

TABLE OF CONTENTS

Introduction	3
Statement of Safety Policy Directive.....	4
Responsibilities of the Employee, Department Heads & Supervisors.....	5
Responsibilities of Woodbury County Board of Supervisors & Safety Office.....	5
Training & Orientation.....	6
Documentation of Safety Training.....	6
New Employee Safety Orientation.....	6
Worksite Inspections.....	7
Safety Meetings.....	7
Supervising Others.....	7
Injury on Duty.....	8
Employee Responsibilities.....	8
Supervisor Responsibilities.....	8
Return to Work Program.....	9
Outside Contractors.....	11
Disciplinary Policy.....	11
Video Display Terminals.....	12
General Office Safety.....	13
Mail Screening Procedures.....	14
Packages.....	14
Immediate Actions.....	15
Appendix A: First Report of Injury.....	17
Appendix B: Employee Incident/Accident Report.....	18
Appendix C: Supervisors Incident/Accident Report.....	19
Woodbury County Safety Program.....	20
Personnel Protective Equipment.....	21
Protective Clothing.....	22
Motorized Equipment and Power Tools.....	23
Grinding Wheels.....	24
Wood Working Machinery.....	25
Lawn Maintenance Equipment.....	26
Chain Saws.....	27
Air Hammers.....	28
Hand Tools.....	29
Ladders.....	30
Hoisting Equipment.....	31
Welding and Cutting Procedures.....	32
Spray Painting Procedures.....	33
Vehicle Operations/Vehicle Backing Operations	34
Fork Lift Operations.....	35
Fork Lift Loading.....	36
Tree Trimming Operations.....	37
Equipment Operations Cranes.....	38
Hi-Rangers.....	39
Noxious Gases and Vapors.....	40
Trench Safety.....	41
Trench Safety Check List.....	42
Fundamentals of Work Site Traffic Control.....	43

INTRODUCTION

Accidents are caused by either unsafe acts or unsafe conditions and the majority of "accidents" can be eliminated. This booklet was designed to inform and remind you of the policies and procedures you are to follow as a County employee. Each department also has rules and procedures which you should become familiar with as well. In some cases, departmental rules may be more stringent than the County policy.

Before starting any project, no matter how small...

Stand still and consider the potential hazards to yourself, someone else, the equipment, or the project.

On-the-job-safety is the responsibility of everyone.

The life or limb you save could be your own.

DEFINITIONS

Temporary and regular employees alike are responsible for keeping themselves informed on the County-wide and departmental safety procedures.

SHALL: When the word *shall* appears, the rule is to be obeyed.

SHOULD: When the word *should* appears, it indicates the recommended procedure set forth by the county. In some areas departmental rules may be more stringent

SUPERVISOR: When the word *Supervisor* appears, it indicates the department manager or designee.

OSHA GENERAL DUTY CLAUSE: The general duty clause requires every employer to provide every employee with a place of employment that is free from recognized hazards that are causing or are likely to cause death or serious physical harm.

THE SAFETY PROGRAM

STATEMENT OF SAFETY POLICY DIRECTIVE

As officials of Woodbury County, we are concerned with accidents and injuries to employees. Accidents cause untold suffering and financial loss to everyone. The reduction of medical expenses and compensation payments could provide funding towards needed services and programs.

Woodbury County recognizes its obligation to provide the safe working conditions to its employees and has established the following protocol:

- A. Employees will be provided required personal protective equipment as required by their department.
- B. Instruction and training of safety precautions will be provided by supervisors, managers, directors and elected officials.
- C. Work practices will be reviewed.
- D. There will be safety training meetings, accident reports and investigations.

The Human Resource Department serves as the Safety Office and will be responsible for and reporting to the Board of Supervisors.

The Safety Program will provide the establishment of a Safety Committee, job safety minimum requirements and safety training, safety meetings, reporting and investigations of accidents.

Each department will support the Safety Program with department heads, supervisors, manager, directors and elected officials responsible for employee actions.

All employees will be expected to follow safety procedures, obey safety rules and participate in the safety program. We must all make every effort to reduce the burden of accidents.

Disciplinary action for not complying with safety rules of Woodbury County or of the individual department is the same as for any other type of insubordination. Discipline is used for not following work rules, policies or procedures or other infractions.

RESPONSIBILITIES OF THE EMPLOYEE

- A. Attend safety meetings/safety training.
- B. Report all incidents/accidents.
- C. Make suggestions for improvements or point out hazards noticed in the workplace.
- D. Use safety equipment that is provided.
- E. Operate only equipment that has been authorized and/or instructed to use.
- F. Understand and comply with safety rules, procedures and policies.

RESPONSIBILITIES OF DEPARTMENT HEADS, MANAGERS, DIRECTORS, ELECTED OFFICIALS AND SUPERVISORS

- A. Report and do an internal investigation of all accidents as soon as they occur and complete the employee and supervisor incident/accident report form; write the required incident/accident auto report; submit the report to the Human Resource Department within 24 hours.
- B. Cooperate to create and maintain a safe working environment.
- C. Train new and temporary employees on safety procedures and practices as well as provide continuing training for current employees.
- D. Require wearing of certain safety equipment that is provided by the County. Encourage use of that which is not provided; i.e.: steel-toed boots, safety footwear, or boots instead of tennis shoes for some jobs.
- E. Be open to safety suggestions of employees and co-workers.
- F. Promote safety by example.
- G. Make first aid kits readily available in all areas.
- H. Don't take shortcuts at the expense of safety.
- I. Provide and maintain necessary equipment for each job task as budgets allow.
- J. Do worksite safety inspections.
- K. Conduct (coordinate with the supervisor to conduct) meetings to discuss safety issues.
- L. Recommend policies and procedures to the Safety Committee.

RESPONSIBILITIES OF WOODBURY COUNTY BOARD OF SUPERVISORS

- A. Support the Safety Program.
- B. Give fair evaluation and consideration to suggestions of the Safety Committee.
- C. Purchase needed safety equipment.
- D. Require safety training programs.
- E. Promote safety awareness.

RESPONSIBILITIES OF THE SAFETY OFFICE

- A. Develop appropriate safety forms and records.
- B. Keep an incident/accident investigation file, records of meetings, and periodically prepare reports for the Board of Supervisors and department heads, directors, supervisor, manager and elected officials on progress that has been made in the Safety Program.
- C. Chair the Safety Committee.
- D. Make arrangements for training and special classes; i.e.; CPR/First Aid/AED, Defensive Driving, etc.
- E. Assist in getting ideas and materials for Safety Committee meetings and departments.
- F. Write proposed policy directives and organize subcommittees for special projects.
- G. Review the Safety Manual on an annual basis and make recommended changes.

TRAINING AND ORIENTATION

The department head, director, supervisor, manager, elected official or their designee will provide ongoing safety training in the following areas as the need arises:

- New equipment purchases.
- New/changes in operations.
- Identified areas of increased incidents/accidents.
- Newly identified areas of exposure.
- Annual refresher training required for each program.

DOCUMENTATION OF SAFETY TRAINING:

Documentation from any training courses attended by employees, supervisors, directors, elected officials or managers will be kept for recordkeeping purposes. Documentation associated with safety meetings and training will be kept in the Human Resource Department. Employees who do not attend regularly scheduled safety meetings or training activities will be identified and scheduled to attend makeup training. Documentation will be noted for employees that attend makeup training.

NEW EMPLOYEE SAFETY ORIENTATION:

Department Heads, managers, directors, supervisors, elected officials or their designee will provide an orientation to all new employees to address the hazards of the position. This will include a review of all safety rules, policies/procedures, equipment, etc. that are applicable to the new employee's area of assignment. The new employees will be given an opportunity to ask any relevant questions that may pertain to the assigned duties. Documentation of the safety orientation training for each new employee will be maintained in the Human Resource Department.

WORK-SITE INSPECTIONS

The purpose of work-site inspection is to identify potential hazards that can be eliminated and reduce the risk of incidents/accidents.

PROCEDURE:

- A. A checklist of systematic inspections are prepared and sent to the department heads, directors, managers, elected officials and supervisors.
- B. Periodic inspection conducted by the department head, manager, supervisor, director, elected official or designee experienced in the field. The Safety Officer or designee shall insure quarterly or as needed work-site inspections are completed.
- C. The department head, manager, supervisor, director or elected official uses the check list and any previous check lists or reports to monitor progress.
- D. The goal is to offer helpful suggestions on ways to create a safer working environment. The purpose is not to find fault, blame, except in cases of continued negligence or apathy.
- E. Inspection made by insurance companies, fire departments and expert building inspectors will also aid in recognizing potential hazards.
- F. Results of inspections are sent to the Safety Committee for review and steps for correction to departments and their employees.

SAFETY MEETINGS

The County should have a minimum of one meeting each quarter or as necessitated by issues or projects. Employees are encouraged to recommend new fresh ideas for topics. Safety meetings teach new ideas, remind and update practices we already know and work to increase our safety awareness.

SUPERVISING OTHERS

Whether you are a supervisor, manager, director, elected official or not, chances are there are times when you will train or supervise new staff members, particularly temporary employees. Remember to convey a positive attitude towards safety. Take the time to teach them carefully in the safety procedures of their tasks. New employees are eager to please and sometimes refrain from asking questions. Use the following model:

- A. Go over the equipment pointing out the safe operating methods.
- B. Have them watch you perform the task.
- C. Let them try it while you watch.
- D. Check back periodically.

INJURY ON DUTY

IMMEDIATELY REPORT ALL INJURIES TO YOUR SUPERVISOR, MANAGER, DIRECTOR OR ELECTED OFFICIAL NO MATTER HOW SMALL THEY ARE.

EMPLOYEE RESPONSIBILITIES

ALL INJURIES

- a. Go to the nearest first aid kit if necessary and notify your supervisor, manager, director or elected official at once.
- b. Complete the Employer's First Report of Injury form and the Employee Incident/Accident Report and submit to your supervisor, manager, director or elected official. *See Appendix A, and B*
- c. Return forms within next business day.

INJURIES WITH MEDICAL TREATMENT

- a. Employees **may not** make the initial selection of the medical practitioner or clinic. Where an accident requires immediate medical attention, the employee will be taken to the nearest medical services. All other medical services shall be directed by the County's designated occupational health services provider and the Human Resource Department.
- b. Call your supervisor, manager, director or elected official after receiving treatment.
- c. Keep your supervisor, manager, director, elected official informed of your injuries and/or medical condition.

SUPERVISOR RESPONSIBILITIES

- a. Fill out the Supervisors Incident/Accident Report. *See appendix C*
- b. All forms are to be submitted to the Human Resource Department within 24 hours of the date of injury.

Note: Care must be taken to carefully fill out the form correctly. It is the responsibility of the employee and department head, director, manager, supervisor, elected official to submit within time limitations.

RETURN TO WORK PROGRAM

It is the purpose of this program to provide guidelines for employees injured on the job who are unable to return to his/her regular job classification upon returning to work.

- A. It is the policy of Woodbury County to provide modified or alternate work for employees injured on the job, which are unable to temporarily or permanently return to his/her regular job classifications. Regular modified and alternate work will be provided as available in compliance with the Americans with Disabilities Act (ADA) and Iowa Workers' Compensation Act.
- B. Woodbury County will make reasonable accommodations to a disability unless the accommodations would impose an undue hardship on the employer. The disabled employee must be able to perform the essential functions of the job with or without reasonable accommodation.
- C. The feasibility of reasonable accommodations shall be determined on a case-by-case basis taking into consideration the employee, the specific physical or mental impairment, the essential functions of the job, the work environment, and the ability to provide accommodations.
- D. Objectives:
 - a. To return employees who are injured on the job to work as soon as possible when there is not significant risk of substantial harm to themselves and others.
 - b. To minimize financial hardship and emotional stress to the employee who has sustained a work-related injury.
 - c. To assist employees in returning to work at a level as close as practicable to his/her pre-injury earnings and productivity.
 - d. To retain qualified and experienced employees.
 - e. To reduce the cost of disability benefit programs.
- E. Temporary Alternate Duty (TAD):
 - a. TAD is defined as modified duties or hours assigned to a worker injured on the job, when the physician indicates they can return to work but who are not yet physically capable of handling the entire job duties normally assigned, and his/her work-related injury has not reached maximum medical improvement.
 - b. The purpose of TAD is to provide temporary work, within medical restrictions, and within their department, for employees injured on the job. TAD may be available when medical prognosis indicates that the employees are expected to return to full duty following a course of medical treatment.
 - c. If an alternate duty position is available employees must be provided with TAD as soon as medically feasible. TAD should be consistent with the employee's physical/mental abilities.
 - d. Employees in TAD capacity will continue to receive the salary and benefits of his/her job classification. These will be proportionately adjusted in the case of part-time work. Status of TAD assignment should be reviewed after each medical appointment, normally every 7 to 14 days. TAD will not normally exceed three months.
- F. TAD Procedures:
The Human Resource Department:
 - a. Informs the physician about the TAD program and provides a copy of the injured employee's job description to the physician.
 - b. Informs the employee about the TAD program.

- c. Informs the Workers' Compensation Adjuster of the employee's availability to the TAD program.
- d. Obtains the information regarding the medical condition of the employee from the physician(s).

The Human Resource Department, department head, supervisor, manager, director or elected official or designee, along with Workers' Compensation Designee:

- a. Develops the work assignments on a case-by-case basis, if available, depending on the medical restrictions.
- b. Develops the appropriate TAD assignments, and monitors on-going medical and work adjustment.
- c. May meet with the employees to review TAD status.

Employee:

- a. Reviews and signs a Return to Work Program Statement of Acknowledgment.
- b. When the physician has determined that the Maximum Medical Improvement has been reached and the employee is able to perform the essential job duties of his/her job with or without reasonable accommodations, the employee shall return to the job classification and duties held prior to the work injury.

G. Permanent Restriction Resulting From Personal Injury/Illness:

- a. Employees who are off work due to personal injuries/illnesses may be required to complete functional capacity examinations before they can return to his/her former jobs. The cost of such examination will be paid for by the employer.

H. Responsibilities of the Employee:

- a. To determine the appropriateness of the job assignment, the employee who is unable to return to work without restriction is responsible for keeping his/her department head, manager, director, supervisor, elected official (or the department heads designee) informed of the status of the employee's medical condition.
- b. If the employee rejects any assignment within his/her department which he/she is compatible of with medical restrictions, the employee shall not be compensated by the County or the County's workers' compensation carrier with temporary, partial, temporary total or healing period benefits during the period of refusal (*Code of Iowa*, Section 85.53).

OUTSIDE CONTRACTORS

In letting contracts or in hiring short term contractors, the County will require the contractors to submit proof of insurance and their safety programs prior to work beginning. Before a contractor commences work in a County workplace, the Department Head who controls the work area will be responsible for informing all outside contractors of the elements of all safety programs of the county that affect the project.

DISCIPLINARY POLICY

Each employee shall be required to comprehend and abide by the contents of this Safety Program.

SAFETY REPRIMANDS:

Should employees be observed not following documented safety rules/procedures, the employee will be subject to being reprimanded or other disciplinary action. Supervisors, managers, directors or elected officials will make every effort to make sure employees are following safe work practices.

The County has developed a progressive disciplinary policy that applies to the safety and health program of Woodbury County. The disciplinary policy is a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment. The disciplinary policy applies to all employees of the County.

VERBAL WARNINGS:

Supervisors, managers, directors or elected officials may issue verbal warnings to employees that commit minor infractions or violations of the safety rules or safe work practices. Continued violations or verbal warnings will lead to more stringent action. Any verbal warning given to an employee will have a copy of such placed within their personnel file located in the Human Resource Department.

WRITTEN WARNINGS:

Supervisors, managers, directors or elected officials may issue written warnings for the following:

- Repeated minor violations of safety rules or procedures.
- Single serious violations of a rule or procedure that could have potentially resulted in injury to themselves or another employee or could have caused property damage.
- Activities that could potentially result in injury or property damage.

DISCIPLINARY LEAVE:

Supervisors, managers, directors, and elected officials may recommend and management may institute disciplinary leave for the above reasons and the following:

- A single serious violation of a rule or procedure that results in injury to an employee or property damage.
- Repeated violations or non-conformance to safety rules/procedures.

TERMINATION:

Supervisors, managers, directors and elected officials may recommend and management may concur in the termination of any employee for repeated serious violations of the above circumstances.

DOCUMENTATION:

The **Human Resources Safety Office** will maintain records of disciplinary action. Violations of County policies/procedures and/or safety rules, regulations or procedures will be documented. The documentation will state the type of violation and corrective action(s) taken.

VIDEO DISPLAY TERMINALS

Some VDT operators experience eyestrain, headaches, blurred vision after working in front of the VDT. Visual stress may also contribute to general body fatigue, reduced efficiency at work, and higher error rates as the day progresses. If your work requires many hours of constant data entry, most of the symptoms can be alleviated through a combination of correcting work station conditions, posture, and brightness reducing terminal filters.

DIRECT VISUAL SIGNS AND SYMPTOMS:

- A. Headache
- B. Eyestrain
- C. Irritated eyes
- D. Blurred Vision
- E. Slow refocusing from copy or screen to distant object
- F. Frequently losing place when moving eyes between screen and copy
- G. Difficulty in seeing clearly at a distance after prolonged VDT work
- H. Occasional or frequent doubling of vision
- I. Changes in color perception

INDIRECT VISUALLY RELATED SIGNS AND SYMPTOMS:

- A. Neck or shoulder tension, pain
- B. Back pain
- C. Excessive physical fatigue when using VDT.
- D. Increased irritability when using VDT
- E. Pains in arms, wrists, shoulders when working
- F. Increased nervousness
- G. Lowered visual efficiency and more frequent errors.

SUGGESTIONS:

- A. Keyboard, screen and copy should be equal distance from the eyes.
- B. Locate keyboard so wrist and lower arm are parallel to floor.
- C. Chairs should provide proper back support and be adjustable.
- D. Adjust chair height so feet are flat on the floor.
- E. Adjust work table so legs and knees are clear.
- F. Chair should be vertically adjustable.
- G. Adjust screen height so feet are flat on the floor.
- H. Correct light-do not face window, should face open space.
- I. Clean VDT screen regularly.
- J. White clothing causes reflections.
- K. Install a VDT screen filter.

GENERAL OFFICE SAFETY

- A. Avoid leaving chairs, waste baskets, cords or other obstacles in aisles where they may constitute a tripping hazard or prevent egress in an emergency.
- B. Close drawers, doors, or file cabinets when not in use or left unattended.
- C. Open only one file drawer at a time to avoid tip over.
- D. Use only approved fasteners like staples or paper clips, and remove staples with an approved staple remover. Staples and paperclips are coated with products that can cause serious infections. Report injuries and seek proper medical treatment if necessary.
- E. When disposing of sharp objects, such as broken glass, place them in a container that will prevent waste handlers or others from being injured.
- F. Use approved ladders or step stools when necessary to reach elevated items.
- G. Heavy items like furniture or equipment should be moved by employees assigned for this task. Don't risk injuries just to expedite something.
- H. Close paper cutters when not in use.
- I. Avoid looking into the light when using photocopiers, scanners and other such equipment. Close all covers before operating.
- J. Report any injuries and seek proper medical treatment.

MAIL SCREENING PROCEDURES

Letters shall be routed using our current mail routing system.

Identifiers for Suspicious letters:

- A. Appear to have been tampered with or altered.
- B. Show signs of being stained or wet at some time.
- C. Have no return address, unusual postmark, excessive postage or unusual markings.
- D. Foreign mail, Airmail, Special delivery.
- E. Addressed to title only, misspelled words or wrong title with name.
- F. Rigid, bulky, lop sided or having a protruding item.
- G. Poorly hand written addresses or poorly typed packages.
- H. Oil stains – discoloration or odor.
- I. Or any reason that leads the recipient to believe it to be suspicious.
- J. Mail marked “Confidential” or “Personal”.
- K. Misspelled common words or name.
- L. Excessive weight.
- M. Rigid envelope.
- N. Protruding wires/tin foil.
- O. Excessive security material such as masking tape, string, etc.
- P. Visual distractions (pornography).
- Q. Ticking sound.
- R. Shows a city or state in the postmark that does not match the return address.

The recommendations from the Woodbury County Sheriff are as follows.

- A. Do not open unsolicited 'junk" mail.
- B. Throw it away.
- C. Examine unopened envelopes for foreign bodies or powder.
- D. Do not open letters with your hands, use a letter opener.
- E. Open letters and packages with minimum of movement to avoid spilling any contents.
- F. Wash your hands with soap and water after opening mail.

PACKAGES

Because a package can present a greater danger to staff, all packages received should be immediately screened as follows:

Suspicious packages (as identified under letters/envelopes) will be immediately reported to a supervisor, manager, director, elected official and the Sheriff's Department.

The person accepting the delivery will immediately contact the intended recipient and describe the package and shipping information to see if the recipient was expecting a delivery from that vendor.

IMMEDIATE ACTIONS DO NOT OPEN – CALL LAW ENFORCEMENT

Any employee receiving a "suspicious" letter or package should contact the Sheriff's Department ASAP. Refer to the attached IMMEDIATE ACTIONS SECTION for additional safety precautions. The Sheriff's Department has also developed a response protocol for dealing with such situations. This protocol will allow for handling of the suspicious item and provides a mechanism for properly shipping the item to the State Health Department Lab for examination.

Steps to be taken in response to a "suspicious" letter or package with powder and powder spills out onto a surface:

- A. Immediately set suspected package/container down, do not handle it more than necessary.
- B. Minimize the number of handlers.
- C. Do not try to clean up the powder. Cover the spilled contents immediately with anything and do not remove the cover.
- D. Notify the Woodbury County Sheriff's Department immediately, if not already present, and complete the checklist. The Sheriff's Department will contact Building Services, to shut down the air handling systems, and the HAZMAT Team.
- E. Secure the room or area. Avoid spreading possible contamination to other locations. Close the door and prevent others from entering.
- F. Move everyone in the immediate area of the suspect package/container/substance to the nearest secure room.
- G. At minimum, have the individual(s) wash possible exposed area(s) with warm water and soap at the nearest sink.
- H. For more extensive possible exposure, have the individual remove clothing, place in clear plastic bag, seal bag, and shower at nearest location.
- I. Obtain further direction from local law enforcement.
- J. If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to the immediate supervisor and to both the local public health authorities so that proper instructions can be given for medical follow-up, and to law enforcement officials, the Woodbury County Sheriff's Department, for further investigation.

PRE-INCIDENT PLANNING

While it is difficult to fully prepare for such incidents, there are a few things that can be done before an incident occurs to promote effective and orderly response.

- A. Discuss the issue ahead of time and create a response plan that everyone understands, especially mail handlers and secretaries who are likely to open mail.
- B. Coordinate your plan with local authorities and have their phone numbers readily available.
- C. Be suspicious of letters that do not have a return address and consider opening all mail in a specially designated mail area.

ENVELOPE WITH POWDER THAT HAS SPILLED OUT ONTO A SURFACE:

- A. Do not wash or clean powder up.
- B. Keep others away.
- C. Wash hand and exposed skin with soap and water.
- D. Do not brush off of clothes.
- E. Notify your supervisor, manager, director, elected official and local law enforcement.
- F. Shower with soap and water as soon as possible. Do not use bleach or other disinfectant.
- G. Put on fresh clothing.
- H. Make a list of all people who had contact with the powder and give to local public health authorities.

PACKAGE MARKED WITH THREATENING MESSAGE:

- A. Do not open.
- B. Leave it and evacuate the room.
- C. Keep others from entering the room.
- D. Notify your supervisor, manager, director, elected official and the Sheriff's Department.

AEROSOLIZATION, SMALL EXPLOSION, OR LETTER STATING "ANTHRAX IN HEATING SYSTEM."

- A. Leave room immediately.
- B. Secure entry.
- C. Notify your supervisor, manager, director, elected official and the Sheriff's Department.
- D. Remain on premises until responders arrive.
- E. Make a list of all people who were in the building at the time, and give to local public health authorities.

FOR ALL SUSPICIOUS UNLABELED MAIL NOTIFY THE SHERIFF'S DEPARTMENT. DO NOT OPEN.

EMPLOYEE INCIDENT/ACCIDENT REPORT
General Liability and Worker's Compensation

Any incident/accident must be reported immediately and this form completed and returned to the supervisor in charge within one business day. **Complete all items, do not leave any blank.** If additional space is needed for this report, please attach separate written information.

This form is to be used for property damage/destruction/loss for General Liability purposes.

Employee Name: _____ Job Title: _____
Driver's License # _____ if vehicle involved.
Department: _____ Scheduled Work Hours: _____

Date of Incident/Accident: _____
Where did incident/accident occur? _____
City _____ State _____ Shed _____ Department _____
To Whom Reported: _____ Time Reported: _____
Time workday began: _____ AM/PM Time of incident/accident _____ AM/PM
Was first aide administered on site? _____ Were you sent for medical services? _____

Describe incident/accident: _____

If vehicle involved: Make _____ Model _____ Year _____
Vin# _____ License Plate # _____
Vehicle parts affected: _____ Estimated dollar amount \$ _____
If vehicles involved, provide diagram on back of this form.
Owner of other vehicle _____ Make _____ Model _____ Year _____

Employee injured: _____
Body Parts Affected: _____
Explain what you were doing and how the incident/accident occurred. _____

Was a citizen involved? _____ Name: _____ Address: _____
Was a citizen's property involved? _____ What? _____ Where? _____

Any unusual conditions or circumstances: _____

Have you had any problems of this nature before? If so, explain _____

Is there something that should be changed so incident won't happen again and safety would be improved? _____

Name of Witnesses: _____
I hereby certify that all statements and answers provided by me in this questionnaire are complete and true to the best of my knowledge. I hereby authorize any physician or medical services who attended me to make a disclosure to Human Resources of any information concerning my medical condition.

Employee Signature _____ Date _____

SUPERVISOR INCIDENT/ACCIDENT INVESTIGATION

General Liability and/or Workers Compensation

TO BE COMPLETED BY SUPERVISOR UPON REPORTING OF INCIDENT/ACCIDENT AND SUBMITTED WITHIN ONE BUSINESS DAY TO THE HUMAN RESOURCE DEPARTMENT. (attach

addition sheets of paper or on back if needed to answer the information on the report) and (include diagram if vehicle/vehicles involved)

Date/Time of incident: _____ Date/Time reported to supervisor _____

Employee _____ Department _____

Was employee sent to doctor? _____ Do you agree with employee's explanation: _____

Witnesses: (1) _____ (2) _____

(3) _____ (4) _____

Hazard + Employee Exposure + Unsafe Act and/or Unsafe Condition = Incident/Accident

(removing any link in the sequence of events and the accident will not occur)

Accident Type: (check only one) Describe accident: _____

____ Struck by _____ Caught on _____

____ Contacted by _____ Fall to below _____

____ Struck against _____ Fall same level _____

____ Caught between _____ Over exertion _____

____ Caught in _____ Contact with chemicals _____

Where did the incident/accident occur _____ City _____ State _____ Dept _____

Shed _____

Incident/Accident Causes: Primary Cause: _____

Contributing Causes: 1. _____ 2. _____

Dollar amount of damage \$\$ _____ Employee Driver's License # _____ if vehicle involved.

Examples: (incident/accident causes)

Lack of safety device/guard Wet slippery surface Inadequate operating procedures

Improper training/instruction Unaware of job hazards Inadequate design

Improper body mechanics Unaware of safer method Poor ergonomic positioning

Violation of Policy/Procedure Defective Tool/equipment Temperature

Sharp object exposure Personal protective equipment _____

Improper use of equipment Poor design/layout _____

If vehicle involved: Make _____ Model _____ Year _____ License Plate # _____

Was a citizen involved? _____ Was a citizen's property involved? _____

Name _____ Address _____

Incident/Accident Solution(s) (to prevent similar incident/accident in future: using statements as accident was unavoidable, it was a freak accident, or advising to be more careful are not acceptable statements. Statement should respond to identified areas or things to help eliminated similar incident/accident. _____

Corrective Action (s) taken by Supervisor: _____

Supervisor Signature: _____ Date: _____

Safety Investigator comments/review/recommendations: _____

**WOODBURY COUNTY
SAFETY PROGRAM**

This attachment is for those job positions performing duties needing and requiring additional safety education, equipment, and resources in the completion of their job duties.

As with all other job responsibilities, it shall be the responsibility of the employee to **always** adhere to the safety policies and work safely in the performance of their work.

Identified failure of an employee to follow these policies and practices will result in disciplinary action being taken against the employee.

PERSONNEL PROTECTIVE EQUIPMENT (PPE)

1. Personal protective equipment will be maintained in a sanitary and effective working condition.
2. Personal protective equipment which is provided by the County will be used when there is a hazard in the working environment which could cause injury or illness.
3. Supervisors, managers, directors, and elected officials will enforce rules regarding the use of protective equipment.

EYES AND FACE PROTECTION

Any employee assigned to a task involving the likelihood of an eye or face injury will wear face and/or eye protection.

RESPIRATORS

On jobs involving exposure to harmful fumes, gases, mists, or chemical dusts or lack of sufficient oxygen, proper respiratory protection will be used. Work requiring usage of a respirator will be reported and approved prior to work activity beginning.

1. Supervisors, managers, directors or elected officials will instruct employees, whose work assignments involve the use of respiratory protection, about the potential hazards they are exposed to and how to use the proper respiratory equipment.
2. Suitable breathing apparatus will be conspicuously placed near work environments which present atmospheric hazards.
3. Respirators will be inspected periodically and after emergency use.

HEAD PROTECTION

1. Head protection equipment shall be kept in good repair and proper adjustment and they will be worn only by the individual to whom they are assigned, except in an emergency.
2. Head protection equipment will be used in any operations where hazards exist.
3. Head protection will be worn where there is an overhead hazard.

HEARING PROTECTION

Whenever there are activities involving machines or equipment that produce sound levels which might cause hearing loss, proper hearing protection is "if it's too noisy to hear a normal conversation, it's loud enough to need hearing protection."

PROTECTIVE CLOTHING

1. Brightly colored safety vests or clothing will be worn by all employees working on or near public roadways. The brightly colored safety vests or clothing will be worn in those departments requiring the vests or clothing by department rule.
2. Protective gloves, clothing, and face protections will be worn while handling caustic or dangerous chemicals, while welding, handling batteries and while changing mercury vapor lights.
3. Safety shoes should be worn in all jobs involving handling or moving of heavy material, during mowing operations, or during any operations where a foot injury is likely to occur. Tennis shoes will not be permitted in those departments designated by the departmental rules.
4. Employees will not wear loose, flowing, or ragged clothing on or near moving machinery or equipment
5. For outdoor work in winter weather, layers of loose, warm, and fairly light-weights clothing is recommended.

MOTORIZED EQUIPMENT AND POWER TOOLS

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. One or more methods of machine guarding shall be provided on machines to protect from hazards created by nip-point, points of operation, rotating parts, or flying chips or sparks.
4. Machine guards will not be altered or removed except for repair.
5. Machines will not be left running unattended.
6. Equipment will be used only for the jobs for which it is designed.
7. Defective tools and equipment will not be used.

GRINDING WHEEL

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. Only employees, who are familiar with proper procedures of wheel mounting, will perform such tasks.
4. A ring test on new grinding wheels will be done before installation to detect possible cracks.
5. Wheels will be allowed to develop full operating speed for at least one minute after mounting.
6. Work will be applied gradually to a cold wheel to reduce chances of breakage.
7. Grinder bearings will be kept properly oiled and adjusted.
8. Grinding wheels will be examined periodically for possible cracks or damage.
9. Work rest will not be more than one-eighth inch from the working surface of the wheel and will be securely clamped after each adjustment.

WOOD WORKING MACHINERY

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. All machines will be securely fastened to the floor or suitable foundation. The only exceptions are machinery which is designed to be portable.
4. All tools with cutting edges will be kept sharp, properly adjusted, and firmly secure at all times.
5. Sharpening of blades or cutters will be done only by designated personnel.
6. All bearing will be kept well lubricated.

LAWN MAINTENANCE EQUIPMENT

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. Prior to mowing, inspect area for wire, sticks, and miscellaneous objects. Remove all objects that could get caught in or thrown by the mower.
4. Inform and warn bystanders of the danger of flying objects.
5. Mower will not be left unattended with the engine running.
6. Turn engine off when refueling.
7. A hand mower will be steered across slopes, never up and down.
8. A riding mower will be driven up and down slopes, not across.
9. When starting a mower, keep hands and feet clear of moving parts.

CHAIN SAW

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. Chain saws will be maintained in a sharp and well lubricated condition.
4. Chain saw will be off when the operator is walking.
5. Chain saws will be held with both hands during use.
6. Operators will not wear loose clothing.
7. Visually examine wood for nails and hazardous objects before sawing.
8. Cutting will be done at an angle rather than directly overhead.
9. Refuel in an area free of flammable materials.
10. There will be NO SMOKING near the refueling area [or when operating the machine].
11. Hot chain saws will be permitted to cool a few minutes before being refueled.
12. Chain saws will be placed on a stable surface before being started.

AIR HAMMER

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. Areas of operation will be cleared from public access.
4. Air tools and machinery will be operated in a manner to avoid endangering personnel or property by flying material.

HAND TOOLS

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. Proper tools will be used for each respective task.
4. Hand tools will be used for intended task.
5. Wrenches, including adjustable, pipe end and socket wrenches will not be used when jaws are sprung to the point that slippage occurs.
6. Impact tools such as drift ins, wedges, and chisels will be kept free of "mushroomed heads."
7. The wooden handles of tools will be kept free of splinters or cracks and securely fastened to the tool.
8. Hand tools will be kept in a safe place.

LADDERS

GENERAL SAFETY

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. Defective ladders will be tagged and not used.
4. Only one person will occupy a ladder at a time unless the ladder is specifically designed for two-person operation.
5. Metal ladders will not be used near electrical power lines.
6. Ladders will be securely braced and mounted only upon secure surfaces.
7. Ladders will be maintained in good condition by storing on supporting racks or in specially designed areas.

STRAIGHT, STEP, AND EXTENTION LADDERS

1. Ladder placement should follow the 4:1 rule. For every 4 foot of elevation the base of the ladder should be at least 1 foot from the base of the structure to which the ladder is resting.
2. An employee will not work or stand on either of the two top rungs of a straight or extension ladder. (This does not apply to safety platform ladders.)
3. Portable straight ladders and extension ladders will not be used without non-skid bases.
4. When working from a portable ladder, it must be securely placed, held, tied, or otherwise made secure to prevent slipping or falling.
5. On two-section ladders up to 36 feet, allow a minimum lap of three feet.
6. A step ladder will be held by at least one employee when another employee is working 10 feet above the ground surface.
7. Step ladder legs will be fully spread when the ladder is in use.
8. Ladders will not be placed in front of doors which open toward the ladder unless the door is open, locked, or guarded.

HOISTING EQUIPMENT

JACKS, HOISTS, & RIGGING EQUIPMENT FOR MATERIAL HANDLING

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. Rigging equipment and jacks will be inspected prior to use on each shift and as necessary during use to ensure that the equipment or jacks are safe.
4. Hydraulic jacks showing any evidence of leakage will not be used.
5. Maximum lifting capacity will be labeled on jacks.
6. All hoisting equipment will be regularly inspected and maintained.

SCAFFOLDING

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. Scaffolds will not be loaded in excess of the working load for which the scaffolds are tagged.
4. Unstable objects will not be used to support scaffolds or planks.
5. Damaged scaffolds will not be erected above walking or working areas; the spaces between the boards and railing will be screened.

WELDING AND CUTTING PROCEDURES

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. Adequate ventilation will be available during welding operations.
4. Cylinders will be stored in an upright position and secured using a chain or a strap. In the event of a fire, compressed cylinders can become torpedoes. If they are not secured they would be allowed to tip and become an extreme hazard. Cylinders will be capped during transportation.
5. Cylinders not in use will be stored away from welding area or other combustible processes.
6. Cylinders will be stored away from sparks and contact with electric wires.
7. Cylinders will be protected from damage by moving vehicles and falling objects.
8. Defective valves will be labeled "defective" and will not be opened by force.
9. Oil or grease will not be used on oxygen and acetylene cylinders or line fittings.
10. Cylinders and torch valves will be securely closed when not in use.
11. Always open the cylinder valve slowly.
12. Hoses will be inspected periodically and only those in good condition without leaks should be used.
13. Cylinder hoses will be stored in a confined and protected manner to prevent tripping hazards and damage to hose.
14. Approved fire extinguishing equipment will be accessible in operating condition.
15. Welding operations will be screened in a manner to prevent ignition from combustible materials and to shield work from others.
16. On construction sites where both arc and gas welding equipment is used, cables for each will be kept separate.

SPRAY PAINTING PROCEDURES

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. Mechanical ventilation equipment will be in operation during spraying operations and afterward until the atmosphere is clear.
4. Quantities of flammable and combustible liquids in excess of one day's supply will be stored in appropriate storage cabinet extinguishers will be available.
5. There will be no open flame or spark-producing equipment in the spraying areas

VEHICLE OPERATIONS

1. These regulations shall be abided by all vehicle operators.
2. Drivers of County vehicles must possess a valid driver's license & obey traffic rules.
3. Only authorized personnel will operate County vehicles.
4. Seat belt will be worn by all drivers and passenger using County vehicles unless the vehicle is not equipped with seat belts.
5. Vehicles will be maintained in safe and operable condition.
6. Operators will be responsible for daily visual inspection on lights, brakes, horns, turn signals, and tires.
7. Operators will report all unsafe, damaged, or defective equipment they observe to supervisors, managers, directors and elected officials.
8. County vehicles with gas engines will be refueled with the engine off.
9. County vehicles will be parked with the motor stopped and the key removed.
10. Slow-moving vehicles will be equipped with the appropriate signs.
11. No more than three persons should ride in the front seat of any vehicle.
12. No person will ride in the bed or box of a truck.
13. Drivers will not permit vehicles to be loaded beyond capacity.
14. Equipment and tools carried on or in a vehicle will be placed securely in compartments or fastened down.
15. Drivers will be particularly cautious when driving near children.
16. Children will be kept from playing on or around County-owned vehicles.
17. When moving vehicles into, out of, or near building, such movement will be done slowly and with caution.
18. Employees will not jump on or off vehicles while they are in motion.
19. In guidelines with the Iowa clean air act, smoking is prohibited in all county vehicles.

VEHICLE BACKING OPERATIONS

1. Backing will be avoided unless absolutely necessary.
2. Backing should be done only after the driver has made certain the vehicle has adequate clearance on all sides.
3. Backing will be done very slowly and with extreme caution.
4. Both sides will be observed during backing operations.
5. Where possible, backing will be done with the use of a signal person.

*****Emergency Vehicles are exempt from this procedure per designated departmental procedures.**

FORK LIFT OPERATIONS

OPERATIONS (Only trained and licensed operators will use forklifts.)

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. Persons will not stand under or pass under the elevated portion of the truck whether loaded or empty.
4. When leaving a powered industrial truck unattended:
 - a. load engaging means will be fully lowered.
 - b. controls neutralized
 - c. power shutoff.
 - d. brakes set
 - e. wheels will be blocked if the truck is parked on an incline.
5. Unload backrest extension will be used whenever necessary to minimize the possibility of the load from falling rearward.
6. The driver will look in the direction of and keep a clear view of the path of travel.
7. The driver will slow down and sound the horn at cross aisles and other locations where the vision is obstructed.
8. Grades will be ascended or descended slowly.
 - a. when ascending or descending grades in excess of 10 percent. Loaded trucks will be driven with the load upgrade.
 - b. unload trucks should be operated on all grades with the load engaging means downgrade.
 - c. on all grades the load and load engaging means will be tilted back if applicable and raised only as far as necessary to clear the road surface.
9. Under all gravel conditions trucks will be operated at a speed that will permit them to be brought to a stop in a safe manner.
10. Avoid stunt driving and horseplay.
11. The operator will slow down for wet and slippery floors and roadways if traversed.
12. Dock board or bridge plates will be properly secured before they are driven over and the capacity not exceeded.
13. When negotiating turns, speeds will be reduced to a safe level by means of turning the hand steering wheel in a smooth sweeping motion.
14. Only the operator will ride in the fork lift truck.

FORKLIFT LOADING OPERATIONS

1. Operations will perform daily maintenance checks reporting problems to the supervisor, manager, director or elected official.
2. Fuel tanks will not be filled while engine is running.
3. The lift operator will be mindful of:
 - a. the safe operation of the lift truck.
 - b. the load.
 - c. personnel who accidentally get in the way
 - d. overhead clearance problems.
4. By traveling with the load just off the floor.
 - a. visibility is improved.
 - b. the truck is more stable.

TREE TRIMMING OPERATIONS

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. Ropes will be coiled when not in use and will be inspected periodically.
4. Saws will be secured from falling while being used from a hi-ranger.
5. Only authorized personnel will operate power tools and equipment.
6. Outrigger stabilizers will be positioned on ground prior to operation of lift device on hi-ranger.
7. Partially sawed-through limbs will not be allowed to remain in the tree.
8. Vehicles and personnel not involved in take down will be cleared of the area.
9. Proper barricading will be used to protect the public.
10. Procedural requirements for chain saw usage shall be followed

EQUIPMENT OPERATIONS CRANES

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. Operator will be familiar with maintenance schedule and rules for operating crane.
4. Operator will recognize signals from only one person designated as signal person.
5. Load ratings will be followed.
6. Operator will remain at controls while the load is suspended and will avoid carrying loads over the heads of other employees.
7. Cabs will be kept free from accumulation of rubbish.
8. Proper warning signs will be operating while crane is being moved over public roads.
9. A minimum distance of ten feet will be maintained between boom load or load lines and electric power lines. Distance increases as voltage rate amounts increase.
10. The person rigging the load will follow safe methods of securing the load piling and stacking the load and arranging the hooks on the load.
11. The signal person will be thoroughly familiar with the operation of the crane and signal.

HI-RANGERS

OUTRIGGER

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. Before using equipment, the operator will visually inspect the boom and outrigger.
4. The person who will be working from the bucket will also set the outrigger.
5. The outrigger will be set whenever the boom is used.
6. Outriggers will sit on stable surfaces.
7. In lowering outriggers, a warning from the operator as well as a visual check is needed.
8. The micro brake and the hand brake will be set after the ranger is spotted and the outrigger set.

BOOM

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. The boom will not be lowered into traffic.
4. Avoid letting the boom contact power lines.
5. No more than one person will occupy the bucket at one time.
6. Hydraulic lines, leveling, and operating cables will be checked monthly.
7. Operator will wear the safety strap when working from the bucket.

CHIPPER

1. Required Personal Protective Equipment must be worn at all times while using equipment.
2. Equipment must be inspected prior to use. All defects must be reported to employee's Supervisor immediately.
3. Chipper blades will be tight and clear of any debris before the engine is started.
4. Operator will follow all operating procedures as set by manufacturer.
5. Work area of chipper will be protected from traffic and from the public.
6. One person will feed the chipper, others stand clear.
7. Ear and eye protection will be used.
8. Arms, legs, and tools will not be used to clear the chute.
9. The engine will be turned off when the chipper is not in use or is unattended.

NOXIOUS GASES AND VAPORS

A noxious gas or vapor is one directly or indirectly injurious or destructive to the health or life of human beings. It may present a hazard by causing burns, explosions, asphyxiation, or poisoning. Employees, especially those of the highway or maintenance departments, will be thoroughly familiar with the characteristics, sources, and means of the common gases associated with treatment facilities.

Material Safety Data sheets (MSDS) will accompany all chemicals and cleaning solutions. The information sheets need to be easily visible and accessible to all employees.

TRENCH SAFETY

Nationally, about one third of the serious accidents and one third of the losses in water, sewer and gas main construction result from trench cave-in.

It is the policy of Woodbury County that:

1. Any County employee may refuse to enter any trench which he/she has reasonable cause to believe is unsafe.
2. There will be a top person any time a County employee enters the trench, contractors shall furnish a top person at all times.
3. Trench safety will be taught to employees who enter trenches.

The County will conduct periodic training sessions.

SHORING

Trenches over five feet in depth should be shored or due to the angle of repose. In firm clay or hard compact soil, skeleton shoring can be used. Frozen ground cannot be considered hard compact soil since alternating freezing and thawing can result in sudden failure. As soil conditions become poorer, the shores should be placed closer together.

ACCESS

Whenever an excavation is four feet deep or more, ladders or steps should be provided. They will be located so that workers will be able to reach one within 25 feet and they should extend at least three feet above the top edge of the trench.

TRENCH SAFETY CHECK LIST

JOB SITE

- YES NO 1. Prior to starting the job were other utilities notified and underground services located?
- YES NO 2. Were overhead transmission lines noted and precautions taken to avoid contact by cranes, etc?
- YES NO 3. Is housekeeping at the job site satisfactory?
- YES NO 4. Is the soil bank at least two feet from the edge of the excavation?
- YES NO 5. Has there been any recent excavation in the area?

EXCAVATION OF TRENCH

- YES NO 1. If over five feet deep, is sloped, shielded, or shored?
- YES NO 2. If under five feet deep but soil is unstable, is it shored, sloped, or supported?
- YES NO 3. Is the shoring used adequate for the soil conditions and other variables?
- YES NO 4. Do you have a top person?
- YES NO 5. Is any machinery in operation which could cause vibration?

EXITS

- YES NO 1. If trench is four feet or more, is a ladder or are steps provided?
- YES NO 2. Are they located to require no more than 25 feet of lateral travel?
- YES NO 3. Do they extend from the floor of the trench to three feet above the excavation?

FUNDAMENTALS OF WORK SITE TRAFFIC CONTROL

*Every County employee involved with work in or near traffic should have one and be familiar with the best type of traffic control for the situation - **PLAN WORK SITE CONTROL.***

A. EVALUATION SITE NEEDS

1. Type of work
2. Location of work
3. Expected time involved in project
4. Area characteristics
5. Speed and volume of traffic

B. ALERT DRIVERS

1. Will provide ample warning signs, will not surprise motorists and give drivers time to act responsively.
2. Give drivers early warning in congested areas or where the road work is obstructed.
3. Will not confuse drivers with contradictory signs or marking.
4. Warning signs will be highly visible and kept clean.
5. Maintain credibility with driver by doing what the signs say.

C. GUIDE DRIVERS

1. Traffic will be clearly directed around the work area.
2. Lane reduction signs will be posted well in advance to give motorists ample time to change lanes.
3. When reducing traffic lanes, the channelizing devices will produce a 100:1 ratio taper.
4. Drive through the traffic control you have set up to check it from the driver's perspective.

D. PROTECT CREW

1. The work area will be surrounded adequately by barricades. Workers will remain within the protected area and use caution when leaving the area.
2. Work site crews will wear brightly-colored vests or clothing.