



**RESOLUTION NUMBER: 2020-33**

**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 amended in 2012, and updated June 20th, 2017; it is now updated to include additional necessary forms, items required by OSHA, and other revisions.

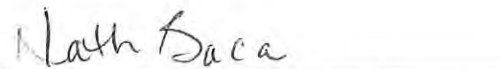
**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF ROOSEVELT COUNTY THAT** the revised Roosevelt County Loss Prevention Program Policy is hereby approved.


**PASSED, APPROVED, and ADOPTED** this 1st day of December, 2020.

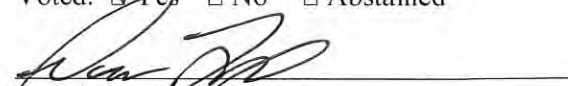
**BODY OF COUNTY COMMISSIONERS  
ROOSEVELT COUNTY, NEW MEXICO**

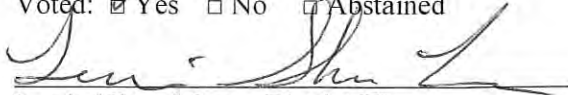
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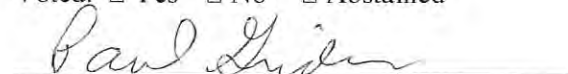
  
Matthew Hunton, Chairman – District II  
Voted:  Yes  No  Abstained

  
Nath Baca, Deputy County Clerk

  
Tina Dixon, Vice Chair – District IV  
Voted:  Yes  No  Abstained

  
Dennis Lopez – District I  
Voted:  Yes  No  Abstained

  
Lewis (Shane) Lee – District III  
Voted:  Yes  No  Abstained

  
Paul Grider – District V  
Voted:  Yes  No  Abstained



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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 health and safety continues to be the prime consideration when carrying out all county services.*** The prevention of occupational injuries and illnesses is of such consequence that safe working conditions and practices will be given precedence over operating productivity, whenever necessary.

***Roosevelt County will endeavor to provide safe working equipment, safety training for personnel and 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.

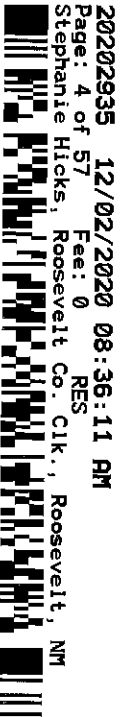
Because of the number of county employees working at any time, the diverse nature of county work; unpredictable working conditions; and varied locations of county services, we must have an organized program to achieve maximum use and effectiveness of risk control management.

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 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.

**1.3** The County will maintain all records related to this Safety and Health Policy. Unless otherwise noted, the records will be kept in the office of Human Resources and/or in the affected employees personnel file.

## **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 prevention concerns.
- d. Selection of a designee to manage and administer the Loss Prevention Program.

**2.2 Elected Officials/Department Managers/Supervisors:** Each Elected Official/Department Head/Supervisor is responsible for the effectiveness of this program within his or her respective 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/Supervisor must recognize that loss prevention issues vary from department to 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 and coordinate training for all affected employees; and provide appropriate coaching and corrective action when necessary to ensure this policy is fully integrated.
- b. Directing all risk control modification recommendations to the County Manager

or designee.

- c. Implementing these rules and procedures for all personnel. Each manager may suggest specific rules and procedures that recognize the hazards and risks of his or her respective 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 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 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 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. Near misses and potential hazards should also be reported to a supervisor as soon as possible, so that hazards can be mitigated.
- h. Taking proper protective measures to minimize unsafe conditions that could present a hazard or loss to personnel, County property, or the public.
- i. Integrate the provisions of this policy into their daily activities as applicable.
- j. Follow all training, instructions and directives in this policy.
- k. Seek clarification whenever there are questions concerning the application of this policy into daily operations.

**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.
- c. Periodic inspections/assessments will be done as needed on a project by project basis, to include work being done by outside contractors. The Loss Prevention Coordinator should be a part of any pre-construction meetings to ensure that contractors are aware of the County's safety requirements.
- d. Recommending corrective measures that resolve loss exposures and reduce or eliminate recognized hazards.
- e. Monitoring safety training for all county personnel.
- f. Investigating accidents, injuries, property damage, and near miss claims to determine root cause(s) and provide corrective recommendations.
- g. Report investigation results to Loss Prevention Committee for corrective action recommendations. Then report to County Manager recommendations for corrective action.
- h. Serving as technical advisor to Elected Officials/Department Heads, employees, and the Loss Prevention Committee in all matters pertaining to loss prevention.
- i. Serving as liaison between the county and all OSHA and other regulatory entity communications and inspectors.
- j. Provide Committee with monthly loss analysis.
- k. The Loss Prevention Coordinator is Human Resources and may be contacted by phone at 575-356-5307 or by email at [hrmanager@rooseveltcounty.com](mailto:hrmanager@rooseveltcounty.com).

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

- a. 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

**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 manager should have a realistic understanding of the potential risk exposures for the department. Elected Officials/Department Heads should determine whether a deficiency is related to the managing system, human factors, situational factors, or environmental factors.

- 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.
- 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.
- 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.
- 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.

- Terminating a risk is generally the preferred option, although this is not always possible in regard to services provided by the county. 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.





- b. Many exposures can be treated to reduce the inherent risk. 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
- 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. 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], requiring the organization to provide insurance coverage for the event such as NMC's Tenant Users Liability Insurance Program "TULIP" or using a temp agency to contract for short-term staff instead of hiring additional employees.
- 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 a 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. 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.

**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 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.

**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. 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 within 24 hours.

**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 within 24 hours.

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

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- 5.4 If a citizen, non-county attorney or investigator makes an inquiry concerning civil suits against the county, employees shall refer them to NMC 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.
- 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, NMC 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.
- 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.
- All employees shall receive a loss prevention orientation, training on loss prevention policies and procedures, training for specialized equipment, and job assignment instruction. Department specific safety orientations shall be done before employees are put to work in the field, 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.
- 7.1 **Training records / Permits:** The affected department will create and maintain the appropriate training and permit records and maintain those records until the records are submitted to the Loss Prevention Coordinator, at which time the County will maintain all records related to this policy. Unless otherwise noted, the records will be kept by the Loss Prevention Coordinator. All records are available for employee and regulatory agency review upon request.



- 8.0 SAFETY EQUIPMENT:** The County is responsible for providing all safety equipment and personal protective equipment (PPE) necessary to perform work activities (refer to section 31).
- 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/supervisor or the Loss Prevention Coordinator.
- 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 receive training on use of portable fire extinguishers and know locations and their specific classification, ABC dry chemical fire extinguishers will extinguish ordinary combustibles, flammable liquids, and electrical fires, which should suffice for most county facilities.
- 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 and/or a member of the loss prevention committee will inspect portable fire extinguishers in their area, department, building or vehicles on a monthly basis consistent with manufacturer's instructions. Maintenance will inspect extinguishers at the fairgrounds and the Enterprise Center. The inspector should check the annual

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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 Coordinator 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.
- 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. 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 Officials/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 and FARB:**  
The loss prevention committee is a ten – member board comprised of one member from each county department and one member from District Court. Members are appointed by the departments that they represent. 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. Attend monthly safety meetings.
  - b. Conduct weekly RAP trainings within their respective departments.
  - c. Assist in the development and recommend policies aimed at reducing accidents, injuries, and losses.
  - d. Recommend training as deemed appropriate to assure employees are knowledgeable in

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- applicable OSHA, and other regulations, and critical tasks pertinent to assigned tasks.
- e. Review losses and recommend suitable preventive measures. Review and recommend other loss prevention-related issues the committee deems necessary.
- f. Review all injury claims and near misses, all losses to County property, all claims made against the County, inspection reports, and vehicle accidents to determine preventability, make recommendations to correct and deficiencies identified and follow up on recommendations.
- g. Conduct periodic inspections of County facilities and work sites as necessary to ensure the safety of the public as well as ADA Compliance, i.e. inspection of the fairgrounds prior to fairs and festivals, or inspection of polling places prior to elections.
- h. Report any suggestions from non-committee persons to the committee.

**14.1 FLEET ACCIDENT REVIEW BOARD:** The Fleet Accident Review Board is the Loss Prevention Committee. See separate Vehicle Accident Policy.

**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.

**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 department or agency for immediate corrective action. Examples include debris, snow drifts, downed trees, tumbleweeds, sand, construction materials, or animals in the roadways, or trees obstructing road signs.

**18.0 REGULATORY MANDATES:** Roosevelt County shall comply with all OSHA, Workers' Compensation Administration, 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. Near misses shall also be reported to the Loss Prevention Coordinator so that hazardous conditions can be corrected.
- 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. See Appendix D for information on "The Company Nurse" program.
- 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 is required by law to report to OSHA within eight (8) hours.
  - Three (3) or more employees are hospitalized from a single occurrence. Loss Prevention Coordinator is required by law to 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 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. Horseplay, practical jokes, etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.
- 23.0 HOUSEKEEPING:** Employees are responsible for ensuring their respective work areas are clean and properly maintained in a clean, orderly, and sanitary condition. The following areas must remain clear of obstructions:

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- Aisles, exits, stairwells
- Fire extinguishers and emergency equipment
- All electrical breakers, controls, and switches
- Eye wash/safety showers

**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 VEHICLE ACCIDENT PREVENTION PROGRAM:** see separate policy – Vehicle Accident Prevention Policy.

**26.0 FIREARM SAFETY:** See Sheriff’s Office Policy

**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:

- All live wires shall be properly guarded; no employee or building occupant shall be exposed to live wires;
- All portable electric tools and equipment shall be grounded, unless they are double insulated and possess a 3-pronged male plug;
- All control panels (breaker boxes) shall be legibly marked to indicate the purpose of each switch or disconnect on the panel; access to panels should be kept clear at all times in case of emergency;
- All electrical panels shall be kept closed at all times;
- Cut, spliced or damaged cords or plugs shall be replaced;
- Outlet boxes shall possess secured faceplates;
- Lamps or lights shall possess covers or protective shield fixtures;
- Extension cords shall only be used temporarily;
- Portable heaters are prohibited unless approved by the County Manager.

**28.0 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.

**28.1** 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 or **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, guards or control components of the machine or equipment have been replaced and are operational, 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.

**28.2** 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.

**28.3** 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.

**28.4** 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).

- a. 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.
- b. 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.

**29.0 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. Ladders will not be used as stages, platforms, braces etc. or for any purpose other than a ladder.
- d. If a ladder is set near door warning signs shall be placed to prevent accidental contact.
- e. Three-point contact (minimum of two feet and one hand in contact with the ladder) will be observed when climbing all ladders.
- f. The climber will face the ladder at all times. Bulky or heavy object will not be carried up the ladder, they will be hoisted.
- g. Ladders must be placed on secure footing; never on boxes, barrels or other unstable objects.
- h. Ladders should be tied-off at the top and bottom if power tools are being used or if other work is being conducted that could place undue stress on the ladder footing. When tying off the ladder, always attach rope to the side rails, not the rungs.
- i. Ladders should not be set up in front of doors unless the door is locked, blocked or guarded.
- j. Ladders should not be set up where foot or vehicle traffic could accidentally upset the ladder: adequate warning devices should be used to alert others to the presence of the ladder.
- k. Do not lean a step ladder against a wall or stationary object, it can only be used when fully opened; the spreader must be fully open and secured.
- l. Never stand on the top step of a step ladder.

**30.0 WALKING SURFACE:** All floors and walking surfaces should be maintained in a dry condition free of obstructions and hazards. Passageways, storerooms and service rooms will be kept clean, orderly and in a sanitary condition. In all areas on County property, workroom floors must be maintained in a clean, and as much as possible, dry condition. Where wet conditions exist, or when drainage is impossible, mats should be used to keep workers' feet on a dry surface.

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

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

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

**30.4** 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.

**31.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM:** All PPE shall meet American National Standards Institute (ANSI) and should be replaced when damaged, or passed the expiration dates. 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. Puncture resistant gloves and all PPE should be of proper size for the employee.
- 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 slip resistant



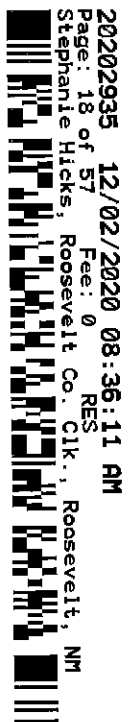
shoes/boots with impact-resistant toe if the work being performed may result in an injury from falling, rolling, or encounter with sharp objects or objects which may pierce the sole of the shoe/footwear.

- d. **Head Protection:** County shall provide adequate head protection which should be worn at all times at building construction sites, 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:
  - Appropriate hearing protection includes earplugs, ear wool, ear canals, and earmuffs; if necessary to the work performed.
  - 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** (see section 34)
  - 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 such as smoke and dust. (See section 38.)
- g. **Ballistic Protection:** Properly fitted 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 and anyone assisting law enforcement at the scene of an accident or incident, unless wearing the garment compromises officer safety.

**31.1** Each 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 Department and provided to Human Resources. Employees will wear all PPE specified by the County employee's classification at the appropriate time in order to guard against the identified hazard; and will ensure that all selected PPE properly fits affected employees. Each employee is responsible for properly using and keeping PPE maintained. At no time will employees wear PPE that is defective, damaged or unsanitary. PPE will be cleaned and sanitized prior to use by another worker. Defective or damaged equipment will be taken out of service. Employees will notify their immediate supervisor of all defective or damaged PPE and will not perform tasks requiring the use of PPE until such equipment has been replaced/repared. For replacement PPE employees can contact the Loss Prevention Coordinator or their immediate supervisor.

**32.0 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 splinters, 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.

**32.1** 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. Employees will be trained in proper lifting procedures as part of new hire training and as a refresher as part of annual trainings.

**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. 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

**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 bodily 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

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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.

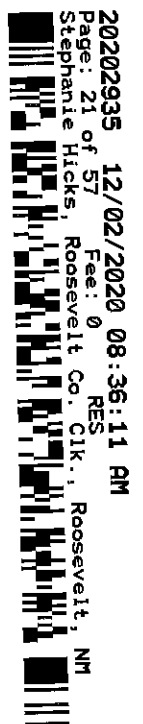
d. **Laundering:** Uniforms, towels, blankets, sheets, and other contaminated cloth material worn or used by employees should be handled with gloves and bagged in biohazard bags. Soiled clothing may be decontaminated by laundering in accordance with manufacturer instructions. The use of a laundry service 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 FA/CPR training instructs to give breaths when performing CPR unless blood is present and resuscitation device is not available). 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 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 at no cost to the employee. 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.

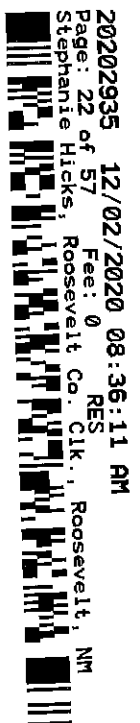
- Employees experiencing an exposure to blood or potentially infectious materials, or experiencing a situation where a significant exposure is likely to have occurred, will:
- Notify their supervisor immediately and contact a medical care provider. The medical provider will assess the physical injury 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.
- The supervisor will contact Human Resources immediately after the exposure and describe the incident.
- 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.
- The affected employee must complete a worker's compensation injury report immediately after the exposure or within 24 hours.
- The supervisor will complete a Supervisor Investigation Report in accordance with county policy. The Loss Prevention Coordinator is also the Bloodborne Pathogens Coordinator. All info following an exposure will be handled by the BBP Coordinator only. Records of exposure will be kept in a separate locked file and the coordinator would be the only one with access.

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 shall be provided to include additional training as technology and medical research dictate.

- The Human Resources Office will keep a record of all bloodborne pathogen training. Training records will include the date, content of training, instructor's name, and a roster of employees in attendance.
- There is a bloodborne pathogens clean-up kit located on each floor of the courthouse, and in each department outside of the courthouse.

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 99 years as required by the Records Retention Policy.

**34.0 HEARING CONSERVATION PROGRAM:**

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

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 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 department will maintain:
  - Safety data sheets (SDS) as required by the Act. The information will be kept at

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each facility or department office. The SDS sheet will at minimum identify the chemical, identify the hazardous material, identify the composition of the chemical and how to protect the user from the chemical.

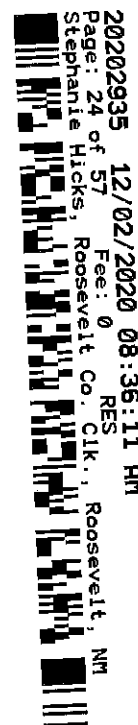
- SDS forms will be periodically reviewed by the manager to ensure completeness and accuracy. This review includes periodic inspection of the workplace to determine if new hazardous materials are present and to determine if the SDS contains all appropriate information.
  - Supervisors shall advise the 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. All chemical containers shall be labeled with the contents/mixture. Chemicals should be assessed and replaced with non-toxic or less toxic chemicals whenever possible.
  - 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 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 department failed to provide the appropriate training and information required by the Act, the employee may refuse to work without loss of pay. The 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 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 FIRE PREVENTION:** The County will conduct all activities in a manner consistent with fire prevention. We believe that fires can be prevented and we will take necessary measures consistent with prevention.

All employees will be trained regarding their responsibilities for fire prevention and responding to fire emergencies. Employees with special duties for fire system/equipment maintenance, fire extinguisher operation or special emergency response duties will receive additional subject specific training.

Fire extinguisher training will be conducted annually

HAZARD	LOCATION	CONTROL MEASURES
1. Smoking	On County Property	<ul style="list-style-type: none"><li>▪ Smoking is only allowed in designated areas.</li></ul>
2. Electrical Wiring and Equipment	Throughout facilities	<ul style="list-style-type: none"><li>▪ Installations according to OSHA regulations and local codes</li><li>▪ Maintenance is performed by skilled personnel and contractors</li></ul>
3. Fuel Gas (heating)	On County Property	<ul style="list-style-type: none"><li>▪ Installations according to OSHA regulations and local codes</li><li>▪ Maintenance is performed by skilled personnel and contractors</li></ul>
4. Heat-Producing Appliances/Equipment	On County Property	<ul style="list-style-type: none"><li>▪ All equipment is installed according to local codes and manufacturer recommendations</li><li>▪ Only trained personnel operate the equipment</li></ul>
5. Flammable/ Combustible Liquids	On County Property	<ul style="list-style-type: none"><li>▪ Stored in approved containers and cabinets when not in use</li><li>▪ Workers are trained in proper handling</li><li>▪ Waste is deposited in closed metal containers and removed from building every day</li><li>▪ Areas are evaluated for safety prior to use</li></ul>

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		<ul style="list-style-type: none"> <li>▪ Contractors are required to report any use of flammable liquids</li> </ul>
6. Fuel Gas Cylinders	On County Property	<ul style="list-style-type: none"> <li>▪ Stored in well-ventilated area, 20 ft. from oxygen</li> <li>▪ Protected from falling in storage and use</li> <li>▪ Transported upright on cylinder carts</li> <li>▪ Used in areas 20 ft. away from hazards designated for Hot Work or Hot Work Procedure followed</li> <li>▪ Used by trained personnel</li> </ul>
7. Oxygen Cylinders	On County Property	<ul style="list-style-type: none"> <li>▪ Stored in well-ventilated area, 20 ft. from highly combustible/flammable material</li> <li>▪ Protected from falling in storage and use</li> <li>▪ Transported upright on cylinder carts</li> <li>▪ Used by trained personnel</li> </ul>
8. Propane Vehicles	On County Property	<ul style="list-style-type: none"> <li>▪ All vehicles are properly maintained</li> <li>▪ Area hazard evaluated prior to use</li> <li>▪ Drivers are trained to handle truck/propane safely</li> <li>▪ Cylinders are stored properly</li> <li>▪ A reputable supplier is utilized to maintain cylinders</li> </ul>
9. Electric Vehicles	All County Vehicles	<ul style="list-style-type: none"> <li>▪ All vehicles are properly maintained</li> <li>▪ Charging is done in approved, well-ventilated area</li> <li>▪ Drivers are trained to handle truck/charging safely</li> </ul>

**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.

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**37.1 Responsibilities:**

a. 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.

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

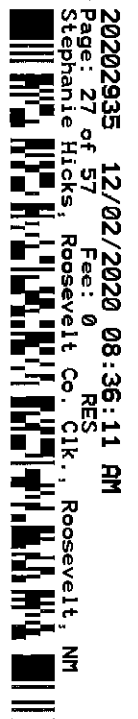
- The safe operation of hot work activities.
- Determining site-specific flammable materials, hazardous process, or other potential fire hazards in the work area.
- Considering alternatives with management.
- Do not allow hot work if:
  - i. The work cannot be moved to a location free of combustibles.
  - 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.
- Post the permit at the work site.

c. **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.

d. **Fire Watch:** is responsible for:

- 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.
- Stop work if unsafe conditions exist.



e. **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.

f. **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:**

a. 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

b. 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.
  - 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.
- c. 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:
- Where combustibles are closer than 35 feet from the hot work.
  - Where combustible materials are adjacent to the opposite side of walls or partitions and likely to be ignited.
  - Shall be maintained for at least one hour after the completion of the hot work to detect and extinguish any smoldering fires.
  - 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, and will oversee the development of the respiratory program and ensure it is carried out in the workplace. The Loss Prevention Coordinator 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.

Our first step is to give the attached medical questionnaire (Appendix C) prior to his/her

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appointment with the physician. It is pertinent that the questionnaire be filled out in its entirety by the employee with the most recent, correct information.

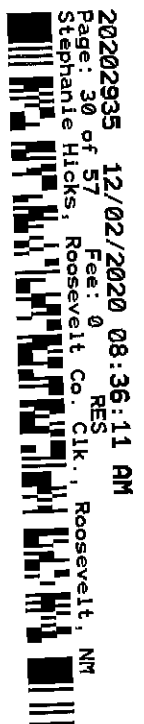
- a. Our non-readers or non-English-reading employees or volunteers will be assisted by a translator.
- b. Completed questionnaires are confidential and will only be seen by a medical provider without review by management.
- c. If the medical questionnaire indicates to our medical provider that a further medical exam is required, this will be provided at no cost to our employees and volunteers by Roosevelt General Hospital Clinic. 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:
  - If a medical provider recommends it.
  - If the Loss Prevention Coordinator 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 the fit-testing result is attached (or kept at Human Resources).
- 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 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 eight (8) 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 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.

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**38.7 Respiratory Program Evaluation:**

- a. 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
  - Others

**38.8 Recordkeeping:**

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

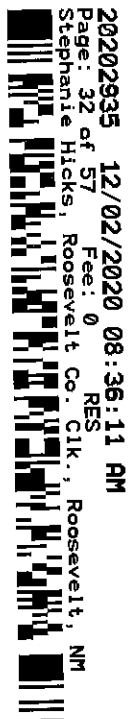
**39.0 FACILITY INDOOR ENVIRONMENTAL QUALITY (IEQ):** Elected

Officials/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.

**40.0 SILICA:** The purpose of this program is to protect all employees and others from the potential health effects associated with silica dust in the work place. Many of the activities performed on projects may result in the creation or release of silica dust. These activities include but are not limited to:

- Saw-cutting (concrete or asphalt);
- Jack-hammering (concrete or asphalt);
- Drilling of concrete;
- Chipping concrete with chipping hammers;
- Grinding;
- Milling;
- Crushing; and
- Excavating

Elected Officials/Department Heads will regularly evaluate and purchase new equipment and technologies that become available, as able and appropriate. Equipment or technologies with (silica) dust suppression and/or capture technologies will generally be given preference over equipment that lacks such technologies and implement a suitable repairable silica exposure monitoring program, or otherwise ensure representative exposure monitoring results (when necessary) are available. Elected Officials/Department Heads will confirm employees are following Exposure Control Methods as described in the OSHA regulation





1926.1153 **Table 1: Specified Exposure Control Methods When Working with Materials Containing Crystalline Silica.**

The department head/supervisor will confirm that all affected employees receive the necessary education and training related to this policy.

Human Resources will maintain applicable records, i.e. exposure sampling (if necessary), inspections, respirator fit tests, training records, etc.

**41.0 CRANE AND RIGGING:** Crane and hoist modifications will only be made as follows:

- Using components supplied by or approved by the manufacturer;
- By a qualified engineer or the manufacturer;
- Modified cranes and hoists will be tested prior to being returned to service;
- All cranes and hoists will be marked with their rated load. Cranes will be marked on each side. The markings must be legible from the ground or floor;
- Each hoisting unit or load block must be marked with its rated load. The marking must be legible from the ground or floor;
- Only trained and authorized personnel are allowed to operate cranes and hoists;
- Crane operational areas will be located or marked so that no pedestrian or vehicle traffic routinely travels below the operational zone;
- All cranes with a power traveling mechanism that are not floor operated will be equipped with an automatic warning device to warn of bridge or trolley travel;
- Load hooks equipped with a safety catch will have the safety catch maintained and used at all times;
- Any crane or hoist that is found to be defective, damaged or not operating properly will be immediately removed from service; and
- At no time will the maximum rated load of a crane or hoist be exceeded.

**41.1 Inspections:**

**Before Use Inspection**

Prior to each use the crane operator will:

- Visually examine the crane and/or hoist to check for damage or missing parts including hooks, chains and wire rope, hydraulic and/or pneumatic components, if present;
- Test all functional mechanisms for improper adjustment; and
- Test the function of the upper load limit switch;

**Periodic Inspection**

On an annual basis, a written inspection will be conducted by a qualified contractor or an employee qualified by training and/or experience, and consisting of:

- All elements listed under Frequent Inspection;
- Deformed, cracked or corroded parts;
- Loose bolts or rivets;
- Cracked or worn sheaves or drums;
- Excessive wear on brake system parts;
- Load, wind and other indicators over their entire functional range;
- Power plants including conformance to safety standards;
- Excessive wear of chain drive sprockets;

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- Excessive chain-stretch;
- Electrical Components;
- Control components; and
- All additional inspection elements as required by the crane or hoist manufacturer.

## 41.2 Crane and Hoist Operation

### General Safety Requirements

- Read the manufacturer operator manual;
- Perform a visual inspection prior to each use;
- Only trained and authorized personnel can operate cranes and hoists;
- The operator is responsible for the safety of other personnel and material in the area;
- The operator must communicate crane and hoist movement to others in the area who may be affected. Sound the warning signal when approaching personnel;
- Cranes must not be used to lift personnel unless the crane is approved for that service and an approved personnel cage or basket is used;
- The maximum load rating must never be exceeded;
- Operators must check the path of their lift and set down point for obstructions and ensure the path is clear.

## 41.3 Operation

- The hoist chain or rope will be maintained free of kinks and knots and will not be wrapped around a load;
- Use only approved slings and lifting devices that have been inspected prior to use;
- The load must be attached by means of slings, chains or other lifting devices specifically designed for this purpose;
- The load must be secure and balanced with the hook at or near the balance point of the load;
- The sling, chains and other lifting devices must not be twisted upon themselves and/or with the hoist chain/rope;
- The operator must not place any body part under a suspended load;
- A suspended load must never be lifted over people;
- Loads will be moved with fluid motions avoiding sudden accelerations or stops;
- Side pulls are not allowed;
- Do not use limit switches to stop crane or hoist motion: use the controls;
- Test hoist breaks whenever lifting a load approaching maximum capacity: lift the load a few inches and stop motion with the brakes;
- If a load starts to slip or fall do not try to stop it: get to a safety area away from the drop zone;
- When two or more cranes are used in one lift a qualified person must oversee the operation;
- A load will not remain suspended without the crane operator being at the controls.

Only County employees that poses a valid crane operators certification will be authorized to operate cranes and hosting equipment. No one under 18 years of age is allowed to operate a crane for the County. Certification will also be required for employees who will be assigned to work as a signal person.

**42.0 POWERED INDUSTRIAL TRUCK / FORKLIFT / AERIAL LIFT.** You must be trained and authorized to operate each type of powered industrial truck/forklift/Aerial lift



- before operation;
- a. Riders are never allowed;
- b. Powered Industrial Trucks are different and handle differently than cars. Trucks are much heavier than cars, have poor suspension, have reduced driver visibility and are rear steer;
- c. You are responsible for obeying all safety rules and preventing injuries while operating a truck; and
- d. You must report any accidents or damage caused by the truck.

**42.1 Pre-Shift Inspection:** You must complete a formal, documented, pre-shift safety inspection before operating the vehicle for the first time on each shift. During this inspection, you should examine the following:

- a. Horn/warning devices
- b. Fluid levels
- c. Overhead guard
- d. ID plate
- e. Fuel system
- f. Load backrest
- g. Brakes
- h. Wheels/tires
- i. Proper classification
- j. Fluid leaks
- k. Operational test

If you are using the truck after the pre-shift inspection has been completed, you must still do a basic, undocumented inspection to be sure that there are no safety problems; Never operate a truck that is damaged or defective. Take the truck out of service and report the situation to your supervisor; and

**Never operate a truck that is damaged or defective.** Take the truck out of service and report the situation to your supervisor; and check to be sure that trailers are chocked and that trailer floors are safe before entering. Landing gear/jack stands must be capable of supporting the load plus the truck. Be sure that the truck driver does not drive away until you are out of the trailer/truck.

**42.2 Operation:** Look the direction that you are traveling, drive for conditions and yield the right of way to pedestrians;

Keep all body parts within the operating compartment and wear your seat belt;

Obey all County, State and Federal traffic rules and signs;

Never drive a truck up to a person standing in front of a fixed object;

Motorized hand trucks must enter elevators and other confined areas with the load engagement end of the truck first. While driving, keep in mind:

- a. The stability of your load;
- b. Your speed (slow down when turning, going up or down ramps or going over rough terrain); and
- c. Your height from the ground. If the load obstructs your field of vision you must drive in reverse;
- d. Do not raise the load while you are moving;
- e. Know the maximum lifting capacity of your truck and the weight of the material you are lifting-**never exceed the rating.**
- f. Travel with the load/forks as close to the ground as possible (4 in. maximum)



- g. Cross railroad tracks diagonally. Never park closer than eight feet from the center of railroad tracks;
- h. Sound your horn and slow down or stop at all cross aisles and intersections-never proceed until you know it is safe to do so;
- i. Never reach through or into the mast area;
- j. Maintain a safe distance from the edge of ramps or platforms;
- k. When traveling on an incline always ascend or descend slowly:
  - A loaded truck should always have the load uphill;
  - An unloaded truck should always have the forks downhill; and
  - Always keep at least three truck lengths between trucks.
  -

**42.3 Lifting and Placing Loads:** Only stable and safely arranged loads will be lifted;

To raise a load:

- a. Always look up before lifting the forks or a load;
- b. Approach the load square-on with the forks centered;
- c. Tilt the mast forward and lower the forks to the proper height;
- d. Drive into the load and square it to the back rest; and
- e. Lift the forks so that the load clears the ground/rack and tilt the load back to keep it engaged;

Never allow anyone to stand or walk under the forks, either empty or loaded;

To place a load reverse the above:

- Square the truck with the space to be used;
- Raise the load, if necessary, and drive forward into the space;
- Tilt the load forward; and
- Lower the load slowly, disengage the forks and back up; and

Never tilt the mast forward except to pick up or deposit a load. Apply only enough forward or back tilt to pick or deposit the load.

**42.4 Dock Safety:** Truck brakes must be set before driving into or onto trailers with a powered industrial truck;

Inspect all trailers before driving into or onto them;

All trailers must be chocked at the rear wheels or have a trailer engagement system (Dock Lock) attached. Never enter a trailer that is not secure;

Fixed jacks may be necessary under the fifth wheel unless the trailer is attached to a tractor;

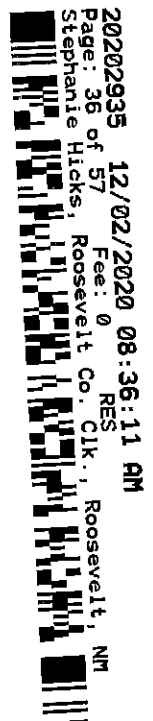
Prior to entering a trailer, be sure that the truck driver is aware of your actions;

A secure dock board or bridge plate must be used for accessing trailers and rail cars; and

Positive protection must be provided to prevent rail cars from being moved during loading/unloading operations.

**43.0 SCAFFOLDING:**

**43.1 Scaffold Planning:** The Department Head/Supervisor is responsible for the review blueprints, work orders, the project schedule and other written requirements to determine where scaffolds should be used. The Department Head/Supervisor is responsible for selecting the appropriate-sized scaffold for each job. Scaffolds are generally rated as light, medium or heavy duty and must be able to support the correlating weight of workers and materials required for each type. Light-duty scaffolds can support 25 pounds per square foot. Medium-duty scaffolds can support 50 pounds per square foot. Heavy-duty scaffolds can support 75 pounds per square



foot. The following factors should be considered in the planning phase:

- a. The shape and structure of the building to be scaffolded
- b. Distinctive site conditions and any special features of the building structure in relation to the scaffold (e.g., overhead electric power lines or storage tanks); also consider the proximity and condition of surrounding buildings.
- c. Weather and environmental conditions
- d. Fall protection requirements for workers using scaffolds, such as guardrail systems or personal fall arrest systems
- e. The type and amount of scaffold equipment needed to access all areas to be worked on
- f. Proper storage and transporting of scaffolding components, materials and equipment
- g. The manner in which workers will access the scaffold (e.g., via ladders, stair rail systems)

**43.2 Scaffold Design:** Scaffolds must be designed by a qualified person. Tube and coupler scaffolds over 125 feet in height must be designed by a registered professional engineer. Tube and coupler scaffold design must comply with 29 CFR 1926.451–.452. The scaffold design must include the following:

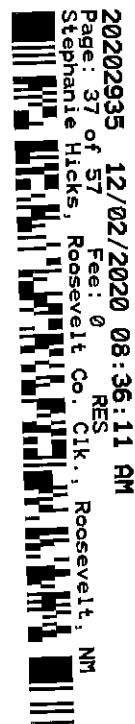
- a. Proper materials to construct the scaffold
- b. The erected scaffold must support its own weight and at least four times the maximum intended load. To accomplish this, the scaffold design must incorporate a realistic assessment of maximum intended loads on the scaffold at all stages of erection and loading. For example, if wrapped with mesh, will the scaffold support expected wind loads? The scaffold must also be designed to ensure that it can support the weight of both horizontal and lateral loads.
- c. Construction and loading must comply with engineered designs and manufacturers' requirements.
- d. Guardrails and toe-boards
- e. The amount of time needed to erect and dismantle the scaffold

#### **43.3 Erecting the scaffold:**

- a. Use footings that are level, sound, rigid and capable of supporting the load without settlement or displacement.
- b. Plumb and brace poles, legs, posts, frames and uprights to prevent swaying and displacement.
- c. Position the first level of bracing as close to the base as possible.
- d. Plumb and level the scaffold as it is being erected.
- e. Fasten all couplers and/or connections securely before assembling the next level.
- f. Install guys, ties and braces according to the manufacturer's recommendations.
- g. Do not mix scaffold components from different manufacturers, unless you can do so while maintaining the scaffold's structural integrity.
- h. When platform units are abutted together to create a long platform, each abutted end must rest on a separate support surface.
- i. Once erected, provide toe-boards on all railed sides to prevent falling object hazards.

#### **43.4 Using the scaffold:**

- a. Make sure that a competent person inspects the scaffold before each work shift.
- b. If during the inspection a defect or damage to the scaffold is discovered, the scaffold must be tagged out and not used until repairs are made. Attach tags at access point of the scaffold.
- c. Use scaffolds according to the manufacturer's instructions.



- d. Never load a scaffold beyond its maximum intended load or rated capacity.
- e. Do not use makeshift methods to increase the working height of the scaffold platform, such as with ladders, buckets or blocks.
- f. Employees must not work on platforms covered with snow, ice or other slippery material.
- g. The employer must provide suitable access to and between scaffolds, such as portable ladders, hook-on ladders, attachable ladders and stairway-type ladders.

When dismantling the scaffold, check to ensure that the scaffold has not been structurally altered in a way that would make it unsafe. Before beginning dismantling procedures, reconstruct and/or stabilize the scaffold as necessary.

Only trained and authorized persons should be allowed to use a scaffold. This training must be provided by a qualified person who understands the hazards associated with the type of scaffold being used and who knows the procedures to control or minimize those hazards. Training must include how to safely do the following:

- Use the scaffold, handle materials on the scaffold and determine the maximum load limits when handling materials
- Recognize and avoid scaffolding hazards such as electric shock, falls from heights and being hit by falling objects
- Erect, maintain and disassemble fall and falling object protection systems

Erectors and dismantlers of tube and coupler scaffolds are at risk because their work starts before ladders, guardrails and platforms are completely installed. These workers must also be trained to do the following:

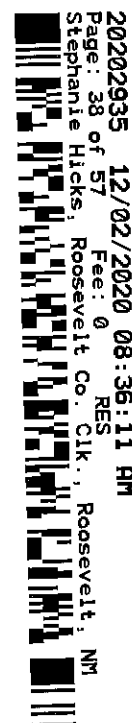
- Recognize scaffold hazards
- Properly erect, move, operate, repair, inspect, maintain and disassemble the scaffold
- Identify the maximum load-carrying capacity and intended use of the scaffold

#### **43.4 To avoid scaffold hazards, employers must do the following:**

- a. Ensure that a competent person supervises and directs workers erecting, moving, dismantling or altering a scaffold;
- b. Provide a safe means of access for each worker erecting or dismantling the scaffold. As early as possible, install hook-on or attachable ladders;
- c. Ensure that workers do not climb diagonal braces to reach the scaffold platform;
- d. Provide fall protection for workers erecting or dismantling the scaffold; and
- e. Secure scaffolds to the structure during erection and dismantling.

**44.0 FALL PROTECTION:** This policy establishes how will enhance safe working conditions at the facilities located on County property through the establishment of specific walking and working surface requirements and protection from fall hazards.

- a. Awareness-Level Training: Provided to employees who do not have job responsibilities that involve working at elevated heights. Training will be provided within the first week of employment or re-assignment into a new area. Refresher training will be provided when conditions in the workplace warrant new training; and



- b. Practitioner-Level Training: Provided to employees who have job responsibilities that will require them to work on or at elevated heights. Training must be provided before the employee is required to perform any job that will have them working at an elevated height. Practitioner-level training will be provided on an annual basis or whenever conditions in the work environment warrant more frequent training such as when new equipment with new working platforms is delivered to the County.

**45.0 TRENCHING AND EXCAVATING:** In accordance with OSHA 29 CFR 1926 Subpart P, safety and health programs must be in place to address the variety of hazards workers' face while in excavation sites. The following guide is designed to provide best practices to prevent trenching injuries and fatalities for trenches less than 20 feet deep.

• Soil type	• Height/Depth ratio	• Slope angle
• Stable Rock (granite or sandstone)	• Vertical	• 90°
• Type A (clay)	• 3/4:1	• 53°
• Type B (gravel, silt)	• 1:1	• 45°
• Type C (sand)	• 1 1/2:1	• 34°
• Type A (short-term); for a max. excavation depth of 12 feet	• 1/2:1	• 63°

**45.1 Pre-Planning:**

- Contact utilities to locate all underground lines prior to digging
- Evaluate soil conditions (see chart)
- Based on soil type, determine maximum allowable slope for excavations less than 20 feet based on angle to the horizontal (see chart)
- Select appropriate protective systems
- Determine proximity to the structures that could affect the choice of protective system
- Test for low oxygen, hazardous fumes and toxic gases, especially when gasoline engine driven equipment is running, or the dirt has been contaminated by leaking lines or storage tanks
- Insure adequate ventilation or respiratory protection, if necessary
- Provide a warning system for mobile equipment, if necessary
- Plan for vehicle traffic control, if necessary
- **Train all workers to recognize existing or potential hazards and how to protect themselves from cave-ins.**

*Chart Source: OSHA Technical Manual, Section V, Chap. 2, Excavations: Hazard Recognition in Trenching and Shoring (Jan. 1999).*

**45.2 Protective Systems:** Always use a protective system, such as sloping, shoring or shielding, for

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 Stephanie Hicks, Roosevelt Co. Clerk, Roosevelt, NM  
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**45.2 Protective Systems:** Always use a protective system, such as sloping, shoring or shielding, for trenches 5 feet deep or greater.

- a. Slope to protect workers by cutting back the trench wall at an angle inclined away from the excavation that is not steeper than a height/depth ratio of 1 1/2:1, according to the sloping requirements for the type of soil.
- b. Shore to protect workers by installing supports to prevent soil movement for trenches that do not exceed 20 feet in depth.
- c. Shield to protect workers by using trench boxes or other types of supports to prevent soil cave-ins.

**45.3 Access & Egress:** Instruct employees to never enter an unprotected trench.

- If trench is four feet deep or more, provide stairways, ladders, ramps or other safe means of egress
- Insure structural ramps used solely for access or egress are designed by a competent person
- Provide ladders or steps within 25 lateral feet of workers
- When two or more components form a ramp or runway, they must be connected to prevent displacement, and be of uniform thickness
- Cleats or other means of connecting runway components must be attached in a way that would not cause tripping
- Structural ramps used in place of steps must have a non-slip surface
- Use earthen ramps as a means of egress only if a worker can walk them in an upright position, and only if they have been evaluated by a competent person
- Keep excavations open the minimum amount of time needed to complete operations

**45.4 Inspection Procedures:** Inspections should be conducted by a competent person who has training in soil analysis, use of protective systems, is knowledgeable about the OSHA requirements and has authority to immediately eliminate hazards.

Inspect trenches daily for evidence of possible cave-ins, hazardous atmospheres, failure of protective systems, or other unsafe conditions. Inspect the trench:

- Before construction begins
- Daily before each shift
- As needed throughout the shift
- After any hazard-increasing event such as a rainstorm, vibrations or excessive surcharge loads.

**45.5 Considerations for Excavated Materials:** Excavated materials are hazardous if they are set too close to the edge of a trench. The weight of the spoils can cause a cave-in, or spoils and equipment can roll back on top of workers, causing serious injuries or death. Provide protection by one or more of the following:

- Set spoils and equipment at least two (2) feet back from the excavation
- Use retaining devices, such as a trench box that will extend above the top of the trench, to prevent equipment and spoils from falling back into the excavation
- Where the site does not permit a two-foot setback, temporarily haul spoils to another location

**46.0 FLAGGING AND TRAFFIC CONTROL:** See Road Department Policy and OSHA guidelines.





**47.0 HAND TOOLS AND POWER TOOLS:** This section establishes minimum safety procedures for the selection, inspection and use of hand and portable power tools and applies to County issued tools as well as employee owned tools.

- a. Operators must be trained and authorized to operate power tools;
- b. Operators must refrain from using power tools in an explosive or flammable environment;
- b. Operators must inspect and test all tools and their parts (including guards and safety mechanisms) before operation;
- c. Operators must avoid using equipment that has been damaged or modified in transit, storage, or otherwise;
- d. Operators must be satisfied, after inspection of the tool, ensuring the tool is clean, that all moving parts will operate as designed, and that the tool is free of obstructions;
- e. Operators must inspect the work area for hazards before igniting or operating a power tool;
- f. Operators must take precautions to protect others from power tool usage hazards such as:
  - Using Caution Tape, Traffic Cones or other barricades to isolate the area;
  - Posting warning signs;
  - Erecting temporary barriers;
  - Holding pre-job conferences with personnel in the work area; and
  - Scheduling work for hours when others are not present in the work area.

**47.1 Operators must only use approved tools.** To be OSHA approved, power tools must;

- a. Be equipped with ignition and activation mechanisms that require manual and intentional operation;
- b. Be equipped with a dual ignition mechanism, if applicable (consult OSHA regulations for details and exceptions);
- c. Be equipped with guards to protect the operator against accidental contact with the tool;
- d. Be equipped with guards to prevent ejection of the tool, of its parts or of debris during operation;
- e. Be equipped with guards that automatically and instantly cover the tool when the tool is not in use, if applicable (consult OSHA regulations for detailed guard information on specific tools);
- f. Be equipped with guards that must be set in place before operators can activate the tool, if applicable (consult OSHA regulations for detailed guard information on specific tools);
- g. Be equipped with a constant pressure switch or a shutoff mechanism that deactivates the tool or automatically and instantly sets guards to cover the tool when the tool seems to not be performing its intended work;
- h. Be designed so the location of the ignition and operation controls minimizes the possibility of accidental operation;
- i. Be designed to allow for an easy examination of the tool to determine the presence of foreign objects (or matter) on the tool;
- j. Be designed to allow for an easy examination of the tool and to determine the existence of damaged or otherwise altered tool components;



- k. Be designed to display prominently and permanently any warnings or instructions operators must follow to ensure the safe ignition, operation, and deactivation of the tool; and
- l. Be designed, if applicable, to allow operators to select the appropriate power level to accomplish the desired work without applying excessive force.

For convenience, some tools may operate with a lock mechanism to prevent an automatic shutoff, provided that such mechanism can be deactivated by a single motion of the finger(s) that turned it on. Consult OSHA regulations for detailed information on allowed lock mechanisms.

**47.2 Operators must receive training before being assigned to jobs requiring the use of power tools;**

- a. receive training when new or different tools are introduced;
- b. receive training when procedures for operating existing tools change;
- c. have access to instruction manuals; and
- d. maintain updated instruction manuals for power tools.

**47.3 Power Tool Operation.** All operators and assistants must wear PPE while using tools as required by working conditions. Operators must:

- a. not load power tools far in advance. Operators should load power tools immediately before use.
- b. select the appropriate power level for the desired work. Operators must not use excessive force on very hard or brittle materials.
- c. install on the tools the guards and safety equipment recommended by the manufacturer.
- d. consider body placement when handling a tool.
- e. Never use hands or other body parts to support a work piece;
- f. Keep body parts out of the path of the power tool and the debris created while operating the tool; or
- g. Avoid using force that may cause them to fall or lose balance while operating the tool.

When a tool becomes defective during use, the operator must cease to use it immediately, must follow the manufacturer's instructions to unload the tool, and must discontinue its use until the tool is satisfactorily repaired.

**47.4 Specific Tool Requirements.** When using electric tools, operators must:

- a. Keep cords out of aisles and traffic areas where they could be damaged by traffic and/or cause pedestrians to trip;
- b. Keep cords away from heat sources and equipment that could cause mechanical damage;
- c. Make sure the tool is plugged into a GFCI receptacle or extension cord equipped with a GFCI;
- d. Make sure that their hands, the tools, and all cords are dry and kept away from wet environments; and
- e. Make sure that cords are rated for the same amperage as the tool.
- f. Make sure the chuck is tight prior to use; and
- g. Remove the chuck key from the chuck prior to use.



## 48.0 CONFINED SPACES:

**48.1 Space Evaluation:** All permit required confined spaces in our facilities are identified see administration for details. We will continue to evaluate all new equipment and process changes to ensure that no additional permit-required spaces are created.

**48.2 Space Marking:** All permit required confined spaces will be conspicuously marked with a warning sign at each potential entry point. A sign reading "DANGER--PERMIT--REQUIRED CONFINED SPACE, DO NOT ENTER" or using other similar language.

**48.3 Non-Permit Required Confined Spaces:** Entry into non-permit required confined spaces is not regulated by this procedure. Employees are always required to evaluate the potential hazards of all jobs prior to beginning work. If any questions or concerns arise during the evaluation, the employee should discuss the issue with his or her supervisor.

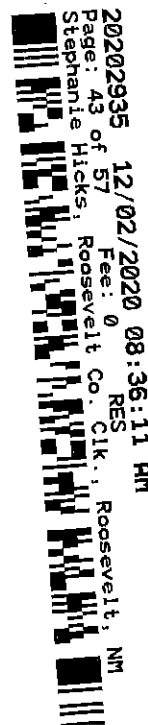
**48.4 Alternate Procedures:** Permit required confined spaces can be reclassified as non-permit required spaces as described below:

- a. If the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the space, the permit space may be reclassified as a non-permit space for as long as the non-atmospheric hazards are eliminated.
- b. The employee, using properly calibrated direct-reading instrumentation, will test for oxygen content, flammable gases and vapors, and potential toxic air contaminants. Readings will be taken in the order listed in this paragraph. Acceptable readings include:
  - c. Oxygen Content: Between 19.5% and 23.5%
  - d. Flammable Gases/Vapors: Below 10% of the lower flammable limit
  - e. Toxic Air Contaminant: "Any air conditions defined as a hazardous atmosphere" by this policy
- f. Testing shall be done from the exterior of the entrance to the space. At no time will any portion of an employee's body break the plane of the entrance to the space to conduct atmospheric testing. If entry into the space is required to conduct testing or eliminate hazards, entry shall be done in accordance with permit space entry procedures outlined in this policy.
- g. If, after testing is complete, it is determined there are no atmospheric hazards or any other hazards that could potentially cause injury or harm, the space can be reclassified as a non-permit space and eliminated from the permit-space entry procedures. The atmosphere will be monitored continuously during the entry. This reclassification may remain in force as long as atmospheric hazards are not present.

**48.5 PERMIT-REQUIRED CONFINED SPACE ENTRY:** An entry supervisor will be assigned to complete the permit (see Appendix)

The following steps will be completed and checked off as applicable on the permit:

- a. All connecting lines, ducts and pipes connected to chemical, gas and utility sources will be broken and capped or blanked;
- b. Heating devices (e.g. jackets, coils, mantels, etc.) will be rendered safe either through line breaking/blanking or electrical lockout/tagout;
- c. All mechanical, hydraulic and electrical hazards (e.g. agitators, machine drives, electrical lines, etc.) will be controlled through lockout/tagout;
- d. The space will be rinsed and/or dried if there is a build-up of hazardous or slippery material on the walls of the space;
- e. The space will be cooled down to 110 degrees Fahrenheit or less;



- f. Safe access to the space will be provided;
- g. Any open entrances will be appropriately blocked to prevent accidental entry;
- h. Adequate lighting will be provided either through low voltage lighting or through 110 Volt plugged into a Ground Fault Circuit Interrupter (GFCI);
- i. The space will be metered, in the order listed, to determine the following:
  - Oxygen content:  $\geq 19.5\%$  and  $\leq 23.5\%$
  - Lower Explosive Limit:  $\leq 10\%$
  - All chemical exposures less than the OSHA PEL and/or other exposure guidelines used by the County and
  - For vertical entries, the retrieval system will be set-up at the entry point.

**48.6 Permit Completion:** The permit will be completed by the entry supervisor. All information requested on the permit will be completed by the entry supervisor or NA (not applicable) will be written in.

The time of permit issuance will always be written in. In no case will a permit remain valid for more than eight (8) hours. If the job runs past eight (8) hours, a new permit will be issued. Expired permits will be returned to the issuer of the permit.

**48.7 Personnel Preparation:** An entrant(s) and attendant(s) will be assigned. All personnel involved with the entry and their representative can observe all aspects of the preparation. The Rescue Service will be notified that an entry will be taking place. Proper personal protective equipment will be selected and obtained for the entrant. The rescue service will also have access to an adequate supply of the required PPE for a rescue team and a stand-by team. Communication methods will be selected based on the size, location and characteristics of the space. The entry supervisor will brief the entrant(s) and attendant(s) on all aspects of the job. At any time, the entry supervisor, the entrant and/or the attendant can cancel the permit and cause the entry to be either postponed or stopped due to a safety concern.

All required equipment for entry including: communication, lighting, access, safety and rescue as well as the tools needed to accomplish the job will be available at the entrance. Continuous space atmosphere monitoring will be established either by the attendant or by the entrant. The attendant will stay in the immediate area of the entrance to the space and will stay in contact with the entrant.

The entry supervisor will formally approve the entry to begin. At any time during the job the entry supervisor, entrant or the attendant can cancel the permit and cause the entry to be either postponed or stopped due to safety concerns.

The attendant will document meter readings at intervals decided upon by the entry supervisor, but not longer than one hour. When testing for atmospheric hazards, test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors.

The attendant will immediately communicate any exterior condition to the entrant that could affect her/his safety (e.g. fire alarm, severe weather, etc.).

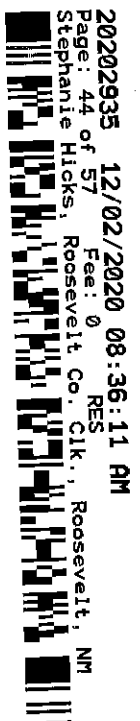
The entry permit will be closed out by listing the time of space exit and any other pertinent information.

The Rescue Service will be notified that the entry is complete.

The entry closure will be replaced.

Blanked and capped piping, tubing, ducts etc. will be re-attached.

Disconnected hydraulic, mechanical and/or electrical equipment will be reattached.



Lockout/tagouts will be released.

All safety and entry equipment will be cleaned and returned to storage locations.

The cancelled permit will be returned to the issuer of the permit.

#### **48.8 DUTIES OF EMPLOYEES:**

**Entry Supervisor:** The entry supervisor will:

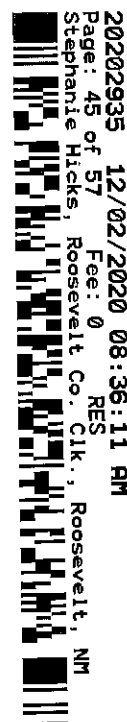
- a. Know and understand the hazards that may be faced during entry, including information on the signs or symptoms, and consequences of the exposure.
- b. Verify, by checking that: the appropriate notations have been made on the permit; all tests specified by the permit have been conducted; and all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
- c. Terminate the entry and cancel the permit when reasons for entering the space have been completed or when an unacceptable condition within the space or outside the space is detected.
- d. Verify that rescue services are available and that the means of calling the rescue service is operable. The entry supervisor will ensure that the attendant knows the method for summoning help if rescue is required.
- e. Remove unauthorized individuals who enter or who attempt to enter the permit space during entry operations.
- f. Determine, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, which entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

**Entrant:** All entrants will know the following:

- a. Hazards that may be faced during entry, including information on the mode, signs, or symptoms, and consequences of the exposure.
- b. Proper use of equipment as required above.
- c. Means and methods of communication so the attendant can properly monitor work of entrants and so the attendant can provide warning for evacuation.
- d. To alert the attendant whenever the entrant recognizes warning signs or symptoms of exposure to a dangerous situation, or the entrant detects a condition that would warrant immediate evacuation.
- e. To exit from the permit space as quickly as possible whenever:
- f. An order to evacuate is given by the attendant or the entry supervisor;
- g. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation;
- h. The entrant detects a prohibited condition; or
- i. An evacuation alarm is activated.

**Attendant:** All attendants will:

- a. Know the hazards that may be faced during entry or while in the space, including information on the mode, signs or symptoms, and consequences of the exposure to suspected hazards.
- b. Be aware of possible behavioral effects of hazard exposure in authorized entrants.
- c. Continuously maintain an accurate count of authorized entrants in the permit space and ensure that the means used to identify authorized entrants is precise at all times.
- d. Remain outside the permit space during entry operations until relieved by another authorized attendant(s). Note: When the employer's permit entry program allows attendant entry for rescue, attendants may enter a permit space to attempt a rescue if they have been trained and equipped for rescue operations.
- e. Communicate with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space when conditions warrant an immediate evacuation.
- f. Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately



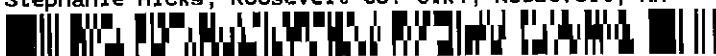
- f. Monitor activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions:
  - If the attendant detects a hazardous condition;
  - If the attendant detects a change in the behavior of any authorized entrant which would suggest an exposure to a hazard;
  - If the attendant detects a situation outside the space that could endanger the authorized entrants; or
  - If the attendant cannot effectively and safely perform all the duties required as outlined in this policy;
  - Summon rescue and other emergency services as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
- g. Do the following when unauthorized person(s) approach or enter a permit space while entry is underway:
  - Warn the unauthorized person(s) that they must stay away from the permit space;
  - Advise the unauthorized persons they must exit immediately if they have entered the permit space; or
  - Inform the authorized entrants and the entry supervisor, if unauthorized person has entered the permit space.
- h. Perform non-entry rescue (rescue attempts that do not cause the attendant to break the plane of the entry to the space) when it is determined a rescue of entrants is required.
- i. Perform no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

**Contractors:** Any contractor who will be engaged in a permit required confined space entry must, at a minimum, follow this procedure. Whenever a contractor will be involved in a permit required confined space entry, a written plan for the entry will be submitted to the department head prior to the work being scheduled. The department head or a designated employee who has been trained as an entry supervisor, will approve the contractor written plans.

**48.9 Training:** Training will be provided for all personnel who are attendants, entrants or entry supervisors as follows:

- a. Before the employee is assigned duties relating to permit required confined space entry;
- b. Before the employee's assigned duties change;
- c. Whenever there is a change in operations that presents a hazard that the employee has not been trained in previously; or
- d. Whenever there is an indication that the procedure is not being followed safely and/or when there are indications that employee practices or knowledge do not meet the requirements.
- e. All training will be certified in writing with the employee's name, the signature or initials of the trainer, and the date of training in addition to an outline of material presented. The certification shall be available for inspection by employees and their authorized representatives.

**APPENDIX A**  
**APPENDIX B**  
**APPENDIX C**  
**APPENDIX D**  
**APPENDIX E**



Appendix A

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

In accordance with New Mexico law, Section 52-1-29, Section 52-3-19 and Section 52-1-49,
NMSA 1978; NMAC 11.4.4.11
Conforme a la Ley de la Compensación de los Trabajadores, Sección 52-1-29, Sección 52-3-19 y Sección 52-1-49,
NMSA 1978; NMAC 11.4.4.11

I, \_\_\_\_\_, was involved in an on-the-job accident or was
disabled
Yo, (name of employee/nombre del empleado) 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: \_\_\_\_\_

Where did the accident occur? \_\_\_\_\_

Número de seguro social del empleado: ¿Dónde ocurrió el accidente?

What happened? \_\_\_\_\_

¿Qué ocurrió?

To be completed by Employer:

Worker will choose health care provider. Yes.

No

Trabajador elegirá proveedor de atención médica.

Completado por el empleador:

If No, Worker has the right to change health care provider

If Yes, Employer has right to change health care provider after 60 days.

En caso afirmativo, el empleador tiene derecho a cambiar de
a cambiar de proveedor proveedor de atención médica después de 60 días.

En caso que no elige, el trabajador tiene derecho
de atención médica

después de 60 días. WORKER'S INITIALS \_\_\_\_\_

Signed: \_\_\_\_\_

INICIALES DEL TRABAJADOR

Signed/Notice Received: \_\_\_\_\_

Firma: (employee/empleado)
representative/empleador o representante)

Firma/Notificación recibida: (employer or

Date/Fecha: \_\_\_\_\_

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

Employer/employee: Each keep one copy. Empleador/empleado: Retener una copia.



Appendix A

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

In accordance with New Mexico law, Section 52-1-29, Section 52-3-19 and Section 52-1-49,
NMSA 1978; NMAC 11.4.4.11
Conforme a la Ley de la Compensación de los Trabajadores, Sección 52-1-29, Sección 52-3-19 y Sección 52-1-49,
NMSA 1978; NMAC 11.4.4.11

I, \_\_\_\_\_, was involved in an on-the-job accident or was disabled
Yo, (name of employee/nombre del empleado) 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/la(s) hora(s)) el (date/fecha) del 20\_\_\_\_\_.

Employee's social security number: \_\_\_\_\_

Where did the accident occur? \_\_\_\_\_

Número de seguro social del empleado:

¿Dónde ocurrió el accidente?

What happened? \_\_\_\_\_

¿Qué ocurrió?

To be completed by Employer:

Worker will choose health care provider. Yes

No

Completado por el empleador:

Trabajador elegirá proveedor de atención médica.

If Yes, Employer has right to change health care provider after 60 days.

If No, Worker has the right to change health care provider

En caso afirmativo, el empleador tiene derecho a cambiar de a cambiar de proveedor proveedor de atención médica después de 60 días.

En caso que no elige, el trabajador tiene derecho de atención médica

después de 60 días. WORKER'S INITIALS \_\_\_\_\_

Signed: \_\_\_\_\_

INICIALES DEL TRABAJADOR

Signed/Notice Received: \_\_\_\_\_

Firma: (employee/empleado)
representative/empleador o representante)

Firma/Notificación recibida: (employer or

Date/Fecha: \_\_\_\_\_

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.

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O Regulations (Standards- 29 CFR)- Table of Contents

- Part Number: Respirator Medical Evaluation Questionnaire (Mandatory). e-CFR
- Part Title:
- Subpart:
- Subpart Title:
- Standard Number:
- Title:
- GPO Source:

1910  
Occupational Safety and Health Standards

I  
Personal Protective Equipment

1910.134 App C

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S  
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**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").

L 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

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Stephanie Hicks, Roosevelt Co. Clk., Roosevelt, NM



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

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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 face-piece 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

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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,

L. 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/No2. 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

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

s. 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.

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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 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)


Regulations (Standards - 29 CFR) - Table of Contents

Occupational Safety and Health Administration  
200 Constitution Ave., NW,  
Washington, DC 20210 -  
1-800-321-6742 (OSHA)  
TTY  
www.OSHA.gov

Federal GOVERNMENT

Occupational SAFETY AND HEALTH

ABOUT THE SITE

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Stephanie Hicks, Roosevelt Co. Clerk, Roosevelt, NM  


Appendix D

PUBLIC AND PRIVATE RECORD RELEASE

State and Federal privacy laws protect and prescribe restrictions regarding access to certain confidential and personal information. This form authorizes the release of motor vehicle, employment, and criminal background information to Roosevelt County and its authorized representative for employment or insurance eligibility purposes. This form remains in effect for duration of employment.

By signing below:

I authorize Roosevelt County and its authorized representative to investigate and review driving, motor vehicle, employment histories, criminal histories, and related information periodically during the duration of my employment or insurance relationship with Roosevelt County.

I understand that my employment or insurance eligibility is contingent upon Roosevelt County and its authorized representative's review of such information; and

I confirm that I have read and understand this Disclosure Statement.

Roosevelt County:

Signature Date SS No. (for Criminal Records only)

Printed Name (as it appears on driver license) Driver License No/State/Exp. Date/Class

Birth Date - Month/Date/Year Valid Email Address

Circle Gender: M or F





## Appendix E

### COMPANY NURSE INTRODUCTION

In an effort to more effectively manage our workers' compensation claims, **Roosevelt County** has implemented an injury management program called Company Nurse®. When you encounter a workplace injury, the supervisor and injured employee will call the Company Nurse® injury Hotline as soon as possible after the injury/incident occurs. After the Injury Care Coordinator records the injury and incident information, the attending nurse will provide first aid advice and direct the injured employee to an appropriate workers comp treatment site if needed. COMPANY NURSE® will handle all initial reporting of workplace injuries.

#### Here's how it works:

The process is simple. Just call! If an injury is not a medical emergency, the INJURED WORKER will telephone COMPANY NURSE® at **1-877-518-6706** before seeking treatment. They will speak with a Registered Nurse who will assist the employee with his or her medical needs and expedite the claims processing. The nurse will talk to the manager first and then the employee to determine what kind of treatment, if any, is necessary for the employee based upon their conversation with them and the manager.

#### Important Hotline facts:

The COMPANY NURSE® INJURY HOTLINE is available 24 hours per day, seven days per week.

- Company Nurse® will complete the First Report of Injury form and email or fax it to our claims processing administrator.
- The Injured Worker only needs to report the injury once to Company Nurse®. However, you can call back any time with changes or updates to the report if needed.
- Company Nurse® will handle all initial reporting of employee incidents.

The advantage of a medical professional assisting in directing the employee's medical treatment should result in cost savings and fewer claims if first aid can be applied. Furthermore, employees will receive instant telephonic first aid advice from a Registered Nurse and be referred for further treatment if needed.

Your cooperation and participation are appreciated. Please do not hesitate to contact **Deb Olds** at **575-356-5307** if you have any questions regarding this process.

888.817.9282-8360 E Via De Ventura Blvd, Suite L200 Scottsdale, AZ 85258 CompanyNurse.com



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