge, fittings, and hose, if applicable. The inspector must date and initial the back of the tag to document the activity. Extinguishers failing to pass inspection should be removed from service.

**10.4** The Loss Prevention Committee and Maintenance Manager shall be responsible for conducting annual fire extinguisher and fire suppression sprinkler system inspections.

**10.5** Fire extinguisher training will be held on an annual basis for all county employees.

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<sup>6</sup> ABC dry chemical fire extinguishers will extinguish ordinary combustibles, flammable liquids, and electrical fires, which should suffice for most county facilities.

**11.0 FIRST AID AND SUPPLIES:** In the event of a medical emergency, EMS should be requested as soon as possible. Each county facility should have adequate first aid supplies available for all medical emergencies anticipated for each site. For the most part, each facility houses sedentary type activities; hence, only basic first aid supplies are necessary. However, facilities conducting potentially injurious activities should have sufficient first aid supplies to treat likely medical emergencies.<sup>7</sup>

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<sup>7</sup> A general list of first aid supplies for each facility should include at a minimum: adhesive bandages (band-aids), 2 large gauze pads (at least 8 X 10 inches), gauze pads (at least 4 X 4 inches), 1 gauze roller bandage at least 2 inches wide, 2 triangular bandages, wound cleaning agent such as sealed moistened towels, scissors, blanket, tweezers, adhesive tape, latex gloves, CPR mask, 2 elastic wraps, splint, and directions for requesting emergency assistance

12.0 EMERGENCY ACTION PLAN: **Provides procedures in the case of an emergency. See Roosevelt County Emergency Action Plan.**

**12.1** A proficiency drill should be conducted at each site annually, or as recommended by the Loss Prevention Coordinator.

**13.0 FACILITY SECURITY:** The County Manager and /or the Loss Prevention Coordinator shall develop security procedures that are appropriate for each building's location, in coordination with Elected Official/Department Heads.

**13.1** Employees should be attentive to colleagues, visitors, and suppliers entering buildings and work areas. In the event individuals make threats, or try to intimidate staff, visitors, or display unreasonable anger, the Roosevelt County Sheriff's Office should be contacted and a written report should be prepared.

**14.0 LOSS PREVENTION COMMITTEE:**

The main function of the Loss Prevention Committee is to create a loss prevention culture, enhance loss prevention awareness throughout the county, and develop and maintain an active interest in loss prevention to reduce accidents, injuries, and unsafe practices. In accomplishing this mission, the committee will:

- a. Assist in the development and recommend policies aimed at reducing accidents, injuries, and losses.
- b. Recommend training as deemed appropriate to assure employees are knowledgeable in applicable OSHA, and other regulations, and critical tasks pertinent to assigned tasks.
- c. Review losses and recommend suitable preventive measures. Review and recommend other loss prevention-related issues the committee deems necessary
- d. Report any suggestions from non-committee persons to the committee

**15.0 EMPLOYEE SAFETY SUGGESTION/COMPLAINT PROCEDURE:** The County is trying to achieve a loss prevention culture; hence, employees must have a means of making safety and loss prevention recommendations, and for reporting unsafe acts or conditions without reprisal.

**15.1** Any employee can make recommendations to improve safety or loss prevention to their Elected Official/Department Head, Loss Prevention Coordinator, Loss Prevention Committee member, or through attendance of a monthly Loss Prevention Committee meeting.

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**16.0 HOW TO MANAGE UNSAFE CONDITIONS:**

The most effective method to avoid hazardous conditions is to engineer the hazard out.

**16.1** Eliminate hazards by removing the unsafe source such as removal of the machine, method, material, or structure.

**16.2** Provide administrative controls to isolate the hazard, such as enclosing or guarding the hazardous point at the source, or controlling access to the hazard.

**16.3** Train employees on what to do when confronted with a hazardous condition and provide safe avoidance procedures.

**16.4** Use personal protective equipment (PPE) to shield employees from the hazard.

**16.5** Protective devices or safe practices should never be circumvented to get a job done faster.

**17.0 REPORTING HAZARDOUS ROADWAY CONDITIONS:** Employees encountering hazards in the roadway should contact the appropriate office, department or agency immediately.



**18.0 REGULATORY MANDATES:** Roosevelt County shall comply with all OSHA, Workers' Compensation, and other regulatory mandates, shall provide required posters, OSHA logs, or other regulatory standards.

**19.0 WORK-RELATED INJURY REPORTING PROCEDURE:** The employee will promptly notify their immediate supervisor, Elected Official/Department Head of any job-related injury or illness. Employees sustaining an injury/illness even if not requiring medical care shall complete a Workers' Compensation Form NOA- I (Notice of Accident Form, Appendix A) and notify their supervisor immediately or within 24 hours. Failure to report work-related injuries/illnesses within fifteen (15) days could result in claim denial. Any OSHA notification shall be coordinated by the Loss Prevention Coordinator.

**19.1** Injured employees requiring medical care will obtain necessary medical services and should be advised that failure to report work-related injury/illness immediately could result in claim denial.

**19.2** Elected Official/Department Heads' responsibilities: Investigate the injury/illness and ensure appropriate medical treatment is obtained and ensure that accurate payroll records are completed.

**19.3** OSHA has stringent standards concerning immediate notification of employee fatalities or multiple injuries from a single occurrence. The following **MUST** be reported immediately to the Loss Prevention Coordinator:

- All work related fatalities (Loss Prevention Coordinator must report to OSHA within eight (8) hours)
- Three (3) or more employees are hospitalized from a single occurrence (Loss Prevention Coordinator must report to OSHA within eight (8) hours)

The following must be reported by the Loss Prevention Coordinator to OSHA within twenty-four (24) hours

- All work related inpatient hospitalizations
- All amputations
- All losses of an eye

20.0 FLEET ACCIDENT REPORTING PROCEDURE: See Vehicle Accident Prevention Program Policy.

**21.0 REPORTING MISSING OR DAMAGED PROPERTY:** Employees shall report and document all damaged or missing property to their Elected Official/Department Head which includes but not limited to county property, tools, equipment, material, buildings, vehicles, money, etc.

**22.0 HORSEPLAY:** Employees are prohibited from engaging in horseplay on the job, on county property, or while on official county business.

**23.0 HOUSEKEEPING:** Employees are responsible for ensuring their respective work areas are clean and properly maintained. Facilities/Maintenance shall ensure that all buildings shall be kept in a clean, orderly, and sanitary condition.

**24.0 OFFICE SAFETY:** Employees shall promptly clean or remove, obstacles, spills, and debris on the floor. Employees are responsible for maintaining their work areas in a clean and orderly manner.

**24.1** Employees shall immediately report any unsafe office conditions to their Elected Official/Department Head.

**25.0 FLEET SAFETY:** Refer to Vehicle Accident Prevention Program Policy



**26.0 FIREARM SAFETY:**

Firearm safety is of paramount importance *to* county law enforcement while on-duty, at the firing range, and off-duty. · The handling of firearms represents a significant risk; therefore, the following safety rules are intended to protect all employees, their families, and the general public.

**26.1** Carrying or possessing a firearm on duty or at a county facility is prohibited, except as required for law enforcement personnel in the course and scope of duty, or as otherwise authorized by the appropriate office/department.

**26.2** The following rules shall be employed in the use of firearms:

- a. No firearm shall be carried or possessed after consuming any alcoholic beverage ,drug or medication that may impair the shooter's ability;
- b. All firearms shall be considered loaded;
- c. Never point a firearm at anything you are unwilling to destroy;
- d. Keep your finger off the trigger;
- e. Only use ammunition approved by the Office;
- f. Wear appropriate eye and ear protection
- g. When off-duty all firearms shall be unloaded and secured with a gun lock.

**27.0 ELECTRICAL SAFETY:** Electrical equipment shall be free from recognized hazards likely to cause death or serious physical injury to employees or the public. Therefore:

- a. All live wires shall be properly guarded; no employee or building occupant shall be exposed to live wires.
- b. All portable electric tools and equipment shall be grounded, unless they are double insulated and possess a 3-pronged male plug;
- c. All control panels (breaker boxes) shall be legibly marked to indicate the purpose of each switch or disconnect on the panel;
- d. Cut, spliced or damaged cords or plugs shall be replaced;
- e. Outlet boxes shall possess secured faceplates;
- f. Lamps or lights shall possess covers or protective shield fixtures;
- g. Extension cords shall only be used temporarily;

**28.0 LADDER SAFETY:** Employees shall only use approved ladder/stepping devices inspect the apparatus for defects prior to use. The following additional rules shall apply to ladder use:

- a. Metal ladders shall not be used near electrical wires or for any type of electrical work;
- b. Only one person shall be on a ladder at any one time;
- c. If a ladder is set near door warning signs shall be placed to prevent accidental contact.

**29.0 WALKING SURFACE:** All floors and walking surfaces should be maintained in a dry condition free of obstructions and hazards.

**29.1** Fire exits shall be marked and unobstructed.

**29.2** "Caution Wet Floor" signs shall be used during mopping or cleaning activities.

**29.3** Stair treads and nosing shall be slip-resistant.

**29.4** All doors should function properly and under no circumstances should an exit door be locked or propped in a closed position from the egress side.

**30.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM:** All PPE shall meet American National Standards Institute (ANSI) the County shall supply appropriate:

- a. Hand Protection including leather, Nomex, latex and rubber, depending on the type of operation and the hazard likely to be encountered.
- b. Eye/Face Protection: County shall provide employees with impact resistant glasses, chemical goggles, face shields, and filter lens depending upon the activity to be performed by the employee and the hazard likely to be encountered.
- c. Protective Footwear: The County shall supply metatarsal guards or shoes/boots with impact-resistant toe if the work being performed may result in an injury for falling, rolling, or encounter with sharp objects or objects which may pierce the sole of the shoe/footwear.
- d. Head Protection: County shall provide adequate head protection which should be worn at all times at building construction sites, road construction and maintenance projects, including landfill operations, and any other locations where there is a potential for falling, thrown, or flying objects.
- e. Hearing Protection: County shall provide hearing protection including.
  - i. Appropriate hearing protection includes earplugs, ear wool, ear canals, and earmuffs; if necessary to the work performed.
  - ii. Ear protection against the effects of noise exposure shall be provided when it is not feasible to reduce noise levels or when durations of exposure exceed OSHA standards. Acceptable duration of exposure limits is identified in **Table 1**
  - iii. Hearing protection shall be worn when discharging a firearm for training.
- f. Respiratory Protection: Respiratory protective devices shall be used when handling or working with hazardous chemicals requiring their use, working around excessive dust or particulate matter, or in oxygen deficient atmospheres.
- g. Ballistic Protection: Ballistic vests shall be worn by all uniformed law enforcement personnel responding to routine or special calls for service, or when exposed to direct public contact in an enforcement capacity.
- h. Reflective safety vest: Reflective day-glow safety vests are to be used by road crew, field, and law enforcement personnel unless wearing the garment compromises officer/employee safety.

**30.1** Each office/department is responsible for ensuring that appropriate PPE and associated training is provided to employees for all hazards likely to be encountered on duty. Training records shall be prepared and maintained by the Elected Official/Department Head and provided to Human Resources.

**31.0 MATERIALS HANDLING/LIFTING PROCEDURE:** Employees are not expected to lift heavy or cumbersome loads without assistance or use of a lifting device. Prior to lifting, employees shall inspect the load for slivers, jagged or rough edges, burrs, slippery surfaces, or for any other hazard. If the load cannot be made safe to move, seek assistance from a coworker or use a lifting device. If assistance or a lifting device is not available, consult with a supervisor before attempting a lift.

**31.1** Loads weighing over 45 pounds or loads believed to be too cumbersome to lift alone should not be attempted. However, in rare instances employees may have to act out of necessity and lift heavier loads; they should make every attempt possible to seek assistance or use a lifting device whenever practical.

**32.0 FACILITY INDOOR ENVIRONMENTAL QUALITY (IEQ):** Elected Official/Department Heads are responsible for the IEQ of their respective facilities and for ensuring that HVAC system is maintained and that all operating equipment and controls are in proper working condition.

**33.0 BLOODBORNE PATHOGEN EXPOSURE CONTROL PROGRAM:** Because it is compulsory under OSHA, and because of the frequency of bloodborne pathogen (BBP) exposures, the county has developed an Exposure Control Program.

**33.1 Employees:** Employees in the following job classifications are deemed at risk of exposure to infectious diseases transmitted through blood and other body fluids:

- a. Facilities/Maintenance Staff
- b. Law Enforcement Personnel
- c. First Aid Providers
- d. EMS Providers
- e. Detention Staff
- f. Volunteer Fire Department

**33.2 Groups:** Although employees should never assume any person they come in contact with is free of infectious diseases, a high risk of transmission has been shown to exist when contact occurs with the following groups:

- a. Bleeding persons
- b. Alcohol abusers
- c. Illegal drug users
- d. Homosexual, bisexual, and promiscuous adults
- e. Prostitutes
- f. Hemophiliacs
- g. Persons with open or infected wounds
- h. Persons who state they have Hepatitis B or C, or HIV or AIDS

**33.3 Situations:** Employees may encounter situations where there is a high risk of transmission of infectious disease. The situations include, but are not limited to:

- a. Any occasion when body fluids are present;
- b. Residences/areas and restrooms with unsanitary conditions;
- c. Death scenes, especially those situations where body fluids may be oozing from a corpse;
- d. Combative situations, especially those situations where bleeding occurs;
- e. Body searches;
- f. Crime scenes-specific dangers include knives, needles, razor blades, and soiled or contaminated evidence and clothing;
- g. Extrication at auto accidents;
- h. Searching persons and their personal affects, i.e., purses, bags etc.; and
- i. Situations and groups not listed above; employees must judge the risk level.

**33.4 Methods of Compliance:**

- a. Universal Precautions: Universal precautions will be observed when employees are exposed to blood or other potentially infectious materials. Since any body fluid may transmit infectious diseases if it contains traces of blood, employees are directed to treat all blood and body fluids as infectious.
- b. Hand Washing: Hands and other skin surfaces must be washed thoroughly, as soon as possible,



if contaminated with blood or other potentially infectious materials to which universal precautions apply. Hands should always be washed after gloves are removed, even if the gloves appear intact. Hand washing should be completed using appropriate facilities such as utility or restroom sinks, EMS water sources, etc.

- Hands must not be washed in a sink where food preparation may occur.
  - Hand washing should be done with soap and warm water.
  - Waterless antiseptic hand cleaner should be provided to employees when hand-washing facilities are not available.
  - The application of germicides before shift and after exposure is highly encouraged.
  - Employees are advised to wash their hands at the earliest opportunity after using waterless antiseptic cleaners.
- c. Protective Clothing: At-risk employees will be provided disposable gloves, goggles, and, if necessary, facemasks. Disposable gowns and disposable impervious shoe covering will be available for unusual cases where great volumes of blood or other potentially infectious materials may be present, such as at violent crime scenes.
- Disposable gloves must be worn when employees are involved with emergency patient care, cleaning restrooms, collecting trash, searching prisoners/inmates, or any activity an employee may contact contaminated items. When multiple patients are present, the employee shall change gloves, if possible, after caring for one patient and before beginning care on the next patient.
  - Employees who demonstrate sensitivity to or are allergic to latex gloves shall be provided hypoallergenic gloves or other similar alternative. Affected employees should consult with their immediate supervisor.
  - Eyewear must be worn in cases where splashing of blood or other potentially infectious materials may be anticipated.
  - Anytime goggles are worn, facemasks should be worn.
  - Employees must use the appropriate PPE, except in rare and extraordinary circumstances. Such circumstances occur when in the employee's professional judgment the use of PPE would prevent delivery of health care or public safety services, or would pose an increased hazard to the safety of the employee or coworkers. When an employee makes this judgment, the circumstances shall be investigated and documented by the immediate supervisor to determine whether changes can be instituted to prevent such occurrences in the future.
  - Contaminated disposable items must be discarded in a red biohazard plastic bag. Contaminated waste can be disposed of by a medical waste company or Fire and EMS Departments.
  - Employees should avoid handling personal items such as combs, pens, etc., while wearing contaminated gloves.

- d. Laundering: Uniforms, towels, blankets, sheets, and other contaminated cloth material worn or used by employees should be handled with gloves and bagged in biohazard bags. Soiled clothing may be decontaminated by laundering in accordance with manufacturer instructions. The use of a laundry service is recommended; employees should not take contaminated clothing home for laundering.
- Boots and leather may be scrub-brushed with a disinfectant to remove contamination.
  - Employees whose uniform or other clothing is contaminated shall change to clean clothing as soon as possible.
- e. Resuscitation Equipment: Employees are discouraged from giving mouth-to-mouth resuscitation to a non-breathing victim. Pocket masks with one-way valves, disposable airways, or resuscitation equipment are the preferred methods of treatment. Durable equipment such as facemasks and resuscitation equipment must be thoroughly disinfected after use.
- f. Needles and Sharp Objects: Employees shall take precautions to prevent injuries from needles, knives, broken glass, razor blades, or other sharp instruments or debris, which can puncture or lacerate the skin.
- Employees must use caution when searching persons, containers, vehicles, buildings, and cells. The proper technique is to gently pat the outside of the clothing or object. If something is detected, carefully feel around the object until you have an understanding as to what the object might be. Do not overtly stick your hand in a pocket or blind area until you are reasonably certain it is safe.
  - Employees must use caution when searching purses and other personal affects. The proper technique is to carefully empty the contents of the purse, bag, etc. on to an open surface. Do not blindly stick your hand in a purse, bag etc.
- g. Contaminated Evidence: All contaminated evidence or evidence suspected of being contaminated shall be handled (collected, processed, stored, and disposed), while using appropriate PPE. At no time shall contaminated evidence be handled without appropriate protective barriers.
- Evidence contaminated or suspected of being contaminated will be appropriately packaged and identified with the appropriate "Biohazard" label. Under no circumstances shall improperly packaged contaminated evidence be stored.
  - Sharp objects taken as evidence must be placed in puncture resistant containers or packaged in such a manner, as to render the sharp object harmless. Evidence containers or sheathing material must be labeled with a "Biohazard" label.
  - This policy is not intended to prohibit offices/departments from developing additional procedures or work-practices specific to their operations concerning infectious disease prevention or decontamination.
- h. Housekeeping: All equipment and work areas shall be cleaned with appropriate disinfectant and decontaminated after contact with potentially infectious materials as soon as possible after a spill or contact.
- Wastebaskets cannot be used to discard contaminated items. Only waste dispensers possessing biohazard bags may be used to discard contaminated items.
  - Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lens are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
  - Food and drinks shall not be kept in refrigerators, freezers, shelves, cabinets, or on counter tops where blood or other potentially infectious materials may be present.

- i. Hepatitis B: Hepatitis B vaccinations will be made available to all employees having an occupational exposure. The offer of vaccinations will be made prior to occupational exposure. Employees may decline to accept Hepatitis B vaccinations by signing a waiver that includes a statement that the employee acknowledges the risks associated with contracting Hepatitis B has been explained.
  - An offer of Hepatitis B vaccination must be made to new employees or employees changing assignments having occupational exposure within 10 days of hiring or the reclassification date.
  - Employees initially declining Hepatitis B vaccinations, but later decide to accept the vaccination, must be allowed to receive the Hepatitis B vaccination at that time.
- j. Significant Exposure: A significant exposure occurs when blood or infectious materials come into direct contact with eyes, nose, mouth, an open cut, or by a needle puncture injury. Employees experiencing an exposure to blood or potentially infectious materials, or experiencing a situation where a significant exposure is likely to have occurred, will:
  - i. Notify their supervisor immediately and contact a medical care provider. The medical provider will assess the physical injury to the employee and make a determination whether or not a significant exposure occurred. The medical provider will provide a course of action based on CDC guidelines, which may include administration of medications. Employees shall follow the instructions given by the medical provider.
  - ii. The supervisor will contact the Human Resource Administrator immediately after the exposure and describe the incident.
  - iii. If a significant exposure did not occur, the medical provider will counsel the employee on the low risk of blood borne infection, and offer a baseline and follow-up testing to the employee, if the employee requires reassurance.
  - iv. The affected employee must complete a worker's compensation injury report immediately after the exposure or within 24 hours.
  - v. The supervisor will complete a Supervisor Investigation Report in accordance with county policy.
- k. Training: The County shall provide training regarding the spread of infectious disease to all affected employees. Training will be provided at the time of the initial assignment to employees having an occupational exposure. Annual refresher courses may be provided to include additional training as technology and medical research dictate. The HR Administrator's Office will keep a record of all blood borne pathogen training. Training records will include the date, content of training, instructor's name, and a roster of employees in attendance.
- l. Recordkeeping: Medical records are confidential and are not released without the employee's expressed written consent to any person within or outside the county, except as required by law. Medical records must include a copy of the employee's Hepatitis B vaccination record, including dates of vaccination or a signed copy of the refusal form. Medical records will be maintained by Human Resources and retained for the duration of the employee's employment, plus 30 years.

**34.0 HEARING CONSERVATION PROGRAM:**

The County shall comply with OSHA regulations concerning permissible noise exposure as identified in **Table 1**.

OSHA Permissible Noise Exposure	
Duration hours per day:	Sound level dBA slow response:
8	90
6	92
4	95
3	97
2	100
1 1/2	102
1	105
1/2	110
1/4 or less	115

**Table 1**

**35.0 HAZARDOUS MATERIALS/CHEMICALS:** The Employee Right to Know Act both trains and informs employees routinely exposed to hazardous materials during work. Where possible the County will substitute non-hazardous substances for hazardous substances. Where routine exposure to hazardous materials cannot be avoided, elected officials/department heads shall take the following steps:

- a. Inventory hazardous materials in the workplace.
- b. Each office/department will conduct an initial assessment of chemical hazards in the workplace.
- c. An ongoing review of newly introduced substances will be accomplished by requiring any purchase of new hazardous materials to the Elected Official/Department Head.
- d. Each supervisor will report to the appropriate Elected Official/Department Head all employees under their supervision who have reasonable potential for exposure to hazardous materials during the course of their assigned work. This identification will occur initially for program implementation and is an ongoing responsibility of the supervisor.
- e. For each substance identified as a hazardous material, the office/department will maintain:
  - Safety data sheets (SDS) as required by the Act. The information will be kept at each facility or department/office.
  - SDS forms will be periodically reviewed by the manager to ensure completeness and accuracy. This review includes periodic inspection of the workplace to determine if new hazardous materials are present and to determine if the SDS contains all appropriate information.
  - Supervisors shall advise the Elected Official/Department Head if a hazardous material is changed from its original container. Elected Officials/Department Heads will be responsible for ensuring that all containers are appropriately labeled.
  - In the event a hazardous material is present, all affected employees will be informed of all potential hazards.
- f. Employees can obtain copies of SDS maintained at the facility or from the Elected Official/Department Head during normal business hours. SDS should not be removed from the files except for duplication purposes. If information is missing or employees require assistance in understanding the material, the employee should contact a supervisor for an explanation of the information.

**35.1** Human Resources shall maintain all training records of employees regarding hazardous materials which shall specify the date of training, course content, instructor's name, and an attendance roster.

**35.2** Employees shall be advised that they have a right under the Act to refuse to work with a hazardous material if it places them in imminent danger, or if the required information or training has not been provided. In such instance, Employees must comply with the following steps:

- a. An employee refuses to work where exposed to hazardous materials.
- b. The department/office can correct the hazardous condition, provide necessary training, or reassign the employee to another work area.
- c. The employee may request the Loss Prevention Coordinator inspect the work area and make a determination of the exposure.
- d. If the Loss Prevention Coordinator determines the employee would have been in imminent danger of death or serious physical harm by performing the tasks assigned, or the office/department failed to provide the appropriate training and information required by the Act, the employee may refuse to work without loss of pay. The office/department will not discriminate against an employee for a good faith refusal to work with hazardous materials, if the employee requests corrective action and the office/department failed to do so.

**35.3** The storage of flammables should be avoided whenever possible; however, if storage of gasoline is necessary, safety cans and approved storage containers shall be used. Safety cans possess a spring-close lid and spout cover, but must be stored in approved storage containers.

**35.4** Flammables shall be stored as required by the product SDS and kept away from other chemicals or hazards likely to cause a volatile reaction.

**35.5** Ammunition must be separated from flammable substances and other hazardous materials and stored in approved magazines or cabinets.

**35.6** All hazardous materials shall be disposed of in accordance with the SDS, or per federal regulations. All hazardous material spills, leaks, or releases shall be cleaned promptly.

**36.0 LOCKOUT/TAGOUT REQUIREMENTS:** Lockout/tagout requirements are intended to prevent injuries and fatalities which result from the unexpected startup of machines while they are being serviced or repaired and to protect employees from unexpected electrical or other energy discharges from machines while they are undergoing repair or service. Energy sources generally include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy source that could cause injury.

A lockout is a locking device, such as a padlock, that is placed on a switch, valve, or lever to prevent accidental machine startups or energy releases. A tagout is a written warning informing employees not to operate a switch or other mechanism that could set a machine in motion or release hazardous energy.

**36.1** Employees are required to use "lockout" and "tagout" devices during maintenance and servicing operations. If an energy isolating device is capable of being locked out, then it should be locked out and tagged out. If an energy isolating device is not capable of being locked out, then a tagout should be utilized.

- a. Before any employee performs any maintenance or repair of a machine or equipment where unexpected startup or release of stored energy could occur, the machine or equipment should be isolated, and rendered inoperative (locked out).
- b. Following the application of lockout and/or tagout to energy isolating devices, all potentially hazardous stored energy should be relieved, disconnected, restrained and otherwise rendered safe.
- c. Prior to starting work on machines or equipment that has been locked out and/or tagged out, the employee shall verify that isolation and de-energization of the machine or equipment has been accomplished. Once the machine/equipment is safe, the work can be accomplished.
- d. Before lockout/tagout devices are removed and energy is restored to the machine or equipment, the work area should be inspected to ensure that non-essential items have been removed, components of the machine or equipment are operationally intact, and all employees have been safely positioned or removed.
- e. After lockout/tagout devices have been removed and before machine or equipment is started, affected employees should be notified that lockout/tagout devices have been removed.
- f. Each lockout/tagout device should only be removed by the employee who applied the device.

**36.2** All employees should receive training in lockout/tagout devices and procedures, and the prohibition relating to attempt to restart or reenergize machines or equipment which have been locked out or tagged out.

**36.3** Loss Prevention Coordinator, Elected Officials/ Department Heads may conduct periodic inspection of the Lockout/Tagout policy procedures during routine inspections to ensure the energy control procedures and requirements are being followed. Additionally, the supervisor of each unit must correct any inadequacies in and/or deviations from the procedure noted during periodic inspection.

**36.4** The minimum performance standard of contractors in compliance with the OSHA Standard. Where Roosevelt County employees are involved and additional safety is required, contractors must comply with those requirements. When an outside contractor is assisting Roosevelt County personnel and both are involved in Lockout/Tagout procedures, each must place his or her own personal lockout device or tagout device on the energy isolating device(s).

When an energy isolating device cannot accept multiple locks or tags, a lockout or tagout device must be used which can accept multiple locks, or a single lock with a single key may be used to lockout the machine or equipment. The single key must be placed in a lockout box or cabinet which allows the use of multiple locks to secure it.

Each employee/user must use his or her own lock to secure the box or cabinet. When each person no longer needs to maintain his or her lockout protection, that person will remove his or her lock from the box or cabinet.



**37.0 HOT WORKS PERMIT PROGRAM:** Roosevelt County Hot Works Permit Program establishes requirements for performing hot work during maintenance and construction activities in county facilities. All county employees and outside contractors who may be involved in "hot work" activities shall comply with all aspects of this program which is in compliance with **OSHA 29 CFR 1910.252 (Welding, Cutting & Brazing) and NFPA 51B (Standard for Fire Prevention During Welding, Cutting and Other Hot Work)**. This program is designed to prevent injury and loss of property from fire or explosion as a result of hot work in county facilities, spaces and activities, spaces and activities. The program covers, torch cutting, brazing soldering, grinding, heat treating, power actuated tools, thawing frozen pipes by torch, torch applied roofing, and all other applications producing sparks, flames, or heat.

### **37.1 Responsibilities:**

Elected Officials/Department Heads are responsible for the safe operations of hot work activity in their areas:

- Designate Permit Authorizing Individuals (PAI's)
- Establish permissible areas for hot works.
- Ensure only approved equipment is safe for use and properly repaired by a qualified person before use, when repairs are needed.
- Ensure employees and contractors are familiar with the standard.
- Ensure employees are trained and aware of the risks and emergency procedures.
- Advise contractors of any fire hazards and risks.

Permit Authorizing Individuals (PAI's) : PAI (is responsible for:

- The safe operation of hot work activities.
- Determining site-specific flammable materials, hazardous process, or other potential fire hazards in the work area.
- Considering alternatives with management.
- Do not allow hot work if:
  - i. The work cannot be moved to a location free of combustibles.
  - ii. Combustibles cannot be moved to a safe distance or shielded against ignition.
- Determine that fire protection and extinguishing equipment are properly located at the work site.
- Ensure that a fire watch is at the site (if a fire watch is needed).
- Check *Yi* hour after the completion of the work for smoldering fires (if a fire watch is not needed)
- Post the permit at the work site.

Hot Work Operator is responsible for:

- Handling hot work equipment safely and not endanger lives and/or property.
- Getting PAI's approval before starting hot work activities.
- Examining equipment to ensure it is in safe operating condition.
- Stopping work and notify PAI's and management if unsafe conditions develop.

Fire Watch:

- Fire watch shall have fire extinguisher equipment readily available and be trained in its proper use.
- Be familiar with facility and procedures for sounding the alarm system in the event of a fire.
- Watch for fires in all exposed areas.

- Try to extinguish fires within the capabilities of the extinguishing equipment and not putting themselves or others in danger.

Contractors:

- Before starting any hot work, contractors and the county shall discuss the project completely including the type of hot work to be conducted and the hazards in the area.
- Contractors must ensure that their employees are trained in the proper procedures for hot work.

Mutual Responsibility: Safety in hot work activities shall be recognized by:

- Management
- Contractor
- PAi's
- Fire Watch
- Hot Work Operator

### **37.2 Fire Prevention Precautions:**

Hot work may only be performed in:

- Permissible Areas
- Areas that are or have been made fire safe
- Designated Areas
- Areas approved for hot work (welding shops)
- Permit Required Areas
- Areas made fire safe by removing or protecting combustibles from ignition

Non-Permissible Areas

- Areas not authorized by management for hot work activity

### **37.3 Hot Work Permit:**

- a. A written Hot Work Permit (Appendix B) shall be required before hot work activity begins in a non-designated area; the permit will be prepared and issued by the PAi's.
- b. Before the permit is authorized:
  - The work area must be made fire safe.
  - Equipment must be in safe operating condition.
  - Combustibles must be moved or covered with fire retardant or non-combustible material.
  - Area must be swept clean of combustibles or kept wet for a 35 foot radius (hot work operators must use proper PPE to protect themselves from possible shock if floor is to be kept wet).
  - Cracks in walls, floors, or ducts within a 35 foot radius must be covered with fire retardant or non-combustible material.
  - Shield or guard combustible walls, partitions, ceilings or roofs.
  - Fully charged and operable fire extinguishers, appropriate for the type of fire shall be readily available.
  - If sprinkler heads are close to the hot work, a wet rag shall be laid over the head and removed when hot work is completed.
  - The PAi's shall determine the length of time the hot work permit is valid (should not be for longer than one shift)
  - The PAi's shall inspect the area at least once per day while permit is in effect to ensure the area is still fire safe.
  - The PAi's shall post the permit at the work site.

- A fire watch shall be required by the PAI's when hot work is to be performed in a location where other than a minor fire might develop:
  - i) Where combustibles are closer than 35 feet from the hot work.
  - ii) Where combustible materials are adjacent to the opposite side of walls or partitions and likely to be ignited.
  - iii) Shall be maintained for at least one hour after the completion of the hot work to detect and extinguish any smoldering fires.
  - iv) Multiple fire watches may be necessary.

**37.4 Record Keeping:**

- a. All completed Hot Work Permits shall be kept on file for a period of least one year.
- b. All Hot Work Permit Program training records shall be maintained by the PAI's.

**38.0 RESPIRATORY PROTECTION PROGRAM:** The Respirator Program is administered by the Loss Prevention Coordinator. Our administrator's duties are to oversee the development of the respiratory program and, ensure it is carried out in the workplace. The administrator will also evaluate the program regularly to ensure procedures are followed, respirator use is monitored and respirators continue to provide adequate protection when job conditions change.

**38.1 Selection of Respirators:** We have evaluated the potentially dangerous environments encountered and found respirators must be used by employees and volunteers in the following locations or positions or doing the following duties, tasks or activities:

Employee position or activity	Hazard	NIOSH approved respirators assigned	When used (routinely, infrequently, or in emergencies)
Firefighting	Smoke, Gasses Chemicals	Scott SCBA	Emergencies
Investigation	Smoke, Gasses, Chemicals	MSA	Routinely

**38.2 Medical Evaluations:** Every employee and volunteer of Roosevelt County who must wear a respirator will be provided with a medical evaluation before they are allowed to use the respirator.

- a. Our first step is to give the attached medical questionnaire (Appendix C) prior to his/her appointment with the physician at Roosevelt General Hospital Clinic. It is pertinent that the questionnaire be filled out in its entirety by the employee with the most recent, correct information.
- b. Our non-readers or non-English-reading employees or volunteers will be assisted by a translator.
- c. Completed questionnaires are confidential and will only be seen by a medical provider without review by management.
- d. If the medical questionnaire indicates to our medical provider that a further medical exam is required, this will be provided at no cost to our employees and volunteers by Roosevelt General Hospital. We will get a recommendation from the medical provider on whether or not the employee is medically able to wear a respirator. If the medical provider feels an employee of the Road Department is not medically able to wear a respirator, that employee will not be assisting in fighting fires. There will be no further testing. Additional medical evaluations will be in the following situations:
  - Our medical provider recommends it.
  - Our respirator program administrator decides it is needed.
  - An employee shows signs of breathing difficulty.
  - Changes in work conditions that increase employee physical stress (such as high temperatures or greater physical exertion).

### 38.3 Respirator Fit-Testing:

- a. All employees and volunteers who wear tight-fitting respirators will be fit-tested before using their respirator or given a new one.
- b. Fit-testing will be repeated annually.
- c. Fit-testing will also be done when a different respirator face piece is chosen, when there is a physical change in an employee's or volunteer's face that would affect fit, or when our employees or volunteers or licensed contractor notify us that the fit is unacceptable.
- d. No beards are allowed on wearers of tight-fitting respirators. Fit- testing is not required for loose-fitting, positive pressure (supplied air helmet or hood style) respirators.
- e. Once fit-tested, the employee and volunteer will be assigned to the specific respirator they were tested with. This will not be a shared respirator.
- f. Fit-testing will be performed by a licensed contractor.
- g. Documentation of our fit-testing result is attached (or kept at the following location): Roosevelt County Human Resource Office.
- h. Respirators will be checked for proper sealing by the user whenever the respirator is first put on.

### 38.4 Respirator Storage, Cleaning, Maintenance and Repair:

- a. Non-disposable respirators will be stored in clean, protective areas.
- b. Respirators will be cleaned and sanitized after each use or whenever they are visibly dirty.
- c. Respirators will be cleaned according to the attached instructions or office/department procedures.
- d. All respirators will be inspected before and after every use and during cleaning by person assigned to the respirator.
- e. Respirators will be inspected for damage, deterioration or improper functioning and repaired or replaced as needed. Repairs and adjustments are done by who is trained in respirator maintenance and repair.
- f. When supplied air respirators are used, any needed repairs or adjustments will be done by the manufacturer or technician trained by the manufacturer.
- g. On respirators with vapor or gas cartridges, the cartridges will be regularly replaced on the following schedule: ***Annually or after (8) eight hours of continuous use.***

**38.5 Respirator Use:** Employees and volunteers will not be allowed to wear respirators with tight-fitting face pieces if they have facial hair (e.g. stubble, bangs) absence of normally worn dentures, facial deformities (e.g., scars, deep skin creases, prominent cheekbones), or other facial features that interfere with the face piece seal or valve function. Jewelry or headgear that projects under the face piece seal is also not allowed.

- a. If corrective glasses or other personal protective equipment is worn, it will not interfere with the seal of the face piece to the face.
- b. A seal check will be performed every time a tight-fitting respirator is put on.
- c. The Elected Official/Department Head will ensure the NIOSH labels and color- coding on respirator filters and cartridges remain readable and intact during use.
- d. Employees and volunteers will leave the area where respirators are required for any of the following reasons:
  - To replace filters or cartridges.
  - When they smell or taste a chemical inside the respirator.
  - When they notice a change in breathing resistance.

- To adjust their respirator.
  - To wash their faces or respirator.
  - If they become ill.
  - If they experience dizziness, nausea, weakness, breathing difficulty, coughing, sneezing, vomiting, fever or chills.
- e. The Program Administrator has identified the following areas or job duties as presenting the potential for IDLH (immediately dangerous to life or health) conditions: **Operations in any hazardous condition where smoke, gasses or chemicals are possible.**

### **38.6 Respirator Training:**

- a. Training is done by a trained supervisor before employees or volunteers wear their respirators and annually thereafter as long as they wear respirators. Our supervisors or crew bosses, who wear respirators or supervise employees and volunteers, will also be trained on the same schedule.
- b. Additional training will also be done when an employee uses a different type of respirator or workplace conditions *affecting* respiratory hazards or respirator use have changed. Training will cover the following topics:
- Why the respirator is necessary.
  - The respirator's capabilities and limitations.
  - How improper fit, use or maintenance can make the respirator ineffective.
  - How to properly inspect, put on, seal check, use and remove the respirator.
  - How to use a respirator in an emergency situation or when it fails.
  - Medical symptoms that may limit or prevent respirator use.
  - Our obligations under the Respirators Rule.

### **38.7 Respiratory Program Evaluation:**

We evaluate our respiratory program for effectiveness by doing the following steps:

- Checking results of fit-test results and health provider evaluations.
- Talking with employees and volunteers who wear respirators about their respirators - how they fit, do they feel they are adequately protecting them, do they notice any difficulties in breathing while wearing them, do they notice any odors while wearing them, etc.
- Periodically checking employee and volunteer job duties for changes in chemical exposure.
- Periodically checking maintenance and storage of respirators.
- Periodically checking how employees and volunteers use their respirators.

### **38.8 Recordkeeping:**

- a. The following records will be kept at the Human Resources Office:
- A copy of this completed respirator program.
  - Employees' latest fit-testing results.
  - Employee training records
  - Written recommendations from our medical provider.

# NOTICE OF ACCIDENT OR OCCUPATIONAL DISEASE DISABLEMENT NOTIFICACION DE ACCIDENTE O ENFERMEDAD DE OFICIO

In accordance with New Mexico law, Section 52-1-29 and Section 52-3-19, NMSA 1978  
Conforme a la Ley de la Compensación de los Trabajadores, Sección 52-1-29 y Sección 52-3-19, NMSA 1978

I, \_\_\_\_\_,  
Yo, (name of employee/nombre del empleado)

was involved in an on-the-job accident or was disabled  
me lastimé en un accidente en el trabajo o fui incapacitado

by an occupational disease at approximately \_\_\_\_\_, on \_\_\_\_\_, 20\_\_\_\_.  
por enfermedad de oficio aproximadamente (time/a la(s) hora(s)) el (date/fecha) del 20\_\_\_\_.

Employee's social security number: \_\_\_\_\_  
Número de suguro social del empleado:

Where did the accident occur? \_\_\_\_\_  
¿Dónde ocurrió el accidente?

What happened? \_\_\_\_\_  
¿Qué ocurrió?

Signed: \_\_\_\_\_  
Firma: (employee/empleado)  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Fecha: \_\_\_\_\_

Signed/Notice Received: \_\_\_\_\_  
Firma/Notificación recibida:  
(employer or representative/empleador o representante)  
Date: \_\_\_\_\_  
Fecha: \_\_\_\_\_

ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.

PREVIOUS NOA FORMS ARE STILL VALID FOR USE

Form NOA-1 (4/11)

Employer/employee: Each keep one copy.

Empleador/empleado: Retener una copia.

---SEE BACK OF THIS FORM---

---VER AL REVERSO DE ESTA FORMA---

### HOT WORK PERMIT

Seek an alternative/safer method if possible!

Before initiating hot work, ensure precautions are in place as required by NFPA 51B and ANSI Z49.1.  
Make sure an appropriate fire extinguisher is readily available.

This Hot Work Permit is required for any operation involving open flame or producing heat and/or sparks. This work includes, but is not limited to, welding, brazing, cutting, grinding, soldering, thawing pipes, torch-applied roofing, or chemical welding.

#### THIS PERMIT IS GOOD FOR ONE DAY ONLY

Date: \_\_\_\_\_ Hot work by: employee \_\_\_\_\_ contractor \_\_\_\_\_  
Location/Building and floor: \_\_\_\_\_  
Name of person doing hot work (printed): \_\_\_\_\_ Signature of person doing hot work: \_\_\_\_\_  
Work to be done: \_\_\_\_\_

I, the permit authorizing individual (PAI) verify that the above location has been examined, the precautions marked on the checklist below have been taken, and permission is granted for this work.

Name of PAI (printed): \_\_\_\_\_ Signature of PAI: \_\_\_\_\_

Time Started: \_\_\_\_\_ Time completed: \_\_\_\_\_

- Available sprinklers, hose streams, and extinguishers are in service and operable.
- Hot work equipment is in good working condition in accordance with manufacturer's specifications.
- Special permission obtained to conduct hot work on metal vessels or piping lined with rubber or plastic.

#### Requirements within 35 ft. (11m) of hot work:

- Flammable liquid, dust, lint, and oily deposits removed.
- Explosive atmosphere is area eliminated.
- Floors swept clean and trash removed.
- Combustible floors wet down or covered with damp sand or fire-resistive/noncombustible materials or equivalent.
- Personnel protected from electrical shock when floors are wet.
- Other combustible storage material removed or covered with listed or approved materials (welding pads, blankets, or curtains, fire-resistive tarpaulins), metal shields, or noncombustible materials.
- All wall and floor openings covered.
- Ducts and conveyors that might carry sparks to distant combustible material cover, protected, or shut down.

#### Requirements for hot work of walls, ceilings, or roofs:

- Construction is noncombustible and without combustible coverings or insulation.
- Combustible materials on other side of wall, ceilings, or roofs is moved away.

#### Requirements for hot work on enclosed equipment:

- Enclosed equipment is cleaned of all combustibles.
- Containers are purged of flammable liquid/vapor.
- Pressurized vessels, piping, and equipment removed from service, isolated, and vented.

#### Requirements for hot work watch and fire monitoring:

- Fire watch is provided during and for a minimum of 30 minutes after hot work, including any break activity.
- Fire watch is provided with suitable extinguishers and, where practical, a charged small hose.
- Fire watch is trained in use of equipment and in sounding alarm.
- Fire watch can be required in adjoining areas, above and below.
- Yes  No - Per the PAI, fire watch, monitoring of hot work are has been extended beyond the 30 minutes.



OSHA English | Spanish

Find it in OSHA



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- **Part Number:** 1910
- **Part Title:** Occupational Safety and Health Standards
- **Subpart:** I
- **Subpart Title:** Personal Protective Equipment
- **Standard Number:** 1910.134 App C
- **Title:** OSHA Respirator Medical Evaluation Questionnaire (Mandatory).
- **GPO Source:** e-CFR

### Appendix C to Sec. 1910.134: OSHA Respirator Medical Evaluation Questionnaire (Mandatory)

To the employer: Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

To the employee:

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Part A. Section 1. (Mandatory) The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date: \_\_\_\_\_
  2. Your name: \_\_\_\_\_
  3. Your age (to nearest year): \_\_\_\_\_
  4. Sex (circle one): Male/Female
  5. Your height: \_\_\_\_\_ ft. \_\_\_\_\_ in.
  6. Your weight: \_\_\_\_\_ lbs.
  7. Your job title: \_\_\_\_\_
  8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): \_\_\_\_\_
  9. The best time to phone you at this number: \_\_\_\_\_
  10. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes/No
  11. Check the type of respirator you will use (you can check more than one category):
    - a. \_\_\_\_\_ N, R, or P disposable respirator (filter-mask, non-cartridge type only).
    - b. \_\_\_\_\_ Other type (for example, half- or full-facepiece type, powered-air purifying, supplied-air, self-contained breathing apparatus).
  12. Have you worn a respirator (circle one): Yes/No
- If "yes," what type(s): \_\_\_\_\_

Part A. Section 2. (Mandatory) Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no").

1. Do you *currently* smoke tobacco, or have you smoked tobacco in the last month: Yes/No
2. Have you *ever had* any of the following conditions?
  - a. Seizures: Yes/No
  - b. Diabetes (sugar disease): Yes/No
  - c. Allergic reactions that interfere with your breathing: Yes/No
  - d. Claustrophobia (fear of closed-in places): Yes/No
  - e. Trouble smelling odors: Yes/No
3. Have you *ever had* any of the following pulmonary or lung problems?

a. Asbestosis: Yes/No

b. Asthma: Yes/No

c. Chronic bronchitis: Yes/No

d. Emphysema: Yes/No

e. Pneumonia: Yes/No

f. Tuberculosis: Yes/No

g. Silicosis: Yes/No

h. Pneumothorax (collapsed lung): Yes/No

i. Lung cancer: Yes/No

j. Broken ribs: Yes/No

k. Any chest injuries or surgeries: Yes/No

l. Any other lung problem that you've been told about: Yes/No

4. Do you *currently* have any of the following symptoms of pulmonary or lung illness?

a. Shortness of breath: Yes/No

b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes/No

c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes/No

d. Have to stop for breath when walking at your own pace on level ground: Yes/No

e. Shortness of breath when washing or dressing yourself: Yes/No

f. Shortness of breath that interferes with your job: Yes/No

g. Coughing that produces phlegm (thick sputum): Yes/No

h. Coughing that wakes you early in the morning: Yes/No

i. Coughing that occurs mostly when you are lying down: Yes/No

j. Coughing up blood in the last month: Yes/No

k. Wheezing: Yes/No

l. Wheezing that interferes with your job: Yes/No

m. Chest pain when you breathe deeply: Yes/No

n. Any other symptoms that you think may be related to lung problems: Yes/No

5. Have you *ever had* any of the following cardiovascular or heart problems?

a. Heart attack: Yes/No

b. Stroke: Yes/No

c. Angina: Yes/No

d. Heart failure: Yes/No

e. Swelling in your legs or feet (not caused by walking): Yes/No

f. Heart arrhythmia (heart beating irregularly): Yes/No

g. High blood pressure: Yes/No

h. Any other heart problem that you've been told about: Yes/No

6. Have you *ever had* any of the following cardiovascular or heart symptoms?

a. Frequent pain or tightness in your chest: Yes/No

b. Pain or tightness in your chest during physical activity: Yes/No

c. Pain or tightness in your chest that interferes with your job: Yes/No

d. In the past two years, have you noticed your heart skipping or missing a beat: Yes/No

e. Heartburn or indigestion that is not related to eating: Yes/No

d. Any other symptoms that you think may be related to heart or circulation problems: Yes/No

7. Do you *currently* take medication for any of the following problems?

a. Breathing or lung problems: Yes/No

b. Heart trouble: Yes/No

c. Blood pressure: Yes/No

d. Seizures: Yes/No

8. If you've used a respirator, have you *ever had* any of the following problems? (If you've never used a respirator, check the following space and go to question 9:)

a. Eye irritation: Yes/No

b. Skin allergies or rashes: Yes/No

c. Anxiety: Yes/No

d. General weakness or fatigue: Yes/No

e. Any other problem that interferes with your use of a respirator: Yes/No

9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: Yes/No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-facepiece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you *ever lost* vision in either eye (temporarily or permanently): Yes/No

11. Do you *currently* have any of the following vision problems?

a. Wear contact lenses: Yes/No

b. Wear glasses: Yes/No

c. Color blind: Yes/No

d. Any other eye or vision problem: Yes/No

12. Have you *ever had* an injury to your ears, including a broken ear drum: Yes/No

13. Do you *currently* have any of the following hearing problems?

a. Difficulty hearing: Yes/No

b. Wear a hearing aid: Yes/No

c. Any other hearing or ear problem: Yes/No

14. Have you *ever had* a back injury: Yes/No

15. Do you *currently* have any of the following musculoskeletal problems?

a. Weakness in any of your arms, hands, legs, or feet: Yes/No

b. Back pain: Yes/No

c. Difficulty fully moving your arms and legs: Yes/No

d. Pain or stiffness when you lean forward or backward at the waist: Yes/No

e. Difficulty fully moving your head up or down: Yes/No

f. Difficulty fully moving your head side to side: Yes/No

g. Difficulty bending at your knees: Yes/No

h. Difficulty squatting to the ground: Yes/No

i. Climbing a flight of stairs or a ladder carrying more than 25 lbs: Yes/No

j. Any other muscle or skeletal problem that interferes with using a respirator: Yes/No

Part B Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen: Yes/No

If "yes," do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you're working under these conditions: Yes/No

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals: Yes/No

Appendix C-4

If "yes," name the chemicals if you know them: \_\_\_\_\_

\_\_\_\_\_

3. Have you ever worked with any of the materials, or under any of the conditions, listed below:

- a. Asbestos: Yes/No
- b. Silica (e.g., in sandblasting): Yes/No
- c. Tungsten/cobalt (e.g., grinding or welding this material): Yes/No
- d. Beryllium: Yes/No
- e. Aluminum: Yes/No
- f. Coal (for example, mining): Yes/No
- g. Iron: Yes/No
- h. Tin: Yes/No
- i. Dusty environments: Yes/No
- j. Any other hazardous exposures: Yes/No

If "yes," describe these exposures: \_\_\_\_\_

\_\_\_\_\_

4. List any second jobs or side businesses you have: \_\_\_\_\_

\_\_\_\_\_

5. List your previous occupations: \_\_\_\_\_

\_\_\_\_\_

6. List your current and previous hobbies: \_\_\_\_\_

\_\_\_\_\_

7. Have you been in the military services? Yes/No

If "yes," were you exposed to biological or chemical agents (either in training or combat): Yes/No

8. Have you ever worked on a HAZMAT team? Yes/No

9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): Yes/No

If "yes," name the medications if you know them: \_\_\_\_\_

10. Will you be using any of the following items with your respirator(s)?

- a. HEPA Filters: Yes/No
- b. Canisters (for example, gas masks): Yes/No
- c. Cartridges: Yes/No

11. How often are you expected to use the respirator(s) (circle "yes" or "no" for all answers that apply to you)?:

- a. Escape only (no rescue): Yes/No
- b. Emergency rescue only: Yes/No
- c. Less than 5 hours *per week*: Yes/No
- d. Less than 2 hours *per day*: Yes/No
- e. 2 to 4 hours per day: Yes/No
- f. Over 4 hours per day: Yes/No

12. During the period you are using the respirator(s), is your work effort:

- a. *Light* (less than 200 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: \_\_\_\_\_ hrs. \_\_\_\_\_ mins.

Examples of a light work effort are *sitting* while writing, typing, drafting, or performing light assembly work; or *standing* while operating a drill press (1-3 lbs.) or controlling machines.

b. *Moderate* (200 to 350 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: \_\_\_\_\_ hrs. \_\_\_\_\_ mins.

Examples of moderate work effort are *sitting* while nailing or filing; *driving* a truck or bus in urban traffic; *standing* while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; *walking* on a level surface about 2 mph or down a 5-degree grade about 3 mph; or *pushing* a wheelbarrow with a heavy load (about 100 lbs.) on a level surface. c. *Heavy* (above 350 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: \_\_\_\_\_ hrs. \_\_\_\_\_ mins.

Examples of heavy work are *lifting* a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; *shoveling*; *standing* while bricklaying or chipping castings; *walking* up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using your respirator: Yes/No

If "yes," describe this protective clothing and/or equipment: \_\_\_\_\_  
\_\_\_\_\_

14. Will you be working under hot conditions (temperature exceeding 77 deg. F): Yes/No

15. Will you be working under humid conditions: Yes/No

16. Describe the work you'll be doing while you're using your respirator(s):  
\_\_\_\_\_  
\_\_\_\_\_

17. Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (for example, confined spaces, life-threatening gases):  
\_\_\_\_\_  
\_\_\_\_\_

18. Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s):

Name of the first toxic substance: \_\_\_\_\_  
Estimated maximum exposure level per shift: \_\_\_\_\_  
Duration of exposure per shift: \_\_\_\_\_  
Name of the second toxic substance: \_\_\_\_\_  
Estimated maximum exposure level per shift: \_\_\_\_\_  
Duration of exposure per shift: \_\_\_\_\_  
Name of the third toxic substance: \_\_\_\_\_  
Estimated maximum exposure level per shift: \_\_\_\_\_  
Duration of exposure per shift: \_\_\_\_\_  
The name of any other toxic substances that you'll be exposed to while using your respirator:  
\_\_\_\_\_  
\_\_\_\_\_

19. Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and well-being of others (for example, rescue, security):  
\_\_\_\_\_

[63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998; 76 FR 33607, June 8, 2011; 77 FR 46949, Aug. 7, 2012]

- Next Standard (1910.134 App D)
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Occupational Safety and Health Administration  
200 Constitution Ave., NW,  
Washington, DC 20210  
800-321-6742 (OSHA)  
TTY  
www.OSHA.gov

FEDERAL GOVERNMENT

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**WAIVER AND RELEASE OF LIABILITY**

**THIS RELEASE IS VOLUNTARILY, KNOWINGLY AND FREELY ENTERED INTO** by the Undersigned releasing Roosevelt County, New Mexico from liability as follows:

**WHEREAS**, Roosevelt County requires that ride along passengers in County vehicles who are not County employees or non-County personnel who wish to use County personnel equipment or facility the activities are required to sign a release and waiver of all liability for and in favor of Roosevelt County, New Mexico; and,

**WHEREAS**, Undersigned fits into one of the described category of activities listed above and agrees to hold Roosevelt County harmless for any claim of liability or damage in riding along in a County vehicle or in using County personnel equipment or County facilities; and,

**WHEREAS**, Undersigned hereby waives and forever releases, acquits, discharges, agrees to indemnify and covenants to hold harmless Roosevelt County, its Board of County Commissioners, and all of its employees and officials, from any and all actions, causes of action, claims, liabilities, demands, damages, costs, loss of services, medical expenses and compensation, known or unknown, on account of, or as a result of any and all known and/or unknown personal injuries, property damage, loss, claim, or any other type of damage or injury, which the Undersigned may hereinafter receive, suffer or have, individually, without limit and without regard to the case or causes thereof, or the negligence of any party or parties, including but not limited to all other volunteers, whether such negligence be sole, joint or concurrent, for injury to or death of any person or damage to any property, arising out of or in conjunction with the Undersigned's participation in the activities set forth above.

In entering into this agreement, and signing this document, Undersigned acknowledges to Roosevelt County that he/she is relying solely upon his/her own judgment, belief and knowledge and he/she has not been coerced, pressured, threatened and/or influenced to any extent, or otherwise provided with any representation or statement by any person, not clearly set forth in writing in this agreement.

Undersigned acknowledges that Roosevelt County will use this document and rely upon the same for purposes of allowing Undersigned to participate in the above referenced community service, on County property.

Undersigned:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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