

**CAPE MAY COUNTY**  
**EMPLOYEE SAFETY MANUAL**



**PROCEDURES FOR YOUR SAFETY!**

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# INCIDENT REPORTING

## Purpose

The purpose of this procedure is to assure that incidents resulting in personal injury during working hours and/or property loss or damage are reported and are promptly addressed.

## Procedure

1. Incidents that result in injury, potential injury, and/or property damage must be reported immediately to your Department head or a designated representative, and also to the Human Resources Department at 465-1304
2. Any employee involved in a motor vehicle accident with a County vehicle **must** notify the Office of Risk Management and Safety office **immediately** at 463-6491. Do not leave the incident scene to make the required call, but do so as soon as you can. For after hours notification of motor vehicle accidents where serious injuries occur, notify the County Security Office at 465-6812. 911 should also be called so that a police report can be filed.
3. If a summons is issued to the employee as a result of the motor vehicle accident, the employee will be referred to County Counsel for direction in responding to the summons. County Counsel's Office may provide representation to an employee receiving a motor vehicle summons during the course and scope of his or her employment. In no event, however, shall the County be responsible for any fines, surcharges or points which may be assessed as a result of any such summons. Rather, the responsibility for any such fine, surcharge or points shall rest with the employee.
4. An incident report form will be completed by both the affected employee and their supervisor. This information must be forwarded to the Office of Risk Management and Safety for review and reporting purposes. Forms are available on the County web site, Forms Center, for both personal incidents and vehicle collisions.
5. Any personal injury, other than one that requires **immediate** emergency care (broken bone, uncontrolled bleeding, chest pain, shortness of breath, etc), must be attended to by a physician authorized by the County.
6. Motor Vehicle Operations Policy, can be found on the County Intranet site under the Policies and Procedures section. The policy contains detailed operational and safety procedures for driving County vehicles.



## Responsibility

1. The employee must report any injury, property loss, or damage to their supervisor immediately and to the Human Resources Department (ext. 1060). County Counsel will be notified by the Human Resources Department as needed. In the case of personal injury, the incident must also be reported to the Workers Compensation Provider who authorizes non-emergency medical treatment.
2. Supervisors and employees must accurately complete an incident report form and forward it to the Human Resources Department.

3. The Department Head or designated representative shall assure that incidents resulting in property damage and/or personal injury are reported to the Office of Risk Management and Safety within 24 hours of occurrence.
4. The Office of Risk Management and Safety shall conduct an investigation into this incident.
5. Incidents that result in property loss or injury will be reviewed monthly by the County Safety Board to assist in eliminating potential hazards and also in the development of safety policies and procedures.
6. The Office of Risk Management and Safety will process reported incidents to the County insurance carrier, and refer employees to authorized medical providers.

# BACK CARE / LIFTING

## Purpose

The purpose of the back care program is to minimize and ultimately prevent back injuries associated with improper lifting techniques and manual materials handling.

## Procedure

### 1. Planning

- a. Check for rough or jagged edges and slippery surfaces on the object to be handled.
- b. Choose a route to your destination that is flat, unobstructed and free of slip/trip hazards.
- c. Warm up before lifting by stretching and tuck in any loose clothing.
- d. Use lifting/carrying equipment, such as handtrucks, hoists, forklifts, electric jacks, dollies or carts whenever possible. Do not lift objects onto elevated areas without assistance.
- e. Test lift the object by lifting a corner and only lift objects that are of a manageable size and weight.
- f. Make sure the area where you will unload is clear and accessible.
- g. Break large loads into smaller ones and, if a cart is used, push instead of pulling the load.
- h. Plant feet in the direction of intended movement to allow for pivoting, vice twisting.
- i. **Never attempt to lift a resident, client, or patient without a lifting aid or assistance.**

### 2. Lifting

- a. Stand close to the load, both feet firm on the floor, shoulder width apart and toes pointed out. Squat down close to the load with your back straight, knees bent and stomach tight.
- b. Place your hands on diagonally opposite corners of the load so one hand pulls it towards you while the other hand lifts. Grip the load firmly with both hands.
- c. Bring the load close to your body and stand up slowly, keeping your back straight, and allow your legs to do the lifting.
- d. Take small steps, keeping the load at waist height so you can see where you are going. Change direction by moving your feet, **not by twisting your body.**

### 3. Unloading

- a. Lower the load slowly, again allowing your legs to do the work.
- b. Position your hands so that your fingers do not get caught under the load.

## **Responsibility**

1. The employee shall use lifting aids or get assistance when lifting a resident, patient or any hard to manage object.
2. It shall be the responsibility of the supervisor to identify staff members that are involved in routine tasks that may put their back at risk and request additional training from the Office of Risk Management and Safety..
3. The Office of Risk Management and Safety shall administer classroom education regarding back and lifting safety during employee orientation, as requested by individual departments, or with greater frequency determined as a result of increased incident occurrences.

# CONFINED SPACE ENTRY

## Purpose

This program establishes the minimum requirements for safe entry, continued work in and exit from vaults, manholes, submersible pumping stations, excavations greater than 4-feet that can accumulate a hazardous atmosphere, and other “permit-required” confined spaces that County employees may enter. The procedures described in this program are mandatory for entry and work in permit-required confined spaces. Permit-required confined spaces are defined as a space that has one or more of the following characteristics: Contains or has a potential to contain hazardous atmosphere, contains a material that has the potential to engulf the entrant, has an internal configuration that an entrant could be trapped by inwardly converging walls or sloping floors, or contains other recognized serious safety or health hazards. The following departments are affected by this program: Public Works, Health (Haz/Mat), and Prosecutor. The County Prosecutor Office maintains an independent team trained to work in permit-required confined spaces, and due to the nature of their operations are not subject to the provisions of this manual with respect to notification and participation of the Office of Risk Management and Safety. For Public Works and Health Departments, **the Office of Risk Management and Safety must be notified prior to any permit-required confined space entry.** Normally a requirement for Permit-required confined space entry will be accomplished through outsourcing to an accredited organization. Consequently adequate lead time must be accounted for.

## Procedure

1. Written permits jointly issued by the job supervisor and the Office of Risk Management and Safety are required for any confined space entry prior to commencement of the work. All confined spaces shall be cleaned of all product (liquid or solid) as necessary for entry, and an entry permit shall be signed by all site personnel and posted.
2. Steps shall be initiated through Lockout/Tagout or isolation procedures to ensure that liquids and hazardous energy (e.g. electric, pneumatic, kinetic) are not introduced to the space during entry.
3. A confined space shall be monitored for oxygen deficiency, explosive atmospheres and toxic conditions prior to and during each entry, and all information shall be logged on the permit by the Office of Risk Management and Safety. Any alarm situation indicating a potentially dangerous atmosphere requires the **immediate** exit of all personnel.



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4. No entry shall be made into a potentially hazardous atmosphere by a County employee.
5. Prior to entering a confined space, the surrounding area must be checked for conditions which could create a hazard to County personnel, or the public (e.g. pedestrian or vehicle traffic).
6. Portable ventilation, if used, shall be stationed so as to ensure that contaminated air is not supplied to the space. The air intake must be positioned so that it will draw in fresh (contaminant-free) air only. Vehicles or air-moving equipment being used for ventilation shall not be left running near confined spaces.
7. Two members of the Office of Risk Management and Safety (or other approved and trained personnel) will be stationed outside of the entrance, to perform the duties of the attendant and rescue team.
8. The attendant shall maintain visual contact, or if vision is obstructed, make frequent verbal checks with those inside. The attendant shall **not** enter the space under any circumstances. If a rescue is required, the attendant shall take the following steps:
  - a. One member of the Office of Risk Management and Safety will remain outside as an attendant and assist rescue with a retrieval line.
  - b. Contact emergency personnel through 911 as necessary, advise operator of the nature of the accident and task, or contact a supervisor via radio, whichever of the two will expedite an appropriate response.
  - c. Prepare the area for arrival of emergency response personnel. Clear the area of unnecessary personnel and equipment and initiate rescue procedures.
  - d. Upon arrival, the attendant will inform emergency responders of the nature of the operation and any air monitoring data collected.
9. Every person entering a confined space where retrieval will be conducted with a lifeline must wear a rescue harness. A lifeline should be attached if the nature of the work will not cause lifelines to become entangled. If the lifeline is not attached, it must be available at the site.
10. Rescue equipment must include the following:
  - a. Supplied air line with escape pack, or SCBA.
  - b. Rescue lines and harness.
  - c. Tripod with Retrieval System. (Electric hoists shall not be considered a retrieval system).
11. A ladder used for entry must be secured and may not be removed during the entry.
12. The illumination of the work area shall be sufficient to provide for safe work conditions. Approved low voltage, protected lighting shall be used. All portable electric devices used in a confined space must be equipped with a ground fault circuit interrupter.
13. All welding equipment used in the confined space must be provided with shut-offs under the control of the attendant. Neither compressed gas cylinders nor welding machines shall be placed in the confined space. A hot work



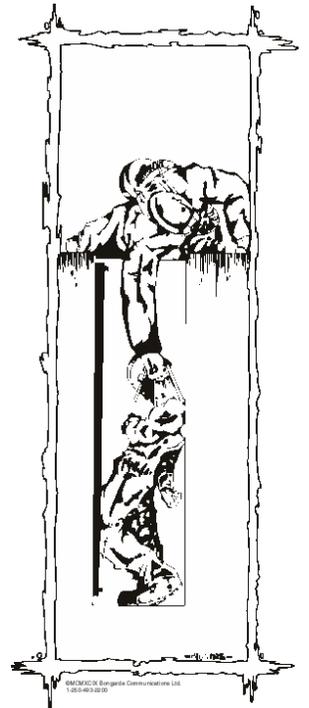
permit for welding, grinding, or burning tasks must be completed and placed at the job site.

14. Control measures shall be established to protect employees and pedestrians from falls or traffic accidents. The following equipment can be utilized to establish scene security:
  - a. High Visibility Vests
  - b. Traffic Cones
  - c. Barricades/Barriers
  - d. Caution Tape
  - e. Flagging
15. All employees will be made aware that unauthorized entry into confined spaces is strictly forbidden.
16. Contractor created confined spaces may be entered by County employees utilizing this procedure.
17. Training For Authorized Entrants:
  - a. The County shall assure that all authorized entrants and rescue team members have received the appropriate training, including annual re-training. A written record of the hours and subject matter of such training shall be kept at the employee's assigned facility.
  - b. Before entering a confined space, employees will be trained to understand the nature of confined space hazards.
  - c. Employees shall be taught the proper use of all personal protective equipment, including respirators and clothing required for entry or rescue.
  - d. Employees shall be trained to exit from a confined space as rapidly as they can, without help (self-rescue), whenever an order to evacuate is given by the attendant.
  - e. Employees will be trained to recognize the toxic effects and symptoms of exposure to anticipated hazardous materials that may be inhaled or absorbed through the skin.
  - f. Employees performing atmospheric tests of the confined space will be properly trained in the use of testing equipment.
18. Training For the Attendant shall include:
  - a. Proper use of emergency notification and communication equipment.
  - b. Authorized procedures for summoning rescue or other emergency service.
  - c. Recognition of the early signs of intoxication, caused by contaminants or asphyxiants, whose presence could be anticipated in the confined space.
  - d. The training requirements for entrants and rescue team personnel.
19. Rescue Team Personnel shall be trained as follows:
  - a. The rescue team shall be trained as authorized entrants and in the correct performance of rescue procedures, inspection and use of the rescue equipment.

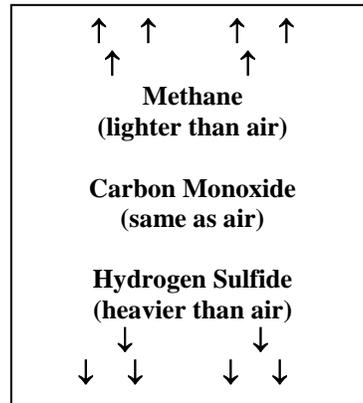


## **Responsibility**

1. Authorized County Entrants shall:
  - a. Apply safe work practices to their job and adhere to safety procedures and work rules.
  - b. Identify hazards during the course of work and take precautions to eliminate those hazards to ensure your safety and the safety of those working with you.
  - c. Inform a supervisor of hazards or unsafe acts and make suggestions as to how to eliminate or minimize the hazard.
  - d. Conduct only permitted tasks while working in a confined space.
  - e. Utilize all safety equipment and protective clothing required during a confined space entry.
2. Supervisors shall:
  - a. Contact the Office of Risk Management and Safety prior to initiating a confined space entry task to coordinate the proper equipment, protective clothing, rescue apparatus, air monitoring devices, safety tools and communication equipment for use at the work site.
  - b. Ensure that personnel who enter confined spaces are trained in entry procedures and that personnel from the Office of Risk Management and Safety are on site.
  - c. Identify all confined spaces that their employees may enter with the assistance of the Safety Division.
  - d. Ensure that each confined space is posted to identify the area as a confined space.
3. The Office of Risk Management and Safety shall:
  - a. Provide personnel to perform the duties of the rescue team and attendant or assign qualified personnel to perform this task.
  - b. Provide entry permits and assist the supervisor in completion of the permit as requested.
  - c. Conduct air monitoring as required by these procedures.
  - d. Maintain a calibration log for air monitoring equipment.
  - e. Ensure that rescue equipment is on-site and is operational.
  - f. Practice at least annually, removing simulated victims from a confined space in which an actual rescue may be required.
  - g. Maintain communication with authorized entrants and make emergency notifications, if necessary.
  - h. Have the authority to terminate the entry upon any indication of a potentially hazardous condition.
  - i. Restrict entry to authorized personnel only.
  - j. Assure that one staff member remains outside the work space at all times. Test atmosphere from outside the space – from top to bottom
  - k. Never trust your senses to determine if the air is safe.



- l. In a confined space you can not see or smell many toxic gases or vapors, not can you determine the level of oxygen present.
- m. Enter only when monitor reads less than 10% LEL, oxygen greater than 19.5%, and hydrogen sulfide less than 10 PPM.



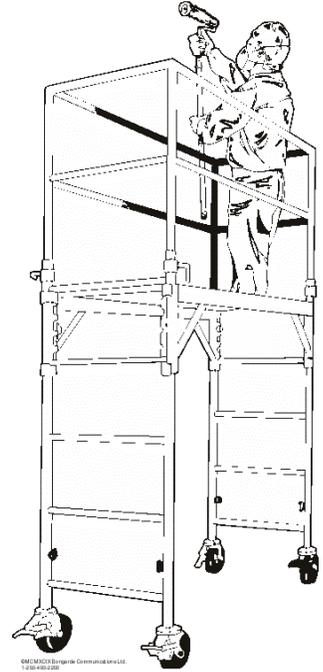
# CONTRACTOR SAFETY

## Purpose

This procedure is designed to protect County employees and property from hazards created by contractors, to provide a safe workplace for contractor employees, and to assign responsibilities to accomplish these objectives.

## Procedure

1. Contractors will be advised by the Department Head, or a designated representative, of the following:
  - a. Relevant hazards posed by equipment or processes in the work area.
  - b. The contractors responsibility is to insure that adequate safety equipment and personal protective equipment is provided to and used by their employees.
2. All outside contractors must conform to current O.S.H.A. regulations.
3. A designated contractor supervisor will be responsible for overall supervision of his/her employees, and is expected to enforce compliance of required safety procedures.
4. Areas where construction work is being performed by contractors will be isolated, barricaded, or clearly designated as a work area (if practical). County employees will be restricted from these areas unless instructed to enter for necessary work activity.
5. Contractors shall immediately exit their work station, warn others and maintain a safe distance from the building or work area during an emergency.
6. Any violations of safety procedures noted by County employees will be communicated by the County Engineer to the designated contractor representative for immediate correction. When the hazard presents an imminent danger requiring immediate action, the individual present shall initiate measures to prevent serious injury or death.
7. This policy shall be a component of both the bid process and contract awards where OSHA or PEOSHA standards apply.
8. The Office of Risk Management and Safety shall participate in the bid development and contract award process where OSHA or PEOSHA standards apply.



## **Responsibility**

1. Employees will be responsible for following County safety procedures when entering areas occupied by outside contractors. All barricades and work area warning signs must be adhered to.
2. Inform a supervisor of any observed safety hazards by the contractor employees or in the contractor work area.
3. Department heads and/or their designated representative will be responsible for notifying affected employees of work being conducted by outside contractors in their work area.
4. Any Department head or supervisor notified of a potential hazard involving a contractor will contact the Office of Risk Management and Safety.
5. The Office of Risk Management and Safety shall coordinate, with the County Engineer, or other responsible Department Heads, any measures to be taken to eliminate hazards involving outside contractors, to include up front participation in bid development and contract award where OSHA or PEOSHA standards apply.



## GENERAL PROCEDURES

### Alcohol and Drugs

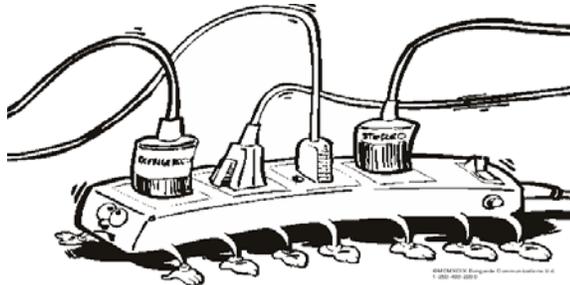
1. No County employee shall consume alcoholic beverages of any kind during working hours.
2. The transporting of alcoholic beverages in County owned vehicles is strictly forbidden.
3. The purchase of alcoholic beverages during working hours is forbidden.
4. No employee shall operate a County owned vehicle or any County owned motorized equipment while under the influence of, or having recently consumed, alcoholic beverages.
5. Use of drugs, prescription or non-prescription, must be reported to your supervisor prior to work.
6. A supervisor will not allow an employee to go on the job if it is deemed that his/her condition will in any way jeopardize the safety of other employees, property or equipment.
7. All affected employees shall participate in Random Drug and Alcohol testing as required by the County Drug and Alcohol Policy. Specific details and additional information regarding workplace substance abuse can be found in the County's Drug and Alcohol Free Workplace Policy. This policy is available through your supervisor, the Human Resources Department at 465 1060, the Office of Risk Management and Safety at 463-6491, or on the County Intranet site in the "Policies" section.



**\*NOTE:** Assistance regarding substance abuse or mental health is available to County employees and their family members through the County's Employee Assistance Program. This is a confidential program. During normal work hours the telephone number is 463 0014 extension 15. Emergency services are available 24 hours a day by Cape Counseling at 465-5999.

## Electrical Safety

1. Only authorized employees (i.e. electricians) may work on electrical equipment.
2. The following restrictions apply to employees not authorized to work on electrical equipment:
  - a. Never remove panel box covers. Contact an electrician.
  - b. Do not repair electrical connections, wiring, electric motors or conduit.
  - c. Operate only that electrical equipment that your job authorizes.
3. Report ALL electrical problems to your supervisor.
4. All switch boxes, breaker panels and electrical control gear must be clearly marked as to what it controls.
5. All electrical equipment must be inspected for damage prior to use. Electrical devices brought to work from home must be approved by a Facilities and Services electrician prior to use.
6. Immediately take out of service an electrical device that has had the ground prong removed or has exposed wires.
7. Do not stand in water while using electrically operated equipment, or allow an electrical cord to lie in water or petroleum products of any kind.
8. The use of electrical equipment outdoors or in damp areas requires the use of a ground fault circuit interrupter.
9. See the Lockout/Tagout section of this manual for additional electrical safety requirements.



10. Extension Cords (temporary wiring) may only be used: during and for remodeling, for experimental or development work, and for a period not to exceed 90 days for decorative lighting. Surge protector type extension cords may be used indefinitely if used for their rated purpose.
11. For woodworking equipment, a specific requirement exists to provide provisions to prevent machines from restarting upon restoration of power after a power failure.

**Firearms Safety** Only those employees who are authorized to carry firearms as a required function of their job may bring firearms on County property. Federal and State Safety procedures for firearms apply.

### **Fire Safety/Emergency Action Plans**

1. In the event of a fire, warn others and sound the fire alarm and call 911. Exit the work area quickly, close any doors behind you and maintain a safe distance from the incident.
2. Be familiar with the following
  - a. Fire exits
  - b. Locations of fire extinguishers (fire extinguishers may only be used by trained personnel)
  - c. Escape routes
  - d. Fire alarm locations
2. Store all flammable or combustible liquids in a safe location. Store oily rags and waste in a covered container.
3. Observe NO SMOKING signs. Do not smoke or have an open flame in the vicinity of flammable or combustible material.
4. Bond or ground wires must be attached to drums of flammable liquids during transfer.
5. Hot work permits must be attached to welding equipment and filled out whenever hot work (cutting, welding, burning) is conducted outside of the shop/garage area. Hot work permits are available from the Office of Risk Management and Safety or from the County Web site, Risk Management and Safety Department, in the forms section.



### **Responsibility**

1. Each Department having knowledge over a building or facility within which County employees work shall have a written Emergency Action Plan for that facility or building.
2. Each Emergency Action Plan shall include, as a minimum:
  - a. Procedures for reporting a fire or other emergency
  - b. Procedures for emergency evacuation (of various types, if warranted) and exit route assignments
  - c. Procedures to be followed by employees who remain to operate critical functions before they evacuate (if applicable)
  - d. Procedures to account for all employees after evacuation
  - e. Procedures to be followed by employees performing rescue or medical duties (if applicable)
  - f. The name or job title of the person who is the point of contact for the plan

## Office Safety

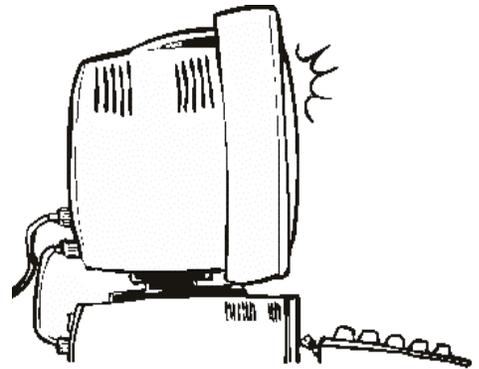
### 1. Stress and Strain

- a. When sitting or standing, keep the three natural curves of your spine in their normal, balanced alignment. (Your back is balanced when your ear, shoulder and hip are in line). A balanced back keeps the spinal muscles actively sharing the load that gravity places on bones, ligaments and discs.
- b. Adjust your chair height so that you sit with your feet flat on the floor. Your knees should be level with, or slightly lower, than your hips. Your buttocks should touch the back of your chair and your lower back should be supported.
- c. Hold reading material at eye level, supporting your elbows on your desk or on the arms of your chair. Use a document stand for holding data entry materials.
- d. Avoid cradling the phone receiver between your head and shoulders. Use a headrest or speaker phone if you need your hands free while on the phone.
- e. Arrange your work area so that frequently needed materials can be reached without twisting, stooping down or reaching overhead.
- f. Relieve pressure on the lower back by taking occasional stretch breaks. Stand up and walk a little to increase circulation. A few simple exercises, such as neck stretches and shoulder shrugs, can also relieve tension when performed every hour for just one minute per exercise.



### 2. Eyestrain

- a. Position your VDT so that neither you nor the screen faces a window.
- b. Keep your VDT screen 18 to 28 inches from your eyes, and no higher than eye level when you're seated in your chair. Document holders should be at the same height and distance.
- c. Use dimmer lighting around your VDT. Screen brightness should be adjusted for your best comfort.
- d. Choose color options that are the easiest for your eyes.
- e. Exercise your eyes one minute for every 20 minutes of work.
- f. Change your focus by glancing across the room or out a window at an object at least 20 feet away.
- g. Occasionally, cup your eyes with your palms and relax your eyes for 60 seconds.



### 3. Fall Protection

- a. Be sure walkways are clear and well lit at all times.
- b. Close desk and file drawers completely after each use.
- c. Avoid twisting, bending, or leaning backward while sitting.



- d. Remove wires, extension cords and electrical cords from walkways.
  - e. Report loose carpeting or damaged flooring.
  - f. Clean up spills immediately.
4. Repetitive Motion Disorders
- a. Adjust office furniture so that you can keep your wrists straight while typing.
  - b. Position your chair so that your elbows are even with or slightly above your keyboard while typing.
  - c. At least once each hour of data entry, take a short break and shake out your hands.
  - d. To help prevent repetitive motion disorder, do some exercises daily for both hands and wrists. For your wrists, hold your arms straight out and raise and lower your hands to stretch the muscles in your forearms. With your hands make a tight fist, hold for a second, then spread your fingers as far apart as you can.
5. Storing or Stacking Materials
- a. Avoid stacking. Get into a habit of storing materials inside cabinets and closets.
  - b. If you must get something from the top of a cabinet that's beyond arms length, do not use furniture to climb on, use a stepstool or stepladder.
  - c. Prevent toppling of cabinets by securing them and store heavier materials in bottom drawers.
6. Indoor Air Quality
- a. Always provide ventilation when you use cleaning solutions or adhesives.
  - b. Smoke only in a designated area.
7. Office Fire Safety
- a. Smoke only where permitted.
    - Always use ashtrays.
    - Make sure the cigarette is extinguished.
    - Allow ashtrays to cool before emptying.
  - b. Keep heat producing equipment: copiers, coffee makers, etc., away from all flammable or combustible materials
  - c. Be sure to turn off all electrical appliances at the end of the day.
  - d. Use only grounded appliances plugged into grounded outlets.
  - e. Disconnect and replace cracked, frayed or broken electrical cords.
  - f. Never plug one extension cord into another extension cord.
  - g. Use power strips whenever possible.



## **HAZARDOUS COMMUNICATION STANDARD**

**(formerly known as “Right-To-Know”)**

1. The N.J. Hazard Communications Standard requires public and private employers to provide information about the hazards of chemicals in the workplace. The regulation requires the following, and is tailored by the Office of Risk Management and Safety to achieve compliance with the standard within the County structure
  - a. County Responsibility (Office of Risk Management and Safety):
    - Develop and maintain a written program that includes:
      - Provide an employee training program for all county departments and facilities to include County orientation, required bi-annual refresher training and, when requested by Departments/Facilities, when new products are introduced. The employees training program will cover an explanation of the HCS standard, a description of operations where hazardous materials are present, the location of the department’s Central File, details of the HCS program, an overview of the RTK act, methods used to identify hazardous materials, discussion of physical and health hazards, control measures, standard operating procedures for use, storage, and emergency clean up of hazardous chemicals and a copy of the RTK brochure.
      - Provide RTK posters required in the workplace
      - Coordinate the annual Hazard Communication Standard Survey response for all County Departments and Facilities
    - Cape May County Departments/Facilities Responsibilities;
      - A written Department or Facility document (use the PEOSH Model available from the Office of Risk Management and Safety, or on line at [www.state.nj.us/health/eoh/peoshweb](http://www.state.nj.us/health/eoh/peoshweb)) that includes:
        - i. A description of how employees will be informed of non-routine tasks and the hazards of chemicals in unlabeled pipes (if applicable)
        - ii. Information about the availability of Material Safety Data Sheets (MSDS) and Hazardous Substance Fact Sheets (HSFS), a description of container labeling requirements and other forms of warning.
        - iii. Methods for providing hazard information to other employers on site who may be exposed
      - Maintain a Department/Facility Central File that includes current and preceding years HCS Surveys, all MSDS and HSFS
      - Assure all existing and new chemicals have MSDS (Note...it is the Department responsibility to obtain MSDS from the manufacturer if MSDS does not accompany the product on arrival
      - If locally obtained containers are used for the product, the containers must be labeled with the nomenclature of the product, with the authorized exception of daily use (without over-night or over-workshift storage)
      - Post RTK posters

- b. Employee's Rights. All employees have the right to:
- Request the RTK survey for your workplace from the County (Office of Risk Management and Safety will coordinate), N.J. Dept. of Health, or the N.J. Department of Environmental Protection.
  - Request Hazardous Substance Fact Sheets for substances on the facility's RTK survey.
  - Receive training on hazardous substances in the workplace during monthly County Orientation, biannually, or when new substances are introduced into the workplace.
  - Work with labeled containers.
  - Refuse to work with a particular substance if the employee's written request for chemical information is not honored.
- c. Employees' Responsibilities. All employees are responsible to:
- Utilize, store, and dispose of hazardous substances in accordance with the manufacturer's recommendations and County requirements.
  - Read the warning label and/or the MSDS for a chemical product before you use it.
  - Know the hazards associated with the chemical products you use and know how to protect yourself from those hazards.
  - Report unlabeled chemicals to your supervisor.
  - Never smell, sniff or taste any chemical product.
2. The Office of Risk Management and Safety will coordinate the County Hazard Communication Standard Program and will provide assistance to Departments and Facilities in the development and maintenance of their assigned intradepartmental programs.

**\*NOTE: Any questions regarding the County Hazard Communication Standard, Right-to-Know Program, a request for a Material Safety Data Sheet (MSDS) or the disposal of hazardous substances can also be handled by representatives of the Office of Risk Management and Safety at 463-6491.**

**Effective June 15, 2015, Material Safety Data Sheets (MSDS) will be renamed Safety Data Sheets (SDS) and will have a new format.**

**YOU HAVE THE RIGHT TO KNOW**

**ABOUT HAZARDOUS SUBSTANCES  
IN YOUR WORKPLACE**

# HEAD, EYE, FACE PROTECTION

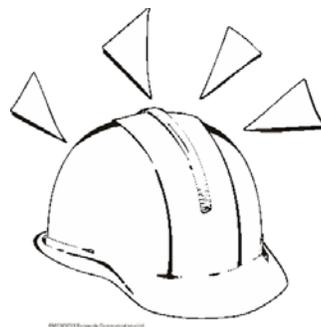
## Purpose

The purpose of this program is to establish basic guidelines for the utilization of personal protective equipment to minimize exposure to head, eye and face hazards among County personnel.

## Procedure

### 1. Hard Hats

- a. Hard hats must be worn in areas where there is a known hazard or where the potential for a head injury exists. This would include, but it is not limited to:
  - all construction sites
  - working below ladders/scaffolds
  - tree trimming
  - traffic light repair (electrical rating)
  - construction site inspections
  - working below grade/bridges
  - posted hard hat work areas
  - near electric lines (electrical rating)
- b. Hard hats must be worn with the suspension installed according to manufacturer's directions.
- c. No objects may be placed between the hard hat shell and the suspension.
- d. Hard hats may not be altered by drilling holes, painting, or any disfigurements that could affect their impact or electric protection rating.
- e. Hard hats must be secured to the head to prevent them from falling off when work involves climbing, bending, stooping, crawling or working at elevations, or when chemical protective clothing is worn under the hard hat.
- f. A hard hat must be inspected by the employee before and after each use, to ensure that the hat is not damaged in any way. This damage includes, but is not limited to:
  - cracks
  - scratches/gouges
  - holes
  - suspension; torn/stretched
  - deformations
  - chemical contamination
- g. Bump caps do not provide rated head protection for overhead hazards. They may, however, provide limited head protection when working around pipes, valves, and when cutting grass around low hanging trees and brush.



## 2. Eye and Face Protection

a. Eye and/or face protection shall be worn when there are known to be, or there is a potential for, eye hazards in a workplace. These tasks include, but are not limited to:

- chipping/grinding
- grass/weed cutting
- dusty conditions
- welding
- sawing/sanding
- tasks that generate dust
- chemical handling
- tarping trailers/trucks
- drilling



b. Eye protection must meet the most current ANSI Standard. The Office of Risk Management and Safety (extension 6491) shall assist all departments with the selection of proper eye protection as requested.

c. Eye wash stations and/or deluge showers must be provided when eye and/or body splashes from a potential chemical exposure are present.

d. Safety glasses shall be equipped with side shields.

e. Goggles shall be worn for potential chemical splash or body fluid exposure, when safety glasses with side shields do not provide adequate protection (e.g. handling of corrosive liquids, Prosecutor's investigations).

f. Face shields shall be worn when chemical, splash, body fluid exposure, or spark hazards exist, or during any tasks that pose an exposure hazard to the face. A face shield alone is not considered to provide adequate eye protection. Additional protection in the form of safety glasses or goggles, as appropriate, will be used.

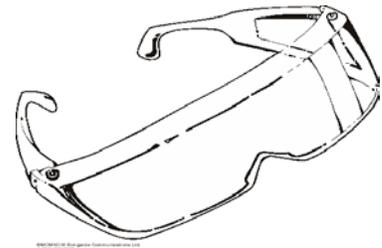
g. Selection of shaded eye protection for brazing, cutting and welding shall be based on the ANSI Z87 standard. The Office of Risk Management and Safety shall assist all departments in the selection of shaded eye protection as requested.

h. Welding screens/curtains must be utilized when the task produces light that can represent an eye hazard to nearby workers.

i. Eye and face protection must be inspected before and after each use by the wearer to ensure that the equipment is not damaged.

This would include, but is not limited to:

- Loose hinges
- discoloration
- cracks/scratches
- distortion



3. Hearing Protection

- a. Hearing protection shall be worn at any time that sound levels exceed those deemed to be acceptable by the Supervisor, employee or the Office of Risk Management and Safety. (Hearing protection must **always be worn** when noise levels are at or above **90 db.**) The Office of Risk Management and Safety shall conduct noise monitoring as requested.

General sound levels: Chain Saw - 100 db  
Gasoline Power Mower - 87 to 92 db  
Riding Mower - 90 to 95 db

**Responsibility**

1. The employee shall:

- a. Recognize tasks that involve potential head, eye, face, hand or noise hazards and utilize personal protective equipment that is available.
- b. Inspect personal protective equipment for damage before and after each use. Any damaged equipment shall be immediately reported to the area supervisor.
- c. Store protective equipment in a clean and safe fashion.

2. The supervisor shall:

- a. Perform a Hazard Assessment, using the GENERAL PERSONAL PROTECTION EQUIPMENT matrix (below) as a guide, to identify tasks that require head, eye, face and foot protection. This is a one time requirement, unless work conditions change to include new tasks, at which time a new Hazard Assessment is required.
- b. Certify in writing to the Office of Risk Management and Safety: the workplace evaluated, the certifying official (usually the supervisor), and date performed.
- c. Have head, eye, and face protective equipment available for all affected employees
- d. Provide safe storage areas for head, eye and face protective equipment.
- e. Post areas that require protective equipment with the appropriate signs.
- f. **Enforce this policy in their respective work areas.**

3. The Office of Risk Management and Safety shall:

- a. Assist supervisors in the Hazard Assessment (identification of areas that require protective equipment) and in the selection of the appropriate type when requested.
- b. Assure that work stations are posted as to the type of protective equipment required.
- c. Provide training as requested on the use of Personal Protection Equipment.



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## General Personal Protection Equipment

### Job Safety Analysis

		Hard Hat	Supplied Air/Ventilation	Safety Glasses	Goggles	Dust Mask	Cartridge Mask	Impermeable Gloves	Leather Gloves	Splash Protection	Face Protection
Job Description	Physical Hazard										
1. Brazing, welding, and cutting	Hot Sparks, molten metal, affecting skin and eyes, smoke, fumes from welding		X	X	X						X
2. Cutting grass, weeds, bushes, trees	Flying grass/weeds, stones, debris, and noise			X							
3. Vehicle/machinery maintenance	Slippage of tools, bumping against, eyes.			X					X		
4. Working below grade in manholes, tanks, excavation, can stations, air release chambers, and wet/dry wells sump pits.	Bumps and scrapes, rope burns, dropping heavy objects, man-hole covers, dust, dirt, eye/head impact.	X	X	X							
5. Excavating equipment, tampers, jackhammers, core drillers.	Eye impact, respiratory irritant, noise.	X		X					X		
6. Sand blasting	Eye impact, respiratory irritant, noise.	X	X	X					X		X
7. Hand tools	Flying debris, concrete, cuts, abrasions.			X							
8. Painting	Skin, eye and respiratory irritation.		X	X							
9. Painting (VOC)	Skin eye and respiratory irritation.		X	X			X	X			
10. Chemical Handling	Skin, eye, and respiratory irritation.						X	X		X	X
11. Helicopter Operations	Flying debris, noise, dropping objects.	X			X						
12. Chainsaw & Chipper Use	Flying debris, noise, falling objects, saw kickback	X		X					X		
13. Power tools/shop equipment/pneumatic	Skin/eye hazard, noise, respiratory irritation			X							
14. Working with laboratory chemicals	Eye splash, skin contact			X	X			X			
15. Machine/equipment washdown, power washer, steam cleaner	Splash, noise, hot water, steam, flying debris				X			X		X	
16. Tarping/spotting trailers and containers	Eyes, falling debris, cuts, abrasions	X		X					X		
17. Clinical laboratory work, phlebotomy	Eye/face splash, skin contact blood body fluids			X	X			X		X	X
18. Range Master	Eye, hearing, blood, lead			X			X				
19. Crime Scene Investigation	Eye/face splash, skin contact blood body fluids			X	X			X		X	X
20. Wound care	Skin contact blood body fluids			X	X			X		X	

Department \_\_\_\_\_ Facility \_\_\_\_\_ Date \_\_\_\_\_ Conducted by \_\_\_\_\_

## HELICOPTER OPERATIONS

1. Briefing. Prior to each day's operation a briefing shall be conducted by the pilot. This briefing shall set forth the plan of operation for the pilot and ground personnel.
2. Slings and tag lines. Loads shall be properly slung. Tag lines shall be of a length that will not permit their being drawn up into the rotors. Pressed sleeve, swedged eyes, or equivalent means shall be used for all freely suspended loads to prevent hand splices from spinning open or cable clamps from loosening.
3. Cargo hooks. All electrically operated cargo hooks shall have the electrical activating device so designed and installed as to prevent inadvertent operation. In addition, these cargo hooks shall be equipped with an emergency mechanical control for releasing the load. The pilot and ground crew shall ensure that the hooks are tested prior to each day's operation to determine that the release functions properly, both electrically and mechanically.
4. Personal protective equipment. Personal protective equipment shall be provided to the pilot and ground crew. An additional specific requirement exists for personnel hooking up or receiving an external sling load. These support personnel shall wear eye protection, hardhats secured by chin straps and hearing protection as necessary.

Note: Loose-fitting clothing likely to flap in rotor downwash, and thus be snagged on the hoist line, may not be worn.

5. Loose gear and objects. Take all necessary precautions to protect employees from flying objects in the rotor downwash. All loose gear within 100 feet of the place of lifting the load or depositing the load, or within all other areas susceptible to rotor downwash, shall be secured or removed.
6. Load safety. The size and weight of loads, and the manner in which loads are connected to the helicopter shall be checked and communicated to the pilot. A lift may not be made if the pilot believes the lift cannot be made safely.
7. Hooking and unhooking loads. When ground crews perform work under hovering craft, a safe means of access shall be provided for employees to reach the hoist line hook and engage or disengage cargo slings. No one is permitted to perform work under hovering craft except when necessary to hook or unhook loads.
8. Static charge. Static charge on the suspended load shall be dissipated with a grounding device before ground personnel touch the suspended load, unless protective rubber gloves are being worn by all ground crew personnel who may be required to touch the suspended load.

9. Weight limitation. The weight of an external load shall not exceed the helicopter manufacturer's rating.
10. Ground lines. Hoist wires or other gear shall not be attached by the ground crew to any fixed ground structure, or allowed to foul on any fixed structure.
11. Visibility. Ground personnel shall ensure that when visibility is reduced by dust or other conditions, they shall exercise special caution to keep clear of both main and tail rotor blades.
12. Signal systems. The pilot shall instruct ground crew personnel on the signal systems to be used and shall review the system with the ground crew, as a component of the daily briefing, in advance of hoisting the load. This applies to both radio and hand signal systems.
13. Approach distance. No one shall be permitted to approach within 50 feet of the helicopter when the rotor blades are turning, unless his work duties require his presence in that area.
14. Approaching a helicopter with rotor blades rotating. Ground crew shall remain in full view of the pilot and keep in a crouched position. No one is permitted to work in the area from the cockpit or cabin rearward while blades are rotating, unless authorized by the pilot.
15. Communications. There shall be constant reliable communication between the pilot and a designated employee of the ground crew who acts as a signalman during the period of loading and unloading. The signalman shall be clearly distinguishable from other ground crew.

# HOUSEKEEPING

## Purpose

The intent of this program is to create a high level of awareness for good housekeeping practices and emphasize the importance of a clean work area to reduce the frequency of job related incidents that result in injuries, fires and damage to equipment.

## Procedure

1. Storage:
  - a. All equipment commonly used should have a designated storage location and it should be kept in that location when not in use.
  - b. Maintain clear access to emergency equipment, aisles, and exits. Do not block fire escapes, fire equipment, or electrical panel boxes. These areas must have free access at all times.
  - c. Provide proper containers for trash, scrap, recyclables and other waste. Trash and garbage containers should be emptied daily, or more often if necessary to prevent fire hazards.
  - d. Flammables and combustibles should be stored in approved, appropriately labeled containers, away from electrical service lines or spark hazards.
  - e. All materials, tools, or equipment are to be placed or located in such a manner that they are stable, fixed or firm, and are safe from any unexpected movement.
  
2. Fire Protection:
  - a. Oily rags and waste must be stored in covered metal safety cans.
  - b. Flammable/combustible materials must be stored in safety containers. Flammable liquids, in excess of 25 gallons, must be stored in a rated flammable storage cabinet.
  - c. Cigarettes, cigars or other smoking materials must be placed in ashtrays or sand receptacles to prevent fires.
  - d. Perimeters of buildings must be kept free of high weeds and grasses.
  - e. Never throw refuse in corners, behind machinery, or in basements. Build up of debris in these areas may cause a fire.

**Do not block exits.**



3. Walking - Working Surfaces:
  - a. Spills or leaks should be cleaned up and disposed of immediately.
  - b. Aisles and stairways must be kept clear of stock, skids, equipment, etc., at all times. Aisles/walkways must have a minimum of thirty-two inches of passage space.
  - c. Do not leave equipment lying in your work area. Keep your work area clean and orderly.



**Clean up spills immediately!**

4. Cleaning – Special Circumstances for facilities with potential for handling Bloodborne Pathogens; within the Exposure Control Plan:
  - a. Determine and implement a written schedule for cleaning.
  - b. The methods for decontamination based on areas that require cleaning, the type of surface and tasks being performed.
  - c. Proper disposal methods.

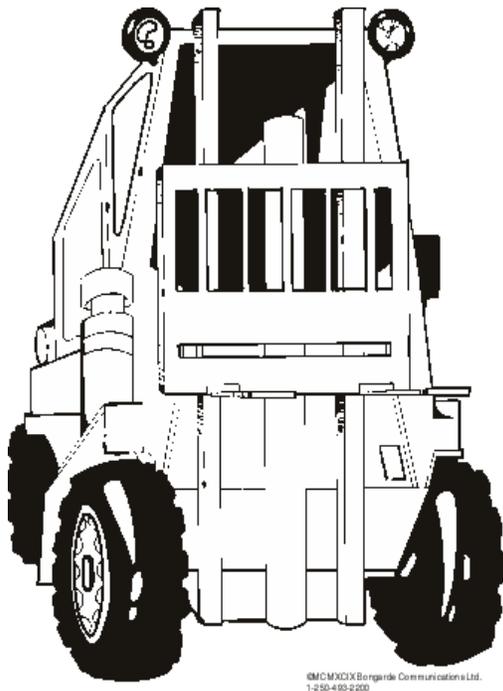
### **Responsibilities**

1. Employees are responsible to store materials and to place equipment back in the appropriate storage location, and to dispose of refuse properly to assure a safe, clutter free work environment.
2. Supervisors are responsible to assure adherence to this housekeeping policy and that the work place is maintained in a safe, clean and orderly manner.
3. The Office of Risk Management and Safety shall assist each department, as requested, in the proper labeling and the identification of storage requirements for chemicals in the workplace.
4. The Office of Risk Management and Safety shall coordinate surveys at least annually, but with greater frequency as necessary, to determine housekeeping efficiency.



**If more than 25 gallons of flammable liquids are present,  
a rated storage cabinet must be used.**

## INDUSTRIAL TRUCKS



### Purpose

This Section sets forth procedures to help protect County employees from hazards associated with the operation and maintenance of industrial trucks. This program affects the following departments: Public Works (Bridges, Roads, Signs/lines, Traffic Lights), Facilities and Services, Park/Zoo and Mosquito Control.

A "qualified operator" is defined as a person who can demonstrate by experience or training the ability to recognize hazards associated with the operations of powered industrial trucks.

"Industrial trucks" include but are not limited to forklifts, loaders, backhoes, graders, tractors, crane trucks, motorized hand trucks, boom trucks and manlifts.

### 1. Training

- a. Instruction and training for qualified industrial truck operators shall include, but not be limited to:
  - Pre-use inspection procedures
  - Preventive maintenance requirements/schedule
  - General operating principles including limitations of the vehicle and the use of controls
  - Hands-on proficiency testing/capacity/special attachments
  - Environmental conditions relative to safe operation (e.g. soil and/or water hazards during trenching and excavation)
  - Operator and pedestrian safety
  - Lockout/tagout and safeguarding procedures for maintenance tasks
  - Personal protective equipment
  - Identification and hazards associated with utilities (above and below ground)
  - Over-the-road transportation

## Procedures

1. No employee is to operate a powered industrial vehicle unless they have been properly trained and authorized to do so by a supervisor (**FORKLIFT OPERATORS MUST POSSESS AN OPERATOR'S CARD**).
2. No person except the operator shall be transported on powered industrial vehicles (unless the vehicle is equipped with additional seating). Never transport anyone on the forks of a lift, truck, or in a bucket or crane. Arms and/or legs shall not be placed outside of the vehicle.
3. All operators of any vehicle are required to wear safety belts at all times.
4. Power must be shut off whenever an operator is further than twenty-five feet away from, or out of sight of, any powered industrial equipment.
5. When a powered industrial truck is left unattended, the forks, load bucket, hoe, etc., shall be fully lowered, controls neutralized, power shut off, brakes set and wheels or tracks blocked.
6. Enter and exit all vehicles at designated points and maintain at least three points of contact at all times. Never jump from or onto the vehicle.
7. All powered industrial vehicles shall be inspected for defects and safe operation prior to use.
8. Any defects noted during either the pre-use inspection, operation or post operation of the vehicle are to be reported promptly to a supervisor. Repairs are to be made only by authorized personnel.
9. Vehicle operators must remain at the controls of the vehicle at all times that any portion of that vehicle is in a raised position, unless during maintenance while following required lockout/tagout procedures. During such maintenance, barricades shall be provided to prevent unauthorized entry into the work area.
10. No person shall pass or stand under the elevated portion of any truck, whether loaded or empty, unless proper lockout/tagout procedures have been conducted. Loaded buckets shall not be passed over workers or a cab of a truck.
11. No material is to be loaded onto or from a pallet that is elevated.
12. Industrial trucks shall be operated on level ground whenever possible with stabilizers in position as needed to prevent tipping or rollover.
13. All loads must be secured from shifting during transportation by using the proper tiedowns and stakepoints.
14. Industrial trucks shall be kept in a clean condition, free of excess oil and grease. Care in cleaning should be observed particularly during over-the-road transportation of vehicles; falling debris from the truck and/or trailer could severely damage vehicles or injure persons following the trailer.



15. When coupling vehicles for towing, or while towing, no one may be between the vehicles when either vehicle is in motion. The driver shall not move the vehicle(s) until an "all clear" signal is given.
16. Trailers about to be loaded must be positioned on firm level ground and the wheels blocked to prevent movement.
17. Transporting vehicles over the road also requires pre-planning for weight limits and height restrictions of bridges and overpasses.
18. When towing vehicles, towbars should be used. When tow chain or ropes are used, they must be evaluated for size and strength prior to towing.
19. Fuel tanks shall not be filled while the engine is running. Smoking is prohibited during refueling.
20. All vehicles should be equipped with a permanently mounted fire extinguisher.
21. Industrial trucks must be operated a safe distance from the edges of ramps, platforms, excavation, or any area that could cause the vehicle to rollover.
22. Each vehicle must carry a nameplate showing the weight of the truck and its rated capacity. The load capacity shall not be exceeded.
23. Operators are to use caution when going around blind corners or where visibility is limited. Horns will be used as a warning signal only.
24. Truck forks, buckets, hoes, etc., are to be kept as low as possible whether loaded or unloaded for maximum stability and visibility during operation.
25. If the load being carried obstructs forward view, the operator shall be required to travel with the load trailing.
26. Personnel must never be elevated by a forklift while standing on the forks, a pallet, or the load. A cage secured to the mast equipped with fall protection and specifically designed for forklifts must be used.
27. Whenever a lift truck is used to elevate personnel, precautions shall be taken to ensure fall protection. This includes the use of a fullbody harness and shock lanyard.
28. Whenever an employee is elevated in a lift truck (with fall protection), a ground person must be present. The ground person will assist as a spotter or operate ground controls as needed.
29. Care shall be taken not to contact overhead installations, such as lights, wiring, pipes, sprinkler systems, etc.. Extreme caution shall be used when operating shovels, backhoes, cranes, forklifts or any industrial truck near utilities. If electrical energy has not been locked-out, be sure the swing of the bucket, boom, etc., is never within ten feet of energized lines.



## **Responsibility**

1. It is the Department Head's responsibility to:
  - a. Ensure that operators have initial training and attend refresher training every three years on both equipment operation and the safety procedures of this section.
  - b. Designate a "Qualified Operator" who will be the Subject Matter Expert and act as a qualifier for practical training and evaluation.
  - c. Ensure that repairs or adjustments are conducted as needed by authorized personnel only and that routine maintenance and pre and post-use inspections are conducted.
  - d. Ensure that all powered industrial trucks have a nameplate affixed to the equipment which is legible and accurately states the weight of the truck and its rated capacity.
2. It is the operator's responsibility to:
  - a. Report all accidents involving personnel, building structures and equipment to your supervisor.
  - b. Operate only the equipment in which they have been trained. This includes the operation and function of all controls and instruments.
  - c. Know the procedures of this section and any unusual operating conditions which may require additional safety precautions or special operating instructions.
  - d. Ensure that personnel stand clear of the swing or maneuvering range of any industrial truck. No worker may enter the operating area without first notifying the operator.
3. The Office of Risk Management and Safety shall:
  - a. Provide initial and refresher classroom training to all employees that operate industrial trucks.
  - b. Provide a checklist for the use of the Subject Matter Expert from which to conduct practical training and evaluation.
  - c. Issue licenses (operators cards) for a period of three years subsequent to documentation of both classroom and practical training.
4. Designated Subject Matter Experts shall conduct practical training and evaluation.



# INFECTION CONTROL/BLOODBORNE PATHOGENS

## Purpose

The purpose of this program is to promote the recognition and prevention of occupational exposure to blood and body fluids. The following departments are affected by this program: Health, Sheriff, Prosecutor, Nursing Home and Fare Free.

## Procedure

1. All affected County employees will be categorized by their Department head according to the potential for exposure to blood/body fluids during the performance of their assigned tasks. Employees will be categorized as followed:

### Category I:

All employees having occupational exposure to bloodborne pathogens (tasks that involve the exposure to blood, body fluids or tissues).

### Category II:

All employees that have limited occupational exposure to bloodborne pathogens (usually perform tasks that involve no exposure to blood, body fluids or tissues, but employment may require performing unplanned Category I tasks).

### Category III:

All employees that have no occupational exposure to bloodborne pathogens (perform tasks that involve no exposure to blood, body fluids or tissues and Category I tasks are not a condition of employment).

2. Definitions:

- a. Exposure Incident: "A specific eye, mouth, other mucous membrane or parenteral contact with blood or other potentially infectious material that results from the performance of one's duties."
- b. Occupational Exposure: "... reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties."



- c. Universal Precautions: "A means of protecting yourself against bloodborne diseases by treating all body fluids as potentially infectious, regardless of patient diagnosis. This includes the use of protective barriers, such as gloves, goggles and gowns, when contact is likely to occur with blood/body fluids."
3. The affected department shall provide Category I and Category II employees with protection from exposure to Hepatitis B through the following steps:

At Time Of Employment:

- a. If requested by a Category I or II employee, a Hepatitis B vaccine will be offered within 10 days of assignment.
- b. A booster vaccine will be offered as recommended by the N.J. Department of Health or by a County Workman's Compensation physician.
- c. If the vaccine is contradicted for medical reasons, this must be documented in the personnel records by a physician.
- d. Vaccine Declination
- 1) If the employee declines the HBV vaccination, a statement shall be signed by the employee and kept on file.
- 2) The employee has the right to reconsider taking the vaccine at any time.

4. Training:

- a. All affected departments shall assure that employees attend annual training on bloodborne pathogens and infection control. This training shall be provided by the Office of Risk Management and Safety at New Employee Orientation and annually as arrangements are made with affected departments.
- b. All new employees shall be provided with the initial Orientation by the Office of Risk Management and Safety.
- c. All new employees shall be trained by a supervisor on the location and availability of their department's Exposure Control Plan as well as site specific universal precautions, personal protective equipment and waste disposal.



5. The following departments must maintain and annually update a written exposure control plan:

- Health
- Prosecutor
- Nursing Home
- Sheriff
- Fare Free

6. The Exposure Control Plan must include the following:

- a. Employee categorization (exposure determinations) by title.
- b. The schedule and method of implementation of: Universal Precautions, Engineering and work practice controls, Personal Protection Equipment, and Housekeeping (handling, cleaning and disposal of contaminated waste/material).
- c. Procedures for evaluating the circumstances of an Exposure Incident.

- d. Post exposure evaluation and follow up.
- e. Initial and annual training.
- e. Standard operating procedures.
- f. Annual solicitation, from non-managerial employees exposed to direct patient care who are potentially exposed to injuries from contaminated sharps, in the identification, evaluation, and selection of engineering and work practice controls.

**Responsibility**

1. The Office of Risk Management and Safety will provide bloodborne pathogens training, per 29 CFR 1910.1030 (g) (2), as requested and scheduled.
2. The employee shall practice universal precautions with all potentially infectious material.
3. Each employee must wear personal protective equipment, applicable to the task, when a potential for infectious material exposure is present (e.g. gloves, goggles, etc.). This would include the handling of potentially contaminated bedding and clothing.
4. All employees shall utilize dust pans, brushes, tongs, hemostats or other devices that eliminate the direct handling of potentially contaminated sharps/glass.
5. The employee must place contaminated sharps/glass in a puncture resistant, leak proof container, with a bio-hazard label or written warning. The area of potential contamination must also be immediately disinfected by an approved disinfectant, such as a bleach solution.
6. In the event of an exposure, the employee must complete an exposure report and immediately notify a supervisor.
7. The directors of the following departments must categorize their staff, as outlined in this policy:
  - Health Department
  - Sheriff's Department
  - Fare Free
  - Nursing Home
  - Prosecutors Office
8. The director of the affected departments, mentioned above, must assure the availability and maintenance of an annually updated written Exposure Control Plan, and the proper disposal of regulated waste.
9. The Office of Risk Management and Safety will assist in developing and maintaining all written Exposure Control Plans.
10. The supervisor of an area affected by these procedures shall make available personal protective equipment to the employee.
11. The supervisor will insure that the procedures outlined in this policy, and their site specific exposure control plan, are adhered to by their staff.
12. The supervisor must see that an incident exposure form is completed.



## LOCKOUT/TAGOUT PROCEDURE

### Purpose

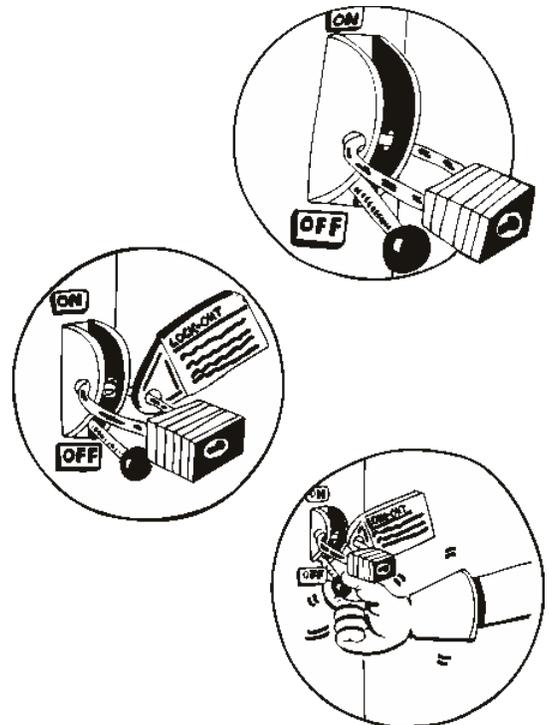
This program is instituted to protect all persons while servicing or maintaining machines, equipment, valves, pipes and wires where the unexpected energization, start up, or release of energy could cause injury to persons or property; and to establish minimum performance requirements for the control of hazardous energy.

The following departments are affected by this program: Public Works (Roads, Bridges, Traffic), Facilities and Services, Nursing Home, Park/Zoo and Mosquito Control.

### Procedure

1. The supervisor shall notify all employees that will be affected by the lockout procedure prior to initiation of a task. Employees at County facilities affected by lockout/tagout include:
  - Mechanics
  - Electricians
  - Supervisor
  - Laborers
  - Truck Drivers
  - Equipment Operators
  - Bridge Repair Personnel
2. Any equipment taken out-of-service for maintenance or replacement shall be locked-out, by the employee doing the work, at its main disconnect, or in a manner that will hold the energy isolating devices in a "safe" or "off" position. Equipment that is affected by these procedures includes but is not limited to:
  - Generators
  - Fork Lifts
  - Electrical Panels
  - Front End Loaders
  - All Valves
  - Pipe Lines
  - Hydraulic Equipment
  - HVAC Equipment
  - Motors
  - Boilers
  - Pneumatic Equipment
  - Motorized Field Equipment
3. A warning tag shall be affixed by the employee, as close as possible to the lock, in a position immediately obvious to anyone attempting to operate the equipment.
  - i. This tag shall include the following: **“Danger - Do Not Operate”**; the date/time; the purpose for being locked out; the task being conducted; and the person conducting the task.
  - ii. Prior to starting work, isolation and de-energization (lockout) of the equipment shall be verified, for example, attempt to operate equipment to insure electrical disconnect or to confirm pressure in a hydraulic line, spring or storage vessel has been relieved and cannot be restored.

- iii. Anyone performing a task on equipment locked out by another employee shall install their own lock and tag before beginning work. The additional employee must also contact the employee identified on the existing tag of their intention to work.
- iv. Personal locks may not be removed by anyone except the individual placing the lock, unless all of the following conditions are met:
  - a. The individual is not on site.
  - b. An attempt has been made to contact the individual.
  - c. Immediate supervisor of the individual has ascertained that no one will be placed at risk by removal.
  - d. Whenever a personal lock has been removed, the individual will be notified upon return to work by their supervisor.
- 8. Hydraulics on equipment such as front end loaders and forklifts shall be blocked/cribbed while maintenance is being conducted.
- 9. Keys shall be kept in the possession of the employee performing maintenance on key operated equipment (including motor vehicles).
- 10. All vehicles must be chocked to prevent movement during repairs.
- 11. Only electricians may access panels or equipment that is energized to conduct maintenance or repairs in accordance with NFPA 70E, standard for electrical safety in the workplace. These areas will be posted to deny unauthorized access and isolated to prevent accidental contact by workers.
- 12. Before lockout/tagout devices are removed, and energy is restored to the machine or equipment, the following actions must be taken:
  - a. Notify involved employees that work is completed.
  - b. The work area shall be inspected for removal of non-essential items/tools.
  - c. Ensure that all components, guards and safety devices are intact.
  - d. All employees must be safely positioned or removed from the work areas.

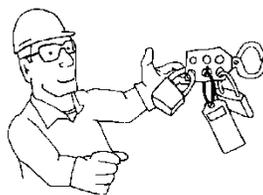


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14. Lockout/Tagout devices shall be located in an area accessible by all affected employees.
15. Outside servicing personnel (contractors, etc.) engaged in activities concerning the servicing or maintenance of machines or equipment involving hazardous energy sources, shall follow the requirements of OSHA 1910.147 "Control of Hazardous Energy" standard.

### **Responsibility**

1. It shall be the responsibility of the supervisor to identify equipment that requires isolation through lockout/tagout and develop written procedures that specify: the intended use of the procedure; steps for shutting down, isolating, blocking and securing; steps for placement and removal of lockout/tagout devices; steps for testing the effectiveness of the lockout devices; steps for reenergizing the equipment.
2. It shall be the responsibility of each employee conducting a particular job or task to provide for the application and removal of lockout/tagout controls.
3. The supervisor shall insure training is provided in the practice of lockout/tagout procedures for their affected employees.
4. The Office of Risk Management and Safety shall:
  - i. Conduct annual Energy Control Procedures Inspections at affected facilities.
  - ii. Provide initial training as requested by a supervisor. Training documentation will be maintained by both the Department and the Office of Risk Management and Safety.
  - iii. Provide periodic retraining for affected employees whenever an inspection reveals that there are deviations from or inadequacies in the energy control procedure as they are identified by supervisors or employees.
5. The supervisor shall notify all outside contractors of their responsibility to follow lockout/tagout procedures as per OSHA 1910.147.
6. The supervisor shall provide individually keyed locks to affected employees that can be identified as to the owner by color or tag.



**LOCKOUT  
TAGOUT  
MAY SAVE  
YOUR LIFE!**

# LYME DISEASE PREVENTION

## Purpose

The purpose of this program is to eliminate or minimize the biological hazards associated with tick bites. All County employees affected by this policy must comply with the requirements contained herein.

## Procedure

1. The following protective measures shall be taken in areas where ticks prefer to live, e.g. dense woods, brush, shrubs and tall grass:
  - a. Grass shall be kept well maintained and brush/shrubs thinned, when feasible, to help eliminate tick habitats.
  - b. Avoid tick habitats whenever possible and prescribe to the following preventive measures:
    - 1) Wear light colored long pants tucked into socks and a long sleeve shirt tucked into the pants.
    - 2) Use "Tyvek" clothing in areas of especially thick or dense vegetation. This clothing is to be provided by the employee's supervisor. Purchase information is available through the Office of Risk Management and Safety at Extension 6491.

- \*NOTE:** The use of Tyvek clothing requires careful monitoring for heat related illnesses. Contact the Office of Risk Management and Safety prior to utilizing Tyvek clothing.
- 3) Use of repellents which contain permethrin (Permanone) or DEET (Cutters, Muskol) by employees engaged in tasks where the potential for a tick bite exists (grass cutting, wood chipping/shredding, brush removal etc.). These repellents are to be made available to the employee by their department at a convenient location.
  - 4) Employees shall thoroughly check their body for ticks prior to leaving work. Close attention shall be given to the armpit, groin, waist and neck area for the presence of ticks. If appropriate facilities are not available for this inspection, the employee must check for tick presence upon arrival at home. If a tick is found at this time, the employee must contact a supervisor immediately.

### 2. Detection and removal of a tick:

- a. Early detection and removal of an embedded tick is most important to prevent a tick from transmitting Lyme Disease; infected ticks must feed for at least 12-24 hours before they can transmit the Lyme Disease bacteria.
- b. When embedded, the tick shall be removed as soon as possible with tweezers. Tweezers must be made available in first aid kits or another convenient work location.
  - 1) Do not use items such as matches, nail polish, alcohol or vaseline for tick removal.



- 2) Removal of embedded ticks by the use of chemicals or matches can increase the risk of contracting Lyme Disease and may cause injury to the skin.
3. Symptoms of exposure:
  - a. Employees should be familiar with the symptoms of exposure. The initial stage of Lyme Disease is announced by the presence of a rash or skin lesion which begins as a small red raised area that expands in size (not everyone will experience a rash). The rash may be accompanied by flu-like symptoms and normally appears within several days to several weeks following a bite from an infected tick. However, these are not the only symptoms of exposure. Additional information concerning the symptoms associated with Lyme Disease may be obtained from the Office of Risk Management and Safety.

### **Responsibility**

1. The employee shall immediately notify their supervisor upon discovery of an embedded tick.
2. The supervisor shall preserve a live tick by placing it in a plastic baggy, or other escape proof container with a damp napkin for delivery to the Office of Risk Management and Safety. The supervisor must complete a Supervisor's Incident Investigation Report for submittal to the Human Resources Department.
- 3.. The Office of Risk Management and Safety will send the live tick, which was removed from the employees' skin, to the State Health Department for identification and testing.
4. The Human Resources Department will send the employee to the County's workman compensation physician if the tick was determined, subsequent to testing, to have been carrying Lyme Disease.
5. Department heads with employees that conduct routine tasks that involve potential tick bites (e.g. F&S, Bridge, Road) will distribute information provided by the Office of Risk Management and Safety during the early spring and fall seasons.
6. The Office of Risk Management and Safety will review this policy during New Employee Orientation.

**Don't avoid the "great outdoors"!**



**Just remember to take the proper precautions.**

## MOTOR VEHICLE OPERATION

### Purpose

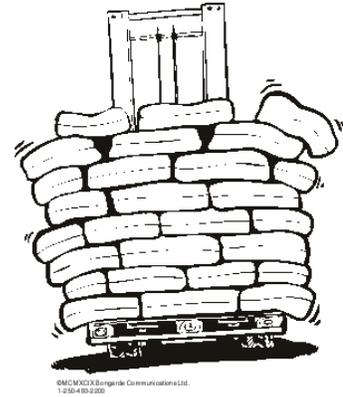
The purpose of this procedure is to promote driving safety awareness for all County employees that may operate or are transported in motor vehicles owned, leased or temporarily rented by the County. The complete policy should be reviewed by all employees, and can be found on the County Intranet site.

### Procedure

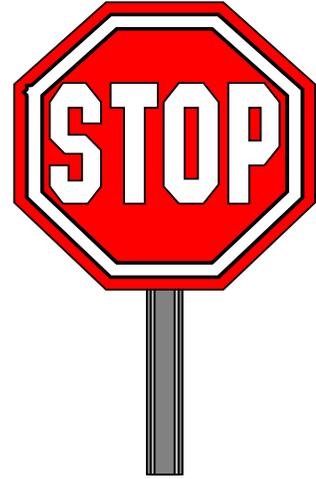
1. All operators of County vehicles must possess a valid New Jersey driver's license certified for the type of vehicle being operated. Operators in possession of a commercial drivers license must comply with the County's random and pre-employment alcohol/drug screening program, as required by the Omnibus Transportation Act.
2. All traffic and speed limit signs must be obeyed. In rain, snow or other poor operating conditions, all drivers of County vehicles shall adjust their speed to permit them to keep the vehicle under control.
3. Personnel must be seated inside the vehicle and shall not be supported by the bumper, running board, tailgate, fenders, sidewalls, or any part of the vehicle not designated for their safe transportation. Standing in a moving vehicle is absolutely forbidden. All vehicles must be stopped completely before a passenger gets on or off. No one is to ride in the bed, trailer or storage area of a truck.
4. Vehicles used to transport employees shall have seats adequate for the number of employees to be carried and be firmly secured. Drivers shall not permit the number of riders to interfere with line of sight or control of vehicle.
5. Seatbelts shall be present in all motor vehicles, properly installed, maintained and utilized at all times by occupants of the vehicle while the vehicle is in motion. Drivers shall make certain each passenger is seated and their seatbelt and harness secured before proceeding.
6. Only authorized personnel may travel in County vehicles.
7. All vehicles with cabs shall be equipped with windshields and cracked or broken glass shall be reported to your supervisor immediately. Windshields, window glass and mirrors shall be kept clean at all times. No one shall affix any sticker, decal, or any other item to any portion of the glass area.
8. The use of a cell phone while operating a County vehicle is prohibited. Park your vehicle in a safe area when using a cell phone.



9. All heavy or bulky loads shall be:
  - a. Secured with rigging and tarped to prevent movement.
  - b. Within the limits of load capacity.
  - c. Contained within the sides of the vehicle.
  - d. Marked with a red flag when extending beyond the rear.
  - e. Not obstructive to the driver's vision.
10. All vehicles shall be maintained as per the State of New Jersey Motor Vehicle Inspection System's criteria.
11. All vehicles not used on public highways shall have a service brake system with lights, an emergency brake system and a parking brake system, which is maintained in operable condition.
12. All vehicles used for hauling, whose payload is loaded by means of cranes, power shovels, loaders or similar equipment, shall have a cab shield and/or canopy to protect the operator from shifting or falling materials.
13. Drivers shall park their vehicles only in positions permitted by ordinance unless on a special work assignment such as road maintenance.
14. Before leaving a parked vehicle, set the emergency brake and lock all doors and windows. Always remove the ignition keys to prevent theft or unauthorized use of the vehicle.
15. Backing of any vehicle shall be avoided whenever possible. The first choice always, is to park so a backing maneuver is not necessary. If backing cannot be avoided, it should be performed when arriving at the work location, not when leaving.
16. When operating a vehicle with a "shotgun" rider, the shotgun rider must exit the vehicle to coach the driver whenever a backing maneuver is required.
17. Every driver shall be attentive at all times and maintain adequate following distances. Tailgating causes rear-end collisions and reduces visibility of traffic situations ahead. Keep your eyes moving and prepare for potential and actual hazards. Always provide communication to other drivers of your intentions by:
  - a. Signaling lane changes and turns well in advance.
  - b. Flash brake lights in advance of stopping or indicate slowing.
  - c. Using amber dome lights as necessary.
18. Before fueling, the vehicle shall be shut off. The hose nozzle shall be kept in contact with the fill pipe to avoid static sparks. Smoking, using a cell phone and open flames shall not be permitted while dispensing fuel. An operator may not leave the pump unattended while fueling a vehicle. Do not attempt to "top-off" the fuel tank.



18. Prior to use, all vehicles shall be checked by the operator to assure the following parts, equipment, and accessories are in safe operating condition and free of apparent damage:
- a. All brakes, steering
  - b. Windshield, wipers and washer, tires
  - c. Seatbelts, mirrors
  - d. Back-up alarm and or horn
  - e. Head, tail, parking, and brake lights and lenses
  - f. Leaking fluids on ground, step-ups or decks
  - g. Directional signals and emergency flashers/lighting
  - h. Any special equipment, including:
    - 1) Fire Equipment
    - 2) Salt Spreaders
    - 3) Trailer Hook-up
    - 4) Reflectors
    - 5) Two-way Radios



19. Preventive maintenance shall be conducted on all County vehicles as set forth in the Operators Manual.

**\*NOTE:** All defects shall be corrected before the vehicle is placed in service.

20. The following inspection sheets shall be maintained in vehicles over a GVW of 26,000 lb. at all times:
- a. Driver's Daily Inspection.
  - b. Quarterly Vehicle Inspection.
21. The Driver's Inspection must be turned in at the end of each day to a supervisor. These inspections set forth minimum requirements per vehicle. The inspection sheet can be modified by a Supervisor.
22. The Quarterly Inspection must be completed by the vehicle maintenance division of the Road Department. These reports must be kept in the vehicle for a minimum of 24 months and then submitted to the vehicle maintenance file.

## **Responsibility**

1. It is the responsibility of every employee who operates a County vehicle to know all laws pertaining to the operation of motor vehicles on or upon the highways of this State, and to be familiar with and abide by County rules and policies relative to the operation of County vehicles. It is also important that employees understand that any accidents they have or any tickets they receive while not working may have an impact on their ability to drive for the county.
2. Each driver shall:
  - a. Assure that inspection and registration is current prior to vehicle operation. Report expired paperwork immediately to your supervisor.
  - b. Assure to the best of their ability that the vehicle is in safe operating condition.
  - c. Report any unsafe condition of the vehicle for correction prior to use.
  - d. Prior to operation, walk around the vehicle to check for obstructions, damage and fluid leaks.
3. Any employee involved in a motor vehicle accident with a County vehicle **must** notify the Office of Risk Management and Safety office **immediately** at 463-6491.
4. The operator of a vehicle with a GVW greater than 26,000 lbs., or a vehicle that is used to transport the general public, must complete a daily driver's inspection.
5. The supervisor shall allow only valid licensed employees to operate County vehicles.
6. The County manager of vehicle maintenance shall maintain records of daily and quarterly inspections of vehicles with a GVW greater than 26,000 lbs.
7. The Department head shall see that any unsafe vehicle condition is corrected prior to placing the vehicle back in service.
8. The County characterizes individual Motor Vehicle Operation records as: Clear, Acceptable, Borderline and Poor through random checks with the State of New Jersey, or when motor vehicle accidents occur. CDL drivers shall receive defensive driving training as soon as possible, but no later than 2 months from the date of hire. Recurrent defensive driver training for CDL drivers shall be every 3 years. Those who have a driving record characterized as Borderline or Poor, shall complete Defensive Driver training regardless of work task assignment. All Employees that may have an opportunity to drive a County vehicle are encouraged to attend this course, not only for initial training, but for refresher instruction every three years.
9. The Office of Risk Management and Safety provides an on-going Defensive Driving program. Available times and dates [can be obtained](#) through the Office of Risk Management and Safety at 463- 6491.
10. If a County employee, that is required to drive as part of his/her duties, driver's license is suspended or revoked, temporarily or permanently, the employee must notify his/her supervisor and/or County's Personnel Director of these circumstances when next reporting or duty. If the employee fails to report the loss of his/her driving privileges to either his/her supervisor or to the County's Personnel Director as noted above and it is subsequently discovered that the employee's driver's license was suspended or revoked, the employee will be subject to appropriate disciplinary action up to and including termination. If it is further determined that the employee operated a County

vehicle during the period of such suspension, the employee will be subject to disciplinary action up to and including termination. As soon as possible following receipt of an employee's report regarding his/her loss of driving privileges, the County will determine, at its sole discretion, whether or not the individual's employment will be continued. At the discretion of the County, temporary duties may be assigned pending the restoration of the employee's driving privileges.

### **Self Service Fuel Procedure**

1. Determine where fuel door is located on vehicle.
2. Pull alongside pump to line up fuel fill door with pump hose and turn off engine. Check odometer reading.
3. Do not smoke or use a cell phone in the fueling area.
4. Push enter on station display- station is located between the two pumps.
5. Station will ask for odometer reading, vehicle number, employee number, and pump number.
  - a. Type in vehicle odometer reading, press enter.
  - b. Type in "SC" number- located on inside of driver door near latch mechanism, or key ring, press enter.
  - c. Type in employee number, press enter.
  - d. Type in pump number (#1 for unleaded gasoline, #2 is diesel fuel), press enter.
6. Station display will indicate that the pump is ready to dispense fuel.
7. Remove fuel fill cap, and place fuel pump nozzle into fill pipe and push until rubber nozzle guard is compressed.
8. Turn lever down on fuel pump to engage fuel pumping machine. Squeeze nozzle trigger and hold, or put trigger lock on for automatic shut off.
9. **Never leave a pump unattended while fueling.**
10. The nozzle will automatically shut off when tank is full. Do not try to top off tank!
11. Push lever on pump up to the off position and replace the nozzle on pump.
12. Replace fill cap. Fuel usage is automatically registered at fleet maintenance office.
13. Never fill a portable gas can in a vehicle or in the bed of a truck. Always place the container on the ground.
14. If a fuel spill occurs:

During Working Hours: Shut-off the pump and notify attendant.

After Hours:

- Spill with absence of fire threat, contact the Office of Emergency Management at 465-3011.
- Spill with fire, evacuate area, contact 911 (or 9-911 from County phone).

**\*NOTE: Never fill a portable gas can in a vehicle or in the bed of a truck. Always place the container on the ground.**



## **Fuel Spill Procedures**

To eliminate confusion at the scene of a fuel/oil spill on County roadways and provide safety measures for County employees, the following steps are being taken:

1. When discovering a release that may directly effect the public safety:
  - a. Do not enter the spill area.
  - b. Limit access to the spill area.
  - c. Contact County Office of Emergency Management at 465 3011 and request any additional Road Department support that may be needed.
  - d. Await identification/verification of released material by response personnel.
  - e. Utilize absorbent materials as directed by response personnel to limit waste streams.
2. When responding to request from a municipality:
  - a. Upon arrival, obtain identification of spilled material from 1st responders on scene.
  - b. Do not enter spill area until verification of the spilled material is provided by County Emergency Response Personnel and it has been established that the area is safe.
  - c. Utilize absorbent material as directed by response personnel to limit waste streams.

The absorbent material, once applied, will not be further addressed by County Employees or loaded into County vehicles. If classified as a non-regulated waste by the County Health Department Response Personnel, the absorbent may be moved to the side of the road and covered in the interest of Public Safety. Road Department employees will follow any health and safety procedures identified by County Health Department Response Personnel during these operations.

The above referenced procedure requires that Road Department employees receive classroom education/training meeting the needs of responders taking defensive measures at a spill scene. This will be achieved through an annual training program provided by the Office of Risk Management and Safety; as requested by the Department Head/Supervisor. This course will address the following areas:

- Hazard Recognition/Identification
- Routes of Entry
- Personal Protective Equipment
- Control/Containment Methods
- Incident Command Structure
- Decontamination

In the event of a call out, as a result of any discharge on County roadways, call the Office of Emergency Management (24 hours) at: 465-301

## Work Zone Controls

Whenever traffic controls are needed on County Roadways, the most current MUTCD Regulations shall be followed.

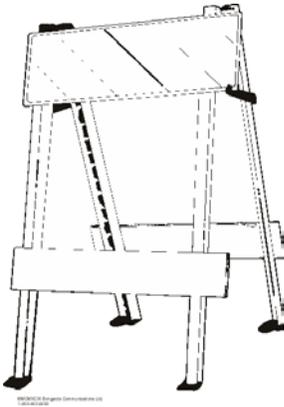
### 1. Supervisors must :

- a. Assure that the work zone conforms with Part VI of the MUTCD.
- b. Inspect the site periodically for conformance.
- c. Provide vehicle channelization that allows traffic to flow smoothly.
- d. Assure that workers, pedestrians, equipment and private property are protected/shielded from traffic.
- e. Maintain, position, remove and/or cover bypass, detour and control devices as needed.
- f. As necessary, see to the effectiveness of temporary pavement markings and assure that old pavement markings are obliterated.
- g. Assure that flaggers are trained and used as needed.
- h. Make available the appropriate control devices.



### 2. Employees must:

- a. Follow all MUTCD Regulations for work zone safety.
- b. Wear high visibility traffic vests or clothing whenever working on or near roadways.
- c. Report damaged/missing control devices (e.g: cones, signs) to their supervisor.



## **RESPIRATORY PROTECTION PROGRAM**

### **Purpose**

To establish procedures for the proper use, selection, maintenance and care of respiratory equipment. By adhering to this program, each County employee that may be exposed to dusts, fumes, vapor and gases, will be required to use a respirator to provide protection from respiratory hazards that may be present when conducting certain tasks. These tasks may include, but are not limited to: welding/cutting, use of solvents, paints, adhesives and sealants, contact with Tuberculosis patients, or in the event of an emergency such as a chemical spill or fire. The following departments are affected by this program: Prosecutors, Jail, Facilities and Services, Health, Public Works, Nursing Home, and Mosquito Control. Each Department shall supplement County policy with written procedures that document work conditions, hazards, and respirator required work tasks within individual Departments.

### **Procedures**

1. Respirator selection shall require an accurate assessment of the tasks' hazards by the supervisor and the Office of Risk Management and Safety. This includes the review of relevant information concerning the airborne hazards such as:

- a. Physical Form (dust, vapor, fumes, gas).
- b. Frequency and duration of task to be conducted.
- c. Physical demands of the task.
- d. Comfort/Feasibility of respirator use.
- e. Manufacturer's data on respirator use/limits.
- f. Regulatory requirements.

2. Minimum Requirements:

The following requirements shall be followed to help ensure that each respirator issued to a County employee will provide adequate protection under the conditions of intended use:

- a. The user of a respirator must be medically qualified as fit by a Health Care Professional prior to being assigned a respirator.
- b. Annual training and qualitative fit tests, conducted by the Office of Risk Management and Safety, will be provided to assure that the respirator fits the employee. When quantitative fit tests are required, Departments can make arrangements on a cost basis, with Cape Regional Medical Center, Director, Infection Control and Employee Health Services at 463-2285
- c. The employee shall properly maintain, conscientiously wear, and use the assigned respirator when required.
- d. An employee experiencing "breakthrough" (i.e. smells or tastes an odor) while using a respirator, must immediately exit the area.
- e. If breathing becomes labored, the employee shall exit the area and change cartridges or mask.
- f. Any respirator being used shall be approved by the National Institute of Occupational Safety and Health and the Office of Risk Management and Safety.



- g. New purchases of respiratory equipment must be approved by the Office of Risk Management and Safety.
- h. An employee shall immediately exit the work area upon suspicion of respirator failure or respirator inadequacy, and advise the supervisor of the incident.

3. Respirator Use Restrictions:

The following are special situations which may be encountered in the wearing and use of respiratory protective equipment:

- a. Facial hair - Between the wearer's skin and the sealing surfaces of the respirator will prevent a good seal. Facial hair that lies along the sealing area of the respirator, such as beards, sideburns, mustaches, or even a few day's growth of stubble, shall not be permitted on employees who are required to wear respirators that rely on tight facepiece fit to achieve maximum protection. A respirator that permits negative air pressure inside the facepiece during inhalation may allow leakage and, in the case of positive pressure devices, will either reduce service time or waste breathing air. County employees shall not enter a contaminated work area when conditions prevent a good seal of the respirator facepiece to the face.
- b. Eye Glasses - Ordinary eye glasses shall not be used with full facepiece respirators. Eyeglasses with temple bars or straps that pass between the sealing surface of a full facepiece and the employee's face will prevent a good seal, and cannot be used. Supervisors shall ensure that corrective lens inserts are mounted inside a full facepiece respirator for those employees that wear glasses. These inserts are available from the manufacturers of full facepiece respirators.
- c. Contact Lenses - The use of contact lenses is prohibited while wearing any type of respiratory device.
- d. Low and High Temperatures
  - 1) Low temperatures - May fog respirator lenses. Nose cups supplied with each respirator, through the manufacturer, can usually provide satisfactory vision in low temperatures.
  - 2) High Temperatures - An employee working in high temperatures is already under stress. Wearing a respirator or chemical protective clothing will cause additional stress even when performing tasks that are not labor intensive.
- e. Heat stress - To prevent heat stress, the following steps will be taken:
  - 1) Schedule tasks requiring the use of respirators or protective clothing for the early morning or evening. Long term projects should be scheduled for the cooler months.
  - 2) Contact the Office of Risk Management and Safety to help select protective clothing that will provide skin protection and allow for the cooling of the body.

4. Training:

All County employees issued a respirator shall receive annual training from the Office of Risk Management and Safety that includes the following:

- a. Instruction in the nature of the hazard, and of what may happen if the respirator is not used.

- b. Explanation of why an engineering control is not immediately feasible. This shall include recognition that every reasonable effort is being made to reduce or eliminate the need for respirators.
- c. A review of why this is the proper type of respirator for the particular purpose.
- d. A review of the respirator's capabilities and limitations and proper maintenance.
- e. Instruction and training in actual use of the respirator (especially a respirator for emergency use), and close and frequent supervision to assure that it continues to be properly used.
- f. Classroom and field training to recognize and cope with emergency situations.
- g. A review of the tasks that may require respirators such as:
  - Painting/Solvent based
  - Firing Range Maintenance
  - Asbestos containing waste repackaging
  - Welding
  - Confined Space Rescue
  - Tuberculosis Patient Treatment
  - Hazardous Materials Response
  - Formalin Solution Handling
  - Pesticide Handling
  - Laboratory Tasks
- h. An opportunity to handle the respirator for fit and comfort.
- i. Steps to be taken for inspections and field testing of the facepiece seal.



5. Procedures for Fit Testing:

- a. Each employee issued a respirator that qualifies for qualitative fit testing shall initially and annually be fitted by the Office of Risk Management.
- b. The two areas addressed during Fit Tests are:
  - Which particular type/brand/size of facepiece fits best;
  - Ensuring that the employee knows when the respirator fits properly.
- c. The employee shall check the seal of a respirator before each use through the following methods:
  - 1) Negative Pressure Test:  
The employee can perform this test alone by covering the inlet (cartridge or hose) so that it does not pass air. The wearer will then inhale gently so that the facepiece collapses slightly. If the facepiece remains collapsed and no inward leakage is detected (for approximately 10 seconds), the respirator is tight enough.
  - 2) Positive Pressure Test:  
This test is conducted by covering the exhalation valve under the chin with the palm and exhaling gently. The fit is considered satisfactory if slight positive pressure can be built up inside the facepiece without any evidence of outward leakage.

- d. Annual Fit Tests will be conducted by the Office of Risk Management and Safety per Appendix A to 29 CFR 1920.134
6. Respirator Maintenance and Inspection:
- a. Each employee shall comply with the manufacturer's instructions for inspection, cleaning, and maintenance of respirators.
  - b. Each employee shall be trained by the Office of Risk Management and Safety in their responsibility for the cleaning and disinfection, drying, inspection, repair, replacement and storage of a respirator to ensure that they remain as effective as when they were new.
  - c. Any disassembly of supplied air systems beyond that of normal part replacement must be conducted by a certified technician.
  - d. The Supervisor shall maintain an adequate parts replacement inventory for all respirators used at the facility.
  - e. The most important part of a respirator maintenance program is frequent inspection of the devices. The two primary types of inspections are:
    - 1) While the respirator is in use;
    - 2) While it is being cleaned.
  - f. The following steps shall be taken by employees to properly maintain respirators:
    - 1) Inspection of Air-Purifying Cartridge Respirators:
      - a) Examine the facepiece for:
        - Excessive dirt.
        - Cracks, tears, holes or distortion from improper storage.
        - Inflexibility (stretch and massage to restore flexibility).
        - Cracked or badly scratched lenses in full facepieces.
        - Incorrectly mounted full-facepiece lens or broken or missing mounting clips.
        - Cracked or broken air-purifying element holder(s), badly worn threads, or missing gasket(s).
      - b) Examine the headstraps or head harness for:
        - Breaks.
        - Loss of elasticity.
        - Broken or malfunctioning buckles and attachments.
        - Excessively worn serrations on the head harness or straps which might permit slippage.
      - c) After removing its cover, examine the exhalation valve for:
        - Foreign material, such as detergent residue, dust particles or human hair under the valve seat.
        - Cracks, tears or distortion in the valve material.
        - Improper insertion of the valve body in the facepiece.
        - Cracks, breaks or chips in the valve body, particularly in the sealing surface.
        - Missing or defective valve cover.
        - Improper installation of the valve in the valve body.

- d) Examine the air-purifying cartridge elements for:
- Incorrect cartridge for the hazard.
  - Incorrect installation, loose connections, missing or worn gaskets, or cross-threading in holder.
  - Expired shelf-life date on cartridge.
  - Cracks or dents in outside case of the cartridge.
  - Evidence of prior use of the cartridge.
- 2) Inspection of supplied air systems:
- a) If the device is a hood, helmet, blouse or full suit, use the following procedures:
- Examine the hood, blouse or full suit for rips and tears, seam integrity, etc.
  - Examine the protective headgear for general condition, with emphasis on the suspension inside the headgear.
  - Examine the protective faceshield for cracks or breaks or impaired vision due to rebounding abrasive particles.
  - Make sure that the protective screen is intact and secured correctly over the faceshield of abrasive blasting hoods and blouses.
  - Check the integrity and condition of air supply lines and hoses, including plugs, fittings, regulators and pigtails.

**\*NOTE: Only Grade D Breathing Air is to be used.**

- b) For SCBA's and supplied air systems with a tight fitting face piece. SCBA units are to be inspected by the employee before and after each use. At a minimum, the units shall be inspected weekly for pressure (>1875 psi) and monthly as follows:
- Assure that the warning system is operational to allow for sufficient time to return to a safe atmosphere and that the "O" ring is in place.
  - Examine harness and frame for wear or defects.
  - Examine the headstraps and facepiece as mentioned in the air purifying section # 1 a & b.
  - Check the breathing tube for:
    - dirt
    - distortion
    - cracks/tears/holes
    - missing or loose connectors
    - stripped or worn threads
  - Check cylinders for:
    - date of last hydrostatic test
    - cracks, tears, weakened areas
    - valve damage
    - gauge face intact and needle in place
  - Check main line and emergency bypass valves for operability.
  - Assure the pressure gauge on the regulator or belt is intact and functional.



- Check the integrity and condition of air supply lines and hoses, including plugs, fittings, regulators and pigtails.
  - Breathing air cylinders must be secured against falling and protected from damage from vehicles or the effects of weather.
  - After all field inspections are passed and completed, the wearer shall break the seal on the facepiece, once it is in place, to assure that positive pressure is present.
- c) Defects: If any defects are found during a field inspection, the following steps shall be taken:
- If the defect is minor, repair and or adjustment may be made on the spot.
  - If disassembly of a supplied air system is required, the device shall be removed from service until it can be repaired and immediately notify the supervisor. **UNDER NO CIRCUMSTANCE SHOULD A DEVICE THAT IS KNOWN TO BE DEFECTIVE BE USED OR STORED FOR FUTURE USE. THIS INCLUDES EXPIRED HYDROSTATIC TESTS** (Hydrostatic Tests: Every 5 years for steel cylinders and every 3 years for composite cylinders). Each SCBA unit or supplied air system shall maintain an inspection check sheet with the unit which reflects weekly and monthly inspections.

#### 7. Cleaning and Storage:

The user shall be responsible for the cleaning of the respirator. The manufacturer's instructions will be followed for cleaning and disinfecting respirators, especially in regard to maximum temperatures. All issued respirators will be washed by hand.

##### a. Cleaning:

- 1) The facepiece of a respirator must be cleaned after every use. A warm solution (120 F) of any mild soap with water and a soft brush will be needed.
- 2) Immerse the mask in the solution and scrub gently with a soft brush. Take care to clean the exhalation valve and cartridge receptacles.
- 3) Wipe the inside of the mask with a disinfecting towelette. Do not use alcohol or solvents to clean a respirator. These materials can damage the mask.

##### b. Rinsing:

- 1) The cleaned and disinfected respirators should be rinsed thoroughly in clean water (120 F maximum) to remove all traces of detergent and disinfectant.

##### c. Drying and Reassembly:

- 1) A respirator may be allowed to dry on a clean surface. It also may be hung from a horizontal wire. Care must be taken not to damage the facepieces or headstraps.
- 2) Clean dry respirator facepieces should be reassembled and inspected in an isolated area, to avoid contamination.
- 3) At the time of cleaning, the respirators are to be thoroughly inspected and all defects reported to the supervisor and corrected with approved replacement parts.

##### d. Storage:

- 1) The supervisor and employees issued respirators shall make sure that they are stored in a place which protects them from:
  - a) dust
  - b) sunlight
  - c) heat
  - d) extreme cold
  - e) excessive moisture
  - f) damaging chemicals
- 2) Respirators shall not be left unprotected, as on a workbench or in a tool cabinet.
- 3) Freshly cleaned respirators will be placed in a reusable plastic bag for storage. They shall be stored in a single layer with the facepiece and exhalation valve in a more or less normal position to prevent the rubber or plastic from taking a permanent distorted "set". Do not store respirators with the harness over the facepiece or hang from straps. Nest the harness in the facepiece itself to prevent stretching.

### **Responsibility**

1. Employee(s) shall:
  - a. Use and maintain issued respiratory equipment in accordance with instruction and training.
  - b. Report any shortage or damage to respiratory equipment immediately to the supervisor.
  - c. Comply with the facial hair policy.
  - d. Report any emergency use of supplied air systems or SCBAs immediately to a supervisor.
2. Department head shall:
  - a. Coordinate with the Office of Risk Management and Safety in the identification of potentially hazardous conditions in the workplace which may require the use of respirators and in the selection of appropriate equipment, and also document that analysis as a supplement to County policy.
  - b. Assure an adequate inventory of respirators and replacement parts.
  - c. Administer an effective cleaning, maintenance and storage program as outlined in this policy.
  - d. Ensure the proper use of respirators.
  - e. Provide the Office of Risk Management and Safety with the names of employees currently using respirators.
  - f. Assure the completion of monthly SCBA/Supplied Air Systems Inspection Sheets.
3. The Office of Risk Management and Safety shall:
  - a. Provide annual training to employees that have been identified as users of respirators.
  - b. Conduct qualitative fit tests for all affected employees.
  - c. Coordinate the purchase of the proper respiratory equipment with supervisory personnel, as requested.

- d. Conduct periodic inspections and evaluate modifications that may be necessary to assure program effectiveness.
- e. Assist the Department Head or Supervisor with the development of a monthly inspection program for Self Contained Breathing Apparatus devices, as requested.

# SHOP AND MAINTENANCE EQUIPMENT SAFETY

## Purpose

To identify minimum procedures for the safe use and storage of equipment generally used in a shop or during maintenance and construction activities.

## Procedures

### CUTTING/WELDING/BURNING

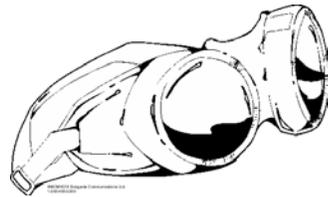
1. Always handle compressed gas cylinders as if full and with caution.
2. Do not accept cylinders with defects such as cracks, broken welds, seams, or excessive rust.
3. Do not accept for delivery cylinders with broken, bent or missing valve protection caps or safety relief devices.
4. Store cylinders in an upright position and secure them from being accidentally knocked over.
5. Oxygen cylinders must be stored at least 20 feet from Acetylene and flammables, or separated by a 5-foot high, one-half hour rated firewall.
6. Always keep the protective valve cover in place when the cylinder is not in use.
7. Make sure the threads on a regulator or union correspond with those on the cylinder outlet. Do not force connections that do not fit.
8. Before making a connection to the valve outlet, “crack” the valve for an instant to clean the opening of particles or dirt. Test regulator connections, hoses and the torch frequently for leaks by using water and soap suds. Take leaking regulators and damaged hoses out of service immediately for repair/replacement.
9. To minimize the potential for fire or explosion, never open a cylinder valve in the vicinity of an open flame, spark or other ignition source. Eliminate small fires by closing the valve if safe to do so. Evacuate the area if a large fire is present. All welding carts must be equipped with a multi-purpose (A, B, C) Dry Chemical Fire Extinguisher.
10. Always complete a hot work permit (issued by the supervisor) and have a fire watch when not working at a bench and/or when combustible or flammable materials are stored nearby. The area must be watched for 30 minutes after the hot work is complete. Hot work permit applications can be found on the County web site in the Office of Risk Management and Safety section, under forms.
11. Protect combustibles from ignition:
  - a. Have the work moved to a location free from combustibles.



- b. If the work cannot be moved, have the combustibles moved to a safe distance or have the combustibles shielded against ignition.
  - c. See that operations that might expose combustibles/flammables to ignition are not started in the area of your hot work.
12. Leaking cylinders must be taken out of service immediately, tagged, and removed to an outdoor area to vent. Keep ignition sources away and contact a supervisor.
  13. Do not permit sparks, molten metal, electric currents, excessive heat or flames to contact a cylinder or its attachments.
  14. Never use oil or grease to lubricate valves or attachments on oxygen cylinders. Keep oily hands, clothes and rags away from oxygen cylinders.
  15. Torches shall be lighted by friction lighters only.
  16. Always have fire protection and extinguishing equipment at the site of the cutting, burning or welding.
  17. Never bring cylinders or welding machines into confined spaced or unvented areas.
  18. Where practicable the torch and hose shall be removed from a confined space when not in use for an extended period of time.
  19. In order to eliminate the possibility of gas escaping through leaks or improperly closed valves when gas cutting or welding, the torch valves must be closed and the gas supply to the torch shut off whenever the torch is not being used.
  20. Inspect check valves and flash arrestors regularly as recommended by the manufacturer to ensure they function as intended.
  21. Do not leave pressure in a regulator when not in use. Close the cylinder valves; drain the hose in a safe location.
  22. An oxygen cylinder shall not be emptied below 25 – 50 psig. Contaminants may enter the cylinder if positive pressure is lost causing a potent fire/explosion threat.
  23. Acetylene may not be used at above an operating pressure of 15 psig.
  24. Do not clean torches with matches or toothpicks; always use a cleaning tool.
  25. Never use compressed gases to clean clothes.
  26. Before removing a regulator, close the cylinder valve and release the gas from the regulator. Close all cylinder valves when work is complete.
  27. Regulator gauge face glass must be replaced when cracked, cloudy or missing.
  28. A welding curtain must be used when arc-welding around other personnel.
  29. When arc welding is to be suspended for a period of time (e.g. lunch, break, overnight), the electrodes must be removed from the holders and the holders located so that accidental contact cannot occur and the machine must be disconnected from the power source.



30. Never change electrodes on arc-welders with bare hands, wet gloves or when standing on wet floor or grounded surfaces. Always ground the frame of the welding unit.
31. Welding cables and equipment must be placed so that it is clear of passageways, ladders and stairways.
32. Worn cables that expose bare conductors must be tagged out of service and repaired/replaced.
33. Never coil or loop a welding cable around your body.
34. General Requirements for Personal Protective Equipment:
  - a. Fire resistant clothing
  - b. Fire resistant gauntlet gloves
  - c. Flame resistant aprons (e.g. leather)
  - d. Flame resistant leggings (e.g. leather)
  - e. Ankle length shoes with safety toe cap
  - f. When working overhead, use a shoulder cape and flame resistant skull cap
  - g. Use ear plugs for noisy jobs (e.g. high velocity plasma torches)
35. Helmets with the appropriate shaded lens must be used during all arc cutting or welding operations.
36. Goggles must be used during all gas welding or oxygen cutting operations.
37. Local exhaust hoods and/or sufficient natural or mechanical ventilation must be provided at the site of the welding or cutting operation so that containments are kept away from the welders breathing zone and below maximum allowable concentrations.



### HAND TOOLS

1. Select the right tool for the job and use the tool properly.
2. Always inspect tools for damage before and after use. Do not use damaged tools; report the damage to your supervisor.
3. Set up work benches securely and maintain good housekeeping practices. Keep working surfaces and tools clean and oil free.
4. Use the proper personal protective equipment (PPE) for a specific job (e.g. goggles or a face shield, ear plugs, hard hat, steel-toed boots, gloves, etc.).
5. Use insulated tools when working around electricity.



#### Screwdrivers:

- Do not use screwdrivers as a punch, wedge, or pry bar.
- Insure handle and blade is not bent, broken, split, dull or misshapen. A dull or twisted tip may slip out of the screw slot and cause a hand injury.

- Select a screwdriver tip that fits the screw.
- Redress a tip to its original shape if necessary.

#### Hammers:

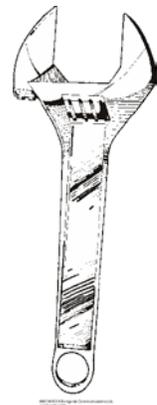
- Always wear eye protection.
- Always strike a blow squarely with the hammer's face parallel with the surface being struck.
- Never use a hammer to strike another hammer.
- Never use a hammer with a loose or damaged handle.
- Discard any hammer that shows cracks, dents, chips or mushrooming. Redressing is not permitted.

#### Punches/Chisels:

- Never use a punch or chisel with a mushroomed head (redress mushroomed heads).
- Insure cutting edges of chisels are sharpened and dressed.
- Discard any chisel or punch that is bent, cracked or chipped.

#### Wrenches:

- Workers should be prepared for the possibility of a wrench slipping off the fastener, a fastener suddenly turning free, a wrench breaking free or a fastener breaking.
- Brace yourself properly to insure against loss of balance or sudden movements when fastener breaks free or wrench slips.
- Pull the wrench towards you.
- Do not grind wrenches to change their size.
- Box and socket wrenches are designed for heavy-duty turning as they are less likely to slip. Open ended wrenches are not designed for heavy duty turning.
- Never overload the capacity of a wrench by using a pipe or "cheater bar" for increased leverage.
- Never strike the handle of a wrench with a hammer, unless the wrench is equipped with a striking face.
- Keep sockets clean and dirt free. Grime accumulated in the socket will prevent it from seating properly.
- Seat a socket wrench securely and squarely over the nut or bolt. Never hammer a socket onto the fastener.



- Pliers are considered a general purpose tool and are not recommended as a substitute for wrenches.

### **PORTABLE POWER TOOLS**

1. Guard against electric shock by using a three prong plug, proper ground and double insulated equipment. A Ground Fault Circuit Interrupter (GFCI) is to be used with all portable electric power tools when working in damp areas or outside.
2. Always disconnect the tool from the power source when changing accessories.
3. Do not carry portable power tools by their hoses or cords.
4. Be sure on/off switches work properly.
5. Follow appropriate lockout/tagout procedures when conducting repairs
6. When using portable power tools make sure that the material being worked on is in a stable position.



### **BENCH AND SHOP POWER TOOLS**

1. Insure guards are in place prior to operation of any powered bench or portable tool.
2. Insure anti-kick back dawgs and blade breaks are in place and functioning properly on a table saw.
3. Do not cut until saw is moving at full speed.
4. Keep fingers and hands away from cutting edges or point of operation.
5. Do not wear loose clothing or jewelry around moving equipment.
6. Use push sticks and/or guards as recommended by the manufacturer.
7. Insure the equipment in use is stationary or bolted to the bench or shop floor.
8. Only operate bench grinders with protective hoods in place (hood must cover 270° of grinder wheel)
9. The protective fragment tongue at the top of the wheel on a bench grinder must be adjusted to within ¼ inch of grinding surface of wheel.
10. A tool rest must be present on a bench grinder and securely adjusted to within 1/8 inch of the grinding surface of the abrasive wheel.
11. Flanges must cover at least 1/3 of the diameter of the wheel on a bench grinder and torqued to the proper setting as recommended by the manufacturer.



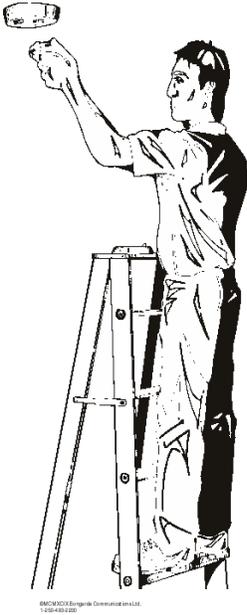
12. Replace cracked or chipped grinding wheels immediately. Tag and lockout of service until repairs are complete. Conduct a ring test of the grinding wheel prior to installation.
13. Do not strike objects against the working face of a grinding wheel; apply steady, easy pressure.
14. Stand away to the side of bench grinder when starting and allow wheel to come to full revolution speed prior to use.
15. A dressing tool must be available so that you can routinely dress grinders to remove glaze or loaded material from the wheel.
16. Benches or shop areas where this equipment is operated shall have permanently posted signs that identify the mandatory use of eye protection.
17. For woodworking equipment, a specific requirement exists to provide provisions to prevent machines from restarting upon restoration of power after a power failure.

### **MACHINE GUARDING**

1. One or more methods of machine guarding shall be provided to protect the user and other employees from hazards created at the point of operation and nip points, or by rotating parts, flying chips and sparks.
2. Guards shall be affixed to the machine at the point of operation when possible. If a guard can not be placed at the point of operation, then the guard must be secured to a location which will prevent operator access to that point of operation.
3. Machines designed for a fixed location shall be securely anchored to prevent walking or moving.
4. Equipment 7' or more from the floor or an employee access way does not require guarding from moving parts, but thought should be given as to possible hazards during unusual work activity in the area (e.g. maintenance).
5. The maximum opening in a guard in any direction shall not exceed  $\frac{1}{2}$ " unless the distance from the guard to point of operations exceeds  $3\text{-}\frac{1}{2}$ ".
6. Guards should be painted a color that allows personnel to distinguish them from the machine itself.
7. When guards are removed from equipment for repair work, they are to be replaced before equipment is returned to service. Equipment with a guard removed is to be locked out of service.



## LADDERS



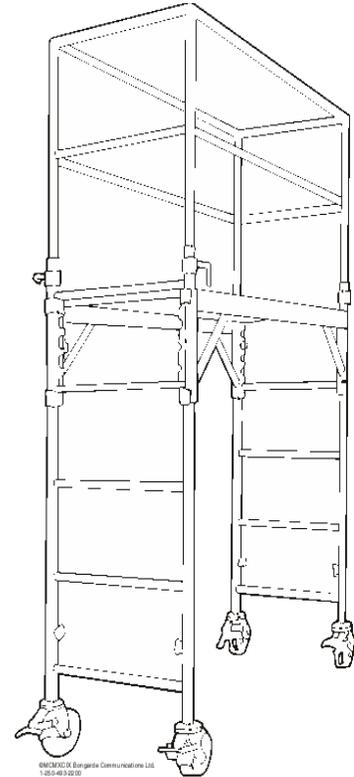
1. All ladders must be marked with warning labels that identify height and weight limitations.
2. Use a ladder constructed from nonconductive material when working around any source of electricity.
3. Select a ladder long enough for the job. The ladder should be long enough to extend at least three feet above any platform to be reached.
4. Inspect all rungs, bolts, nuts, screws, welds, feet and supports for cracks or defects. A damaged ladder must be tagged for repair or replacement and reported to a supervisor.
5. Place your ladder on a solid, level surface with the bottom of the ladder about one fourth of its length away from the wall.
6. Never use the top three rungs of a straight ladder, or the top two steps of a step ladder.
7. Face the ladder when climbing or descending. As you climb keep either two hands and one foot, or one hand and two feet in contact with the ladder (three-point contact).
8. Tools used while on a ladder shall either be carried by means of a belt or pouch, or raised and/or lowered by using a bucket.
9. Do not overreach. Keep your belt buckle between the side rails. Never lean back or lean out at an angle.
10. If you need to shift the position of the ladder, climb down and move it. Never try to shift a ladder while on it.
11. Never leave an erect ladder unattended.
12. Whenever possible securely fasten the top and bottom of a straight ladder to prevent slipping.
13. Store ladders where they will not be exposed to the weather and where there is good ventilation.
14. Do not set up a ladder that will put you at risk of contacting energized electrical lines or unguarded machines (e.g. belts, motors, fans).
15. To prevent warping, ladders should be hung horizontally on a wall with hangars no more than six feet apart.
16. Do not place a ladder in front of a door unless it has been locked, blocked or guarded.
17. Allow only one person at a time on a ladder.



18. Never lean a step ladder against a wall to be used as a straight ladder. Ensure spreaders are locked when using a step ladder.
19. Do not lean a straight ladder against unsecured backing, such as loose boxes or drums for support.
20. Do not splice or lash short ladders together to reach higher than their designated heights.

### SCAFFOLDING

1. Inspect all scaffold parts before use. For example, look for rusting, cracks in welds, bent bracing, broken couplers and pins. Never use equipment that is damaged. Report damaged equipment to your supervisor.
1. Inspect scaffolds continually throughout the duration of the job.
2. Use level screws for leveling the scaffold. Do not use brick or boards.
3. A scaffold must be level and plumb. Do not force bracing into place. Make sure all bracing is secure.
4. Use only approved coupling pins. Do not use nails or bolts.
5. Do not erect scaffolds near energized electrical lines; have the line shut-off. Protect yourself from unguarded machinery (e.g. motors, fans, pumps, belts) by using lockout procedures.
6. Do not allow planking to hang over the end by more than 12 inches or less than 6 inches. Never step or stand on overhanging planks. Use planking that is cleated or secured to prevent movement.
7. Overlap planking by at least 12 inches.
8. Use built in access rungs to climb the scaffold. Do not climb or stand on the bracing or guardrails.
9. Guardrails must be erected on each working level on all open sides and ends. Rope or chain is not a guardrail.
10. Do not use ladders or makeshift devices on top of a scaffold to increase the height.
11. Toe boards must be used to prevent injury to someone below.
12. Do not intermix scaffolding from other manufacturers.
13. Tie a scaffold to a support structure whenever possible. At a minimum, every 30 feet of length and 26 feet of height requires a tie-in.
14. Rolling scaffolds must have the casters locked once the scaffold is in place. Do not allow anyone to ride on scaffolding.
15. Whenever scaffolding is to be erected to a height of greater than 10 feet, the Office of Risk Management and Safety must be contacted.

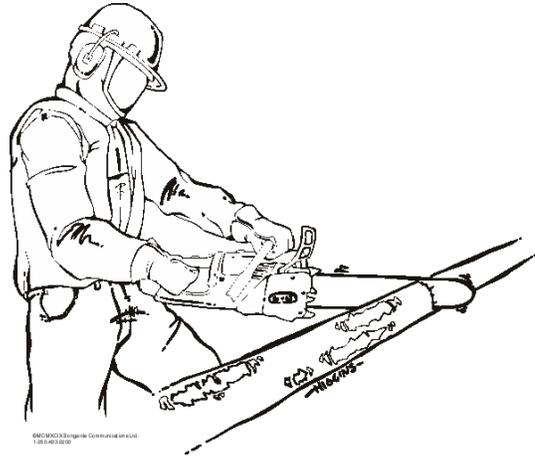


16. Maintain access rungs and working areas free of dirt, grease, ice and water.
17. Do not use scaffolding in adverse weather conditions (e.g. rain, snow, electrical storms, high winds).

### **LANDSCAPING POWER TOOLS**

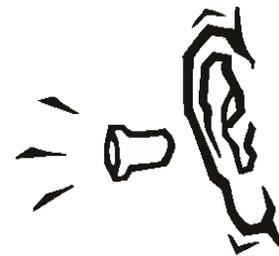
Mowers / Chainsaws / Blowers / Edgers

1. Inspect the area that you will be working in prior to beginning the job. Remove any objects that can be thrown or could damage your equipment.
2. Be alert for nearby private property that could be damaged by your maintenance activity.



3. Always turn off the machine and remove the key and or disconnect the spark plug prior to removing any guard to access a mower blade or moving part. Follow all lockout/tagout procedures. Never bypass factory installed safeguards.
4. While power equipment is in operation, no one but the operator should be nearby. If someone approaches, turn the machine off.
5. Never walk up behind someone using power equipment.
6. Always push a mower - don't pull it towards you.
7. Any mower traveling along roadways must be equipped with a slow moving vehicle placard.
8. Do not carry passengers on a riding mower.
9. Never attempt to reach under the deck of a mower or through guards while it is running.
10. Do not make adjustments, lift or tip a mower while it is running.

11. Never refuel a piece of equipment while it is running.
12. Always wear personnel protective equipment when operating power equipment (e.g. work boots, safety glasses, hearing protection). Bump caps should be used when using a riding mower around brush.



13. When using a chainsaw wear head, face, eye, foot, leg and hearing protection.
14. Start chainsaws on the ground. Not against your body or by "drop" starting.
15. When moving from one location to the next, shut the chainsaw off.
16. Do not place hot saws in dry tree litter or brush.

### **Responsibility**

1. The employee must report to their supervisor any damaged shop tools or equipment.

2. All employees must utilize personal protective equipment, such as, but not limited to, eye protection, machine guards, gloves and ear protection, when operating shop equipment and tools.
3. Each employee must observe the limitations and operating procedures for shop equipment and tools as designated by the manufacturer.
4. The supervisor shall be responsible to see that bench equipment and powered shop equipment (e.g. grinders, presses, table saws) are secured, properly guarded, and stored and maintained as required by manufacturer.
5. A supervisor shall allow only trained employees to operate powered equipment.
6. The Office of Risk Management and Safety shall provide affected employees with a program concerning general shop safety and machine guarding.
7. The Office of Risk Management and Safety shall ensure that work shops are inspected at least annually for compliance with OSHA standards and safety procedures identified in this manual.

# SNOW REMOVAL AND ICE CONTROL PROGRAM

## Purpose

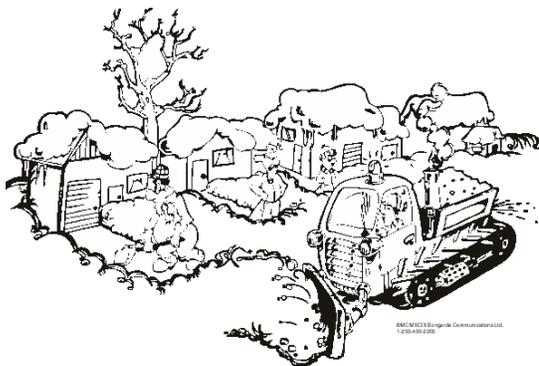
The purpose of this program is to minimize fatigue and the hazards associated with sleep deficit during emergency snow removal and ice control operations.

## Procedure

1. Only trained employees may operate snow removal equipment.
  - a. Equipment in excess of 26,000 lbs. GVW requires a CDL.
2. Personnel should not travel in isolated areas alone during snow removal operations, whenever possible.
  - a. Whenever possible vehicles should have a "shotgun" rider.
3. Schedules shall be established to meet the following time limits during snow/ice storm conditions:
  - a. No employee shall be permitted more than 16 hours of uninterrupted snow/ice control service without a minimum of 8 hours off duty.
  - b. Each employee should take a 15 minute rest break, following four continuous hours of snow removal equipment operation.

**\*NOTE:** These time frames represent maximum limits. Each Supervisor must make every effort to minimize the time spent in continuous operation of snow/ice removal equipment.

4. All vehicles used for snow removal must be equipped with the following support equipment and be inspected for operability prior to departure:
  - a. A two-way radio for emergency contact use
  - b. Windshield wipers
  - c. Defroster/Heater
  - d. Lights, emergency flashers, emergency ambers, tailgate light assemblies
  - e. First aid kit and fire extinguisher
  - f. Emergency break-down kit, including flares and/or reflective triangles
  - g. Rubber gloves for handling snow melting chemicals
  - h. Flashlight and shovel
5. Moldboards must be lowered to ground surface when vehicle is not in use.
6. Pre-use and post-operations inspection of plow and spreader to include the:
  - a. Hydraulic system for fluid reservoir level, hose leaks, and coupler condition.
  - b. Inspection of the plow and mounting equipment for proper height and pins, nuts, bolts, chains and trip springs for tightness, excessive wear, bends or cracks.
  - c. Inspection of the auger and spinner for damage, excessive wear and proper operation.



- d. Power controls which must be labeled and operate properly.
- e. That stop chains are in good condition and properly installed on the tailgate prior to dump body being elevated.

**\*NOTE:** A dry run shall be conducted on all emergency snow and ice control equipment prior to the storm season for trouble shooting purposes. All snow and ice control equipment shall be ready for operations by November 1st. Pre-set all controls for proper pattern.

- 7. To eliminate manual lifting and provide ease of servicing, position spreader and plow at the proper height on a block assembly for attachment and removal. Personnel must remain clear of pinch/crush points during mounting and removal procedures.
- 8. Do not remove equipment guards until equipment is properly de-energized and truck engine is turned off.
  - a. The dump bed must be blocked when performing maintenance in the elevated position.
  - b. A clogged auger, spreader or tunneled salt shall not be cleared while the engine is running.
- 9. Major repairs on the plow or spreader assemblies, hydraulics, and dump beds shall be performed by qualified personnel.
- 10. As soon as possible, after each storm, the entire spreader assembly shall be washed off with fresh water to remove all de-icing chemicals. Grease and lube all moving parts.
- 11. Plowing speeds are dependent upon the type of road surface, highway design and weather conditions. Normal speeds of 20 mph are to be used except on bridges and built up areas where reduced speeds are necessary.
  - a. Caution must be taken when operating near private property, sidewalks, curbs, catch basins and intersecting roadways to prevent injuries and damage to equipment.
  - b. Spreader and auger settings must be established that limit de-icing material application to the road surface.
- 12. Vehicle operators must be particularly cautious at bridges and other locations where the public may gather to go snow sledding.
- 13. During loading and unloading procedures at a salt shed, two employees shall be present.

### **Responsibility**

- 1. The operator shall:
  - a. Obey all traffic regulations and maintain a safe traveling speed.
  - b. Conduct pre and post use inspections of snow and ice control equipment as outlined in the above procedures.
  - c. Report missing or damaged parts or equipment immediately to a supervisor.
  - d. Report road hazards or unsafe conditions such as elevated manholes, drifting snow, downed trees or power lines and abandoned vehicles, to a supervisor.
  - e. Observe continuous service time limits as outlined in this program.
  - f. Utilize all safe operating procedures for emergency snow and ice control operations.
- 2. The Supervisor shall:
  - a. Allow only qualified/trained personnel to operate snow/ice control equipment.

- b. Coordinate emergency repairs and preventative maintenance on snow/ice removal equipment to insure operational and storm readiness condition.
  - c. Maintain a meal and rest schedule for emergency operations personnel to minimize fatigue.
  - d. Coordinate training for snow/ice control equipment operators.
  - e. Insure equipment is stored on blocks to facilitate ease of maintenance and hook-up.
  - f. Coordinate pre-use inspections of snow/ice control assemblies and support equipment.
  - g. Maintain open communication with the weather service and the department head to facilitate a co-ordinated emergency plan.
3. The Department Head shall:
- a. Insure snow/ice control equipment is ready for emergency weather conditions.
    - 1) After April 15th and before June 1st, all snow/ice equipment shall be thoroughly washed, cleaned, and dried. Chip, peel and wire brush any rust spots, raised paint surfaces, and bare metal to remove all loose paint, scale, excess oil and tar. Spray or paint with zinc chromate primer, then spray or brush paint entire apparatus.
  - b. Insure that pre-use staff training, operational and storage maintenance programs are conducted.
    - 1) All equipment shall be mounted and energized for a dry run along snow routes prior to November 1st.
  - c. Coordinate snow/ice emergency operations that effectively utilize personnel and resources to insure that snow routes are clear.
  - d. Implement a schedule which reduces staff fatigue by establishing an emergency call plan that reflects the time limits in this procedure.

## Reference Index

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