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ORDINANCE 94-4

COLFAX COUNTY
RATON, NEW MEXICO

LOSS CONTROL MANUAL

The purpose of said Loss Control Manual is to form and maintain a safe working environment for Colfax County Employees.

Formulation of definite policy and procedure cannot be readily applied to every possible problem or situation. Nevertheless, it is believed that the policy and procedure contained in the Loss Control Manual will serve as a general basis and guide for proper, efficient and safe working environment relating to the employees and elected officials of Colfax County, New Mexico.

This ordinance will become effective on the date the ordinance is approved, in open meeting, by the Colfax County Board of Commissioners. The ordinance will remain in effect until such time, the ordinance is amended or revised in open meeting by the Colfax County Board of Commissioners.

A copy of the ordinance is on file and can be seen at the office of the Colfax County Commission, Third and Savage, Courthouse, Raton, New Mexico .

This proposed ordinance shall be published in the manner provided by law and shall be considered for adoption by the Board at its meeting of November 14, 1994; 10:00 A.M., Colfax County Courthouse, Raton, New Mexico.

Dated this 14th day of November, 1994

BOARD OF COMMISSIONERS

ATTEST:

Barbara Castillo
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Frank Cimino Jr. - CHAIRMAN
FRANK CIMINO JR. - CHAIRMAN

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VIRGINIA BUSCARINI - VICE-CHAIRMAN

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Colfax County Safety and Loss Control Policy

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STATEMENT OF LOSS CONTROL POLICY

The County of Colfax's policy is to provide a safe and healthy place of employment for every employee, and to abide by accident prevention regulation set forth by the Federal, State and local governments. We are sincerely interested in the safety and welfare of our employees. Accident prevention is essential in maintaining an efficient operation.

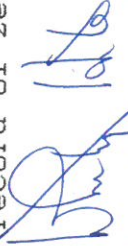
The occurrence of accidents in the County is a matter of great concern. We want to make clear our policy with respect to the control of accidents and why we consider it important to control the conditions responsible for employee injuries, vehicle accidents and damage to equipment and material.

The losses are of considerable concern to us because:

1. They cause pain and inconvenience for our employees or members of the public;
2. Our insurance costs directly reflect these losses;
3. There are substantial uninsured costs associated with the conditions responsible for these losses, which are paid for by all of us and for which we get nothing in return; and
4. The basic conditions responsible for accidents are also causing, or can cause, other serious losses in our operations.

It is our policy that the rules listed in the Safety Manual should be observed at all times and interpreted with common sense. Although these rules are considered to be very important, it is impossible to publish a rule to cover every circumstance. If a rule covering a specific safety hazard condition has been omitted, that shall be no excuse for carelessness or a disregard of common sense in the performance of your work.

All employees are urged to cooperate fully. Abuse or a disregard of these rules is a violation of County policy and will be treated accordingly. Remember, your help in preventing accidents benefits you and your fellow employees. We should all strive for a record of zero accidents.



Whitney Hite, County Manager and Purchasing Agent

SECTION 1
Departmental Regulations

1.1 Supplemental Safety Regulations not in conflict with these Rules may be drafted by Department/Division Heads to meet specific needs in their areas of responsibility, but must be filed with the Safety Officer and approved by the County Manager prior to implementation. Such rules must be distributed to employees of those departments so that they may familiarize themselves with the regulations which apply to them.

1.2 Once approved by the County Manager, filed with the Safety Officer, and distributed to Departmental employees, such Departmental or Division regulations shall have equal value to these Rules in respect to conduct and discipline. Departmental regulations will be attached as an Addendum to the Safety Rules and Regulations. If such regulations appear to conflict with these Rules, the County Safety Rules and Regulations shall govern unless interpreted otherwise by the County Manager.

SECTION 2
Employee Responsibilities

- 2.1 Every employee will be issued a copy of the Safety Manual. Employees will be requested to sign an "Employee Certification Form" (Appendix A) certifying they have read and understand the safety rules.
- 2.2 Report all hazardous conditions.
- 2.3 Advise other employees of unsafe acts.
- 2.4 Wear safe clothing as the job requires.
- 2.5 Make full use of safeguards provided. Do not make any safety device inoperative or operate any equipment unless authorized to do so.
- 2.6 Maintain your work area in a safe condition. Use prescribed tools and equipment for the job.
- 2.7 Report all accidents and injuries to your supervisor immediately, then supervisor should report to purchasing agent.
- 2.8 If the accident involves a vehicle, the employee may be required to participate in a defensive driving course, based on the circumstances surrounding the accident.
- 2.9 Failure of an employee to report an accident the day of occurrence may subject employee to disciplinary action.
- 2.10 Make a complete daily physical inspection of all equipment, tools and vehicles before the start of each duty day. DO NOT USE defective equipment, tools or vehicles which may pose a safety hazard until they have been repaired, or substituted with a replacement item. If you are uncertain whether or not a defective item poses a safety hazard, DO NOT USE, contact your supervisor for direction.
- 2.11 No employees shall engage in horseplay. Such action may subject the employee to disciplinary action at the discretion of the Department Head. Coverage under Worker's Compensation may not apply to employees if injured while engaging in horseplay.
- 2.12 Follow doctor's directions when treated for an injury.
- 2.13 It is absolutely necessary that every employee abide by the law at all times. In the event of an accident it must be demon-

strable that the occupational and personal conduct of the employee has been above reproach.

2.14 Report all accidents involving department owned vehicles and equipment in accordance with the Personnel Manual, regardless of who is hurt, what property is damaged or to what extent, where or how it occurred, or who is responsible.

2.15 Emergency operations governed by applicable State and Federal guidelines will supersede the provisions of this manual to the extent that they are in conflict.

2.16 MAKE SAFETY A HABIT.

The following ten rules should be kept in mind, as an aid in making safety a habit:

1. Safety rules and fire regulations must be obeyed.
2. Use the protective equipment and safeguards provided for your job.
3. Wear the protective equipment and use the proper tools required for the job.
4. Your work area should be kept clean and orderly.
5. Horseplay, intoxication and consumption of alcoholic beverages on the job are absolutely prohibited.
6. Use only the equipment you are authorized to use and know how to use it.
7. Shut down, lock out and tag machinery before servicing or repairing.
8. Report unsafe conditions promptly.
9. Render first aid promptly for even minor injuries.
10. When in doubt, do not guess, ask your supervisor.

THINK SAFETY

WORK SAFELY - DRIVE SAFELY

SECTION 3
Supervisor's Responsibility

- 3.1 Supervise or instruct employees not to endanger themselves or other employees by unsafe acts.
- 3.2 Insure a report of accident or injury is documented and reported to the Purchasing Agent with 48 hours.
- 3.3 Conduct at least monthly crew safety meetings. Document and maintain on record in the department the specific training topics covered and a list of the attendees. The material discussed is left to the discretion of the supervisor. From time to time the Safety Officer will provide specialized training classes or furnish specific training material for use in the departmental safety briefings. The exception is that supervisors must discuss accidents or incidents occurring since the last safety meeting with emphasis on ways to avoid future occurrences. Supervisors may use guest speakers or may assign a member from their crew to conduct the meeting.
- 3.4 Set an example for observing all safety rules and regulations.
- 3.5 When an accident occurs, make a thorough investigation of all conditions to ascertain what happened, hazards and/or unsafe acts involved, and what corrective action has been taken or recommended to prevent a recurrence of such an accident. The Supervisor's Investigation Report (Appendix H) shall be completed and submitted to the Safety Officer.
- 3.6 Each supervisor shall be held responsible for an explanation of accidents involving their employees. An excessive number is an indication that some management policies and practices need evaluation. Failure to enforce safety policies may result in disciplinary action.
- 3.7 Supply all employees with necessary protective devices provided by the County.
- 3.8 Insure that First Aid Kits used by the departments be accessible and serviceable.
- 3.9 All licensed County vehicles will be equipped with First Aid Kits.
- 3.10 Insure that vehicles are operated by authorized employees only.

3.11 Train employees in the proper handling and use of tools and equipment.

3.12 Require the placement of warning signs, flags, barricades, flares or any other devices necessary to protect employees and the general public.

3.13 Insure that an employee under the influence of drugs or alcohol is not allowed to drive themselves from the workplace. It is the supervisor's responsibility to insure that an employee who is unable to drive is provided with transportation from the workplace.

SECTION 4
Safety Committee Responsibilities

- 4.1 The Safety Committee will consist of the Safety Officer and one representative from each department appointed by the Department Head. To be effective, composition of the Safety Committee should be static, therefore appointments should remain in effect for as long as members are performing satisfactorily.
- 4.2 The Safety Committee will meet at least quarterly on the second Wednesday of January, April, July and October. Other meetings may be scheduled as needed at the discretion of the County Manager or the Safety Officer.
- 4.3 The Safety Committee and Safety Committee member shall:
 1. Assist in the selection of topics for department safety meetings.
 2. Review and implement safety suggestions submitted by County employees.
 3. Generate and maintain safety awareness within their departments.
 4. Contribute to the interpretation of, and policy changes to, the Safety Manual.
 5. Review and make recommendations for equipment and personnel needs that will enhance the safety program.
 6. Conduct or assist with safety briefings in their departments.
 7. Maintain a department "Safety Bulletin" board.
 8. Act as liaison between the Safety Officer and department employees.
 9. Perform other functions as directed by the County Manager.

SECTION 5
Safety Officer Responsibilities

- 5.1 The Safety Officer, under the direction of the County Manager, is expected to take the necessary positive actions to reduce accidents/injuries and to conduct an aggressive safety program. The Safety Officer shall:
- 5.2 Develop, monitor and enforce a County-wide safety program.
- 5.3 Prepare safety program information for presentation at staff meetings, and follow up on recommendations made by the County Commission and the County Manager.
- 5.4 Evaluate departments' compliance with the safety program. Conduct periodic safety inspections of facilities, i.e. buildings, machinery, equipment, working conditions, housekeeping, etc.
- 5.5 DISCONTINUE JOBS OR REMOVE WORKERS FROM A JOB SITE WHEN IT IS EVIDENT A THREAT OR DANGER EXISTS TO PERSONNEL, PROPERTY OR THE PUBLIC. In such instances the County Manager and Department Head will be notified immediately of the reason for the work stoppage.
- 5.6 Randomly review decisions regarding preventable and non-preventable classifications of industrial injury/accidents and vehicle accidents.
- 5.7 Maintain records of County accidents and apprise management and personnel of trends which call for strong corrective measures.
- 5.8 Process OSHA citations and loss control recommendations received by the County, and monitor Department compliance.
- 5.9 Review with the Safety Committee, all feasible "Suggestion Program" recommendations and present ideas to the County Manager or department heads for consideration for adoption by an amendment to the Safety Manual.
- 5.10 Review with the Safety Committee and recommend the use and type of safety equipment required for specified hazardous operations.
- 5.11 Record minutes of Safety Committee meetings and distribute to department heads.

SECTION 6
Reporting Accidents/Injuries

- 6.1 All accidents and injuries involving County personnel or equipment or possible claims by the public must be reported to the Direct Supervisor; then Purchasing Agent within 48 hours.
- 6.2 For eligible injury leave, a doctor must state that the employee is required to be off duty due to an on-the-job injury. Please refer to Colfax County Personnel Rules.
- 6.3 The injured employee shall furnish the supervisor with a note of release for duty from the treating doctor when returning to duty following a temporary disability. The supervisor will in turn forward a copy of the note to the Purchasing Agent.
- 6.4 Oral or verbal statements regarding accidents should only be made to law enforcement officers, the County's insurance carrier, and the Safety officer. Never attempt to settle the accident yourself. Do not argue or try to place the blame.
- 6.5 Fatalities occurring during normal hours shall be reported immediately to the Safety Officer and the Police Department, Traffic Division. Should a line of duty fatality occur to an employee during other than normal hours, the Police Dispatcher shall be notified that the Safety Officer and Police Department, Traffic Division shall be informed immediately by the fastest possible means.

SECTION 7
Documentation of Accidents/Incidents

SITUATION	TYPE OF REPORT	PREPARED BY
1. County vehicle accident on public roads/al- leys with or without in- jury to a private citi- zen, or an arrest is made, or accident involves a hit-and-run.	Uniform Accident Re- port Appendix B	Police Department
Accident involves injury to a County employee.	WCA E1.1 First Re- port of Accident, Appendix G	Supervisor
2. County vehicle acci- dent on private proper- ty	Accident Info. Pri- vate Property, Appen- dix C	Police Department
Accident involves injury to County employee	WCA E1.1 First Report of Accident, Appendix G	Manager's Office
3. County property damag- ed by a private citizen.	Offense Incident Report Appendix D	Police Department
4. County employee injur- ed on the job.	WCA E1.1 First Report of the Accident, Appen- dix G	Supervisor
5. COUNTY PROPERTY dam- aged by a County employ- ee.	Safety Form S-1 Prop- erty Damage Report, Appendix E	Employee
6. PRIVATE CITIZEN'S PROPERTY is damaged by County equipment/person- el.	Safety Form S-1 Prop- erty Damage Report, Appendix E	Employee
7. A private citizen is injured by County equipment/personnel.	Form S-2 Non-Employee Injury Report, Appen- dix F	Employee/ Supervisor

A COPY OF EACH ACCIDENT/INCIDENT REPORT MUST BE FORWARDED TO THE PURCHASING AGENT WITHIN 48 HOURS OF THE ACCIDENT OR INCIDENT.

SECTION 8
Industrial Injury/Accident Classification and
Disciplinary Procedures

8.1 Investigation classification:

An investigating committee of three appointed by the department head will ascertain if an injury/accident involving an employee should be classified:

1. Preventable or non-preventable.
2. In the event the injury/accident is classified preventable, the investigating committee would then also recommend what disciplinary action should be taken.

The findings of the committee will be recorded on a "Finding of Department of Investigating Committee" Safety Form S-4 and forwarded to the department head for final disposition. A sample of Safety Form S-4 is contained in Appendix I. After the department head has reviewed the findings and recommendation of the investigating committee and taken appropriate action, a copy of Safety Form S-4 will be forwarded to the Purchasing Agent.

A minimum of one supervisor and one line employee will be appointed to each committee. Small departments not having sufficient personnel to form a committee will be supplemented with personnel from other departments after coordinating with the Safety Office.

If the employee was at fault and a negligent act was a contributing factor, as in the examples, the injury/accident is classified as preventable:

1. Defective equipment was knowingly used.
2. Proper tools, personal protective equipment, or vehicles were not used.
3. Safety rules or safe work practices were ignored.
4. Assistance was not requested where warranted.
5. Proper safety devices were not in use.
6. Poor judgement was evident.
7. Horseplay was involved.

8.2 Disciplinary Action:

NON-PREVENTABLE No action will be taken.

PREVENTABLE

1st offense: Administrative Action - Verbal Counseling by the Department Head.

2nd offense within the same 12 months: Administrative Action - Consultation and a letter of reprimand from the department head.

3rd offense, providing the second offense occurred within the same 12 months: Eight hours suspension without pay.

4th offense, providing the third offense occurred within the same 12 months: Recommendation for dismissal.

An employee will be considered to have no previous preventable accidents providing a period greater than 12 months has passed between the two most recent preventable accidents.

In the case of any preventable accident involving negligence by the employee demonstrating more than simple neglect, personal injury, or significant property damage, the department head may disregard the levels of progressive punishment set forth above and enforce appropriate disciplinary action based on the degree of negligence or poor judgement, the amount of property loss, the injury or risk of injury, and any other aggravating circumstances. If possible disciplinary action should be taken within five working days of the accident.

8.3 Copies of documentation recording disciplinary action will be filed in the employee's personnel file.

8.4 A Supervisor's Investigation Report, Safety Form S-3, (Appendix H) will be completed for every Industrial Accident/Incident. The supervisor of the employee involved in the accident is responsible for investigating the cause of the accident and summarizing his findings and corrective actions on the Supervisor's Investigation Report. A Copy of the report will be forwarded to the Purchasing Agent immediately upon completion of the investigation. Instructions for preparation of Safety Form 3 are included in Appendix H.

SECTION 9
Vehicle Accident Classification

9.1 A committee of three appointed by the department head will ascertain if an injury/accident involving an employee should be classified:

1. Preventable or non-preventable
2. In the event the vehicle accident is classified preventable the investigating committee will then also recommend what disciplinary action should be taken.

The findings of the committee will be recorded on a "Finding of the Departmental Investigating Committee" Safety Form S-4 and forwarded to the department head for final disposition. A sample of Safety Form S-4 is contained in Appendix I. After the department head has reviewed the finding and recommendation of the Investigating Committee and taken appropriate action, a copy of Safety Form S-4 will be forwarded to the Purchasing agent.

A minimum of one supervisor and one line employee will be appointed each committee. Small departments with insufficient personnel to form a committee will be supplemented by personnel from other departments after coordination with the Safety Officer.

9.2 Disciplinary Action

NON-PREVENTABLE No Action will be taken.

PREVENTABLE

1st offense: Administrative Action - Verbal counseling by the Department Head.

2nd offense within the same 12 months: Administrative Action - Consultation and a letter of reprimand from the department head.

3rd offense, providing the second offense occurred within the same 12 months: Eight hours suspension without pay.

4th offense, providing the third offense occurred within the previous 12 months, or an accident in which the driver operates a vehicle while under the influence of intoxicating liquor or

drugs: Recommendation for dismissal.

An employee will be considered to have no previous preventable accidents providing a period of greater than 12 months has passed between the two most recent preventable accidents.

In the case of any preventable accident involving negligence by the employee demonstrating more than simple neglect, personal injury, or significant property damage, the department head may disregard the levels of progressive punishment set forth above and enforce appropriate disciplinary action based on the degree of negligence or poor judgment, the amount of property loss, the injury or risk of injury, and any other aggravating circumstances. If possible disciplinary action should be taken within five days of the accident.

9.3 Copies of documentation recording disciplinary action will be filed in the employee's personnel file.

9.4 A Supervisor's Investigation Report, Safety Form S-3, (Appendix H) will be completed for every vehicle accident. The supervisor of the employee involved in the accident is responsible for investigating the cause of the accident and summarizing his findings and corrective actions on the Supervisor's Investigation Report. A copy of the report will be forwarded to the Purchasing Agent immediately upon completion of the investigation. Instructions for preparation of Safety Form S-3 are included in Appendix H.

SECTION 10

Personal Protective Devices - Safety Gear

1. Face shields and safety goggles shall be used by employees doing work where flying particles, corrosive vapors and liquid are likely to be hazardous.
2. Eye protection shall be used when working under vehicles, equipment, etc.; where there is a possibility of debris falling into the eye while looking up; around dry cement or lime, excessive dust, splashing wet cement; when taking samples of cement, drilling, grinding, scraping, reaming, welding and cutting (hood will remain on welder until weld has cooled off; welder will lift colored glass and view the weld through clear lens); when sawing or cutting stranded wire rope or cable, wire brushing concrete or steel; while mowing grass or weeds, burning weeds or brush, pruning, and pounding, hand-picking compacted or frozen ground, descending into and climbing out of manholes or lift stations, sledging stone, using compressed air tools, chipping, sandblasting, cutting and trimming brush and bushes, demolishing buildings and structures; and when near power mowers or when safety requires.

10.2 Respiratory Protective Equipment

1. Respiratory protective devices shall be used when handling chlorine, where oxygen is deficient, when excessive dust is present, while spraying paint, chemicals, cleaning solvents, or thinners, when mixing and spraying weed and pest control chemicals, or in accordance with Departmental Policy.
2. Particle and chemical respirators, as well as self-contained breathing apparatuses approved by the Mine Safety and Health act shall be worn.

10.3 Protective Clothing

1. Protective gloves will be worn when handling hot objects and materials, welding, sampling fresh concrete, using lime, washing parts, handling, mixing or spraying chemicals.
2. A prescribed orange traffic vest shall be worn by employees when they get out of their vehicle, when they are afoot on the grade, sidewalk shoulder, or any traveled portion of the roadway. A jacket or shirt may be substituted provided it matches the traffic vest color. Sheriff's Department personnel will comply with their respective internal departmental policies.

10.4 Head Protection

ROAD DEPARTMENT

1. All personnel will be required to wear hard hats for the entire shift with the following exceptions:

1. Inside County vehicles to and from the job site.
2. In the offices or trailers.
3. During lunch break while no equipment is in operation.

10.5 Foot Protection

1. Steel-toed boots should be worn where their use will reduce foot injuries.
2. Appropriate Foot wear should be worn when performing field and shop work, i.e., equipment shop, facilities services, roads, warehouse or any other field area not mentioned that falls in the field category.
3. Employees engaged in mechanical work, equipment operations, handling power poles, timbers, heavy equipment or materials, operating power mowers, and field work shall wear safety toe hightop work shoes or boots.
4. Temporary/casual employees working in areas where there is a possibility of foot injury should wear toe guards.

5. All regular status field personnel shall wear safety toe shoes or boots as a condition of employment.

10.6 Hearing protection

1. Appropriate hearing protection shall be used where personnel are in designated hazardous noise areas and when working with tools or equipment with a high noise level.

SECTION 11

Motor Vehicles, Equipment, Licenses and Testing

11.1 All prospective employees will be checked for prior driving record and current driving skills.

1. A violation check will be run on prospective employees.
 2. An employment offer will not be made to individuals seeking employment for position requiring a drivers license if their driving records show more than three moving violations or any other serious violation in the last twelve months.
- 11.2 All operators of County owned, leased, rented, or private motorized vehicles, when conducting County business, shall comply with certain regulations.

1. A valid New Mexico Driver's License must be carried by all persons operating a motor vehicle.
2. All class seven license operators shall be required to go through an obstacle course designed for class seven operators once a year.
3. Employees who operate vehicles as a part of their job must successfully complete a National Safety Council Defensive Driving Course, or its equivalent.
4. Any County employee who desires to attend a basic Red Cross First Aid/CPR course or its equivalent will be encouraged, and allowed to attend.
5. All Colfax County Employees that drive or may drive a county owned, leased, rented or private motorized vehicle should report all DWI or DUI citations to supervisor or purchasing agent. If an employee's drivers license is suspended or revoked he/she may be demoted or suspended.

SECTION 12
Driving Rules

12.1 All County employees riding in a County vehicle must fasten their seat belts, where seat belts are provided, before the vehicle is put in motion.

12.2 Never allow more than three persons to ride in the front seat. When transporting materials or equipment no passengers are allowed to ride in the bed of a truck.

12.3 Parking shall be in accordance with local traffic regulations and County guidelines.

1. When parking on a hill or incline, set the hand/foot brake securely. Place standard transmissions in low gear when facing uphill, and in reverse gear when facing downhill. Automatic transmissions should be placed in park. Turn the front wheels so that your vehicle will steer into the curb.

2. When parked or backed against a loading dock or ramp, shut off the engine, place in reverse and secure the hand/foot brake.

3. If a vehicle is to be parked on any roadway, it will be parked facing in the direction of traffic where possible.

4. Do not block driveways or alleys. Permission must be obtained from property owner to park in their driveway.

5. County vehicles will never be left unattended with keys in the ignition and doors left unlocked. The only exception to the policy is Sheriff's vehicles while on standby or responding.

12.4 Avoid backing whenever possible.

1. Do not back into intersections, over pedestrian crosswalks, or around corners.

2. Adjust both rear view mirrors so that you can see from both inside and outside vehicle.

3. If necessary to go back some distance, get out and check your safe progress.

4. Have someone guide you while backing when possible.

12.5 The driver is responsible for passenger safety.

1. Do not get on or off any equipment while in motion.
2. Do not hang arms or legs over the side of tailgate of any vehicle.
3. Do not transport passengers in a trailer.
4. Employees will not transport passengers in or on any portion of a vehicle not designed for passenger use, except in the case of extreme emergencies.

12.6 The driver is responsible to insure all windows are free of snow and ice before putting vehicle in motion.

SECTION 13
Office Safety

- 13.1 Bottom drawers in file cabinets shall carry heaviest loads whenever possible.
- 13.2 Open file drawers slowly. Open only one drawer at a time.
- 13.3 Desk, file, cabinet, and bookcase drawers shall be closed when not in use. Do not open more than one cabinet drawer at a time.
- 13.4 Use care when lifting swivel chairs.
- 13.5 Glass desk tops shall be free of breaks or sharp edges.
- 13.6 When changing the position of desks or other heavy office furniture and equipment, use care and obtain sufficient help.
- 13.7 Razor blades, pins, and thumbtacks shall be kept in containers in desk or cabinet.
- 13.8 Before using an extension cord, check the size, insulation, plugs and sockets.
- 13.9 Keep storage and supply rooms neat and orderly.
- 13.10 Keep window ledges around heating and venting system free of debris. Do not place equipment or heavy objects on window sills, ledges, tops of cabinets, etc.
- 13.11 Do not stand on chairs or boxes to reach high places. Use a ladder.
- 13.12 Keep aisles, halls and stairways clear of objects that might cause a fall.
- 13.13 Do not run in hallways or on stairs. Use handrail when walking up or down stairs.
- 13.14 While ascending or descending stairs, keep to the right. Take only one step at a time.
- 13.15 Rearrange furniture to avoid electrical and telephone cords crossing floor. If cords must cross floors, cover with rubber channels.
- 13.16 Be careful when walking on newly waxed floors.

13.17 During winter weather, if possible, wear shoes with grips/ridges. Use cleats if necessary.

SECTION 14
Fire Prevention

- 14.1 Keep passageways, walkways, stairwells, and exits clear, as well as areas around fire extinguishers.
- 14.2 Keep area around fire extinguishers and fire fighting equipment clear of any obstructions.
- 14.3 Dispose of oily rags, waste, etc., in self-closing metal containers and empty containers frequently.
- 14.4 Store only one day's supply of gasoline and other flammable liquids on or in equipment.
- 14.5 All vehicles and major pieces of equipment shall be equipped with fire extinguishers.
- 14.6 No combustible materials shall be stored in boiler rooms, near open flame heaters or electric motors.
- 14.7 Smoking shall be prohibited at or in the vicinity of operations which constitute a fire hazard, and shall be conspicuously posted "NO SMOKING" or "OPEN FLAMES".
- 14.8 Leakage or spillage of flammable or combustible liquids shall be disposed of promptly and safely.
- 14.9 Appropriate fire extinguishers shall be located in accordance with State and National Fire Codes, NFPA 10.
- 14.10 Portable fire extinguishers shall be inspected annually. Defective equipment shall be repaired or replaced.
- 14.11 Motors of all equipment, including motor vehicles, being fueled shall be shut off during fueling operations.
- 14.12 Department Heads will familiarize employees with the locations and operation of fire extinguishers in their work areas and escape routes to be used in the event of an emergency.

SECTION 15
Lifting

- 15.1 Get help if the object is too heavy or bulky to be handled by one person. When two or more are handling the object have one person call the signals.
- 15.2 Be sure to have a good firm footing and grip. Never attempt to lift while in an awkward position.
- 15.3 Bend your knees and bring the object as close to your body as possible with feet spread apart, one foot along side and one behind the object.
- 15.4 Watch out for objects that may be wet.
- 15.5 Keep body weight directly over feet with elbows and arms tucked in.
- 15.6 Do not twist the body. If a turn must be made, pivot on the feet, keeping the body erect.
- 15.7 All employees will use back safety belts while lifting heavy objects.

SECTION 16
Ladders and Scaffolds

- 16.1 All portable or fixed ladders shall meet the requirements of the American National Standards Institute, Safety Code for Ladders, and the OSHA Standards.
- 16.2 Before putting a new ladder in service of using a ladder, inspect it for defects.
- 16.3 Portable ladders shall have safety feet and shall be placed on a substantial base.
- 16.4 Never place a ladder in front of a door.
- 16.5 Always face the ladder when ascending or descending. Hold on to the side rails with both hands.
- 16.6 Be sure that your shoes are not greasy, muddy, or slippery before climbing.
- 16.7 Do not use ladders during strong winds except in an emergency.
- 16.8 Do not climb higher than the third highest rung on straight or extension ladders or the second highest tread on step ladders.
- 16.9 Step ladders shall always be used in a fully open position.
- 16.10 Regular applications of linseed oil, shellac, or clear varnish shall be given wooden ladders, but they are never to be painted.
- 16.11 Store ladders away from weather, excessive heat, or dampness.

SECTION 17
Electrical

17.1 All electrical work, installations and wire capacities shall be in accordance with the pertinent provisions of the National Electrical Safety Code (NESC).

17.2 Only journeymen, authorized by the supervisor, shall be allowed to work on live circuits.

SECTION 18

Chemical Agents and Hazardous Substances

- 18.1 Goggles or face shields shall be worn when servicing batteries.
- 18.2 Do not short circuit batteries by crossing jumper cables or with wrenches or metal objects.
- 18.3 Acid burns shall be flushed immediately with water if available. Baking soda should be used to neutralize the acid.
- 18.4 Batteries of the non-seal type shall be located in well ventilated enclosures.
- 18.5 Do not smoke when around batteries.
- 18.6 Storage shall be constructed or treated to resist the electrolyte.
- 18.7 Battery charging shall be accomplished in accordance with manufacturers instructions.
- (a) All radio equipment must be turned off prior to performing maintenance on vehicle batteries including:
1. Removal and replacement of the battery.
 2. Jump starting another vehicle. Insure radio equipment on both vehicles are turned off.
 3. Placing a battery charger on the vehicle.
- 18.8 Employees must be notified of their job-related risks when working with hazardous chemicals.
- 18.9 Employees who may be exposed to hazardous chemicals must be trained in the particular substance being handled.
- 18.10 Material Safety Data Sheets (MSDS) on all known hazardous chemicals will be requested for vendors and be kept on file at the Safety Office.
- 18.11 The Safety Officer and supervisors will instruct employees on how to read and use the MSDS's.

SECTION 19

Materials Handling, Storage, Use and Disposal

- 19.1 All materials in bags, containers, bundles, or stored in tiers shall be limited in height and secured against sliding or collapse.
- 19.2 Keep aisles and passageways clear.
- 19.3 Segregate incompatible materials.
- 19.4 Flammable liquids and greases shall be stored in "NO SMOKING" areas.
- 19.5 Used lumber shall have all nails removed before stacking.
- 19.6 Bulk pipe shall be handled by using a hardwood pipestick, forklift, dolly or crane.
- 19.7 Oxygen and acetylene gas cylinders require extra care.
- (a) Do not store oxygen cylinders indoors within twenty feet of flammable gases of combustible materials unless separated by a fire resistant partition (1/2 hour minimum rating).
 - (b) Store and secure all cylinders in upright position with safety chains and valve protection caps in place.
 - (c) Cylinders stored outside should be protected from ice and snow in winter and from continuous direct rays of the sun in summer.
 - (d) Store cylinders away from places where they can be knocked down or damaged.
 - (e) Never strike an arc on or tap an electrode against a cylinder.
 - (f) Transport cylinders weighing more than forty pounds on a hand cart.
 - (g) Never lift a cylinder by slings, by the cap, or with an electric magnet.
 - (h) Do not drop cylinders or let them strike each other violently.

(i) Mark empty cylinders "Empty" or "MT". Keep empty and full cylinders separated.

(j) Do not remove or change numbers or marks while merely rearranging oxygen or acetylene gas cylinders.

SECTION 20

Shops, Maintenance Sheds, Utility Shops, Warehouses

20.1 All heaters, ventilators, electrical equipment and wiring, to include extension cords, shall conform with state and Federal regulations.

20.2 Work areas, storage areas and passageways shall be adequately lighted.

20.3 Running an engine is permitted only when it is necessary to complete or check the work, and only when adequate natural or suction ventilation is available.

20.4 Keep tools and materials in an area where they are not likely to fall on the floor.

20.5 To support a vehicle never use jacks, use metal stands.

20.6 Employees shall never work under a raised truck bed unless it is safely blocked or pinned in the raised position.

20.7 Safety pin or leg shall be in place before working under any hydraulic lift.

20.8 Loaded trucks shall never be raised on a hydraulic lift.

20.9 No one shall be allowed to remain in a vehicle while the vehicle is on a hydraulic lift.

20.10 Use safety tire rack or similar protection when inflating tires mounted on split rims, rims equipped with locking rings, or similar devices.

20.11 Shop employees must wear appropriate footwear and furnished goggles.

20.12 Oily rags and other flammable or combustible waste must be disposed of immediately in fire resistant containers with self closing lids.

20.13 Diesel fuel or non-toxic solvents with a high flash point of 100 degrees F or more shall be used for cleaning motors or parts. Do not use gasoline as a cleaning agent.

SECTION 21
Hand Tools

- 21.1 Use the right tool for the job. Tools shall be maintained in good condition and inspected daily by user.
- 21.2 Do not apply screw drivers to objects held in hand.
- 21.3 Do not pull knives or other sharp edged tools towards body.
- 21.4 Do not strike two hardened steel tools together. At any time metal is being struck against metal, eye and hand protection shall be used.
- 21.5 Do not use tools with mushroomed heads, cracked or split handles.
- 21.6 When using axe, sledge hammer, etc., make sure you have a clear swing.
- 21.7 When driving metal stakes into a surface which requires two men, tongs or chisel holder shall be used.
- 21.8 Wear safety glasses when cutting wire, bands, removing packing staples, etc.
- 21.9 Wear safety glasses when using a hammer.
- 21.10 Do not overload jacks.
- 21.11 Be sure of jack footing.
- 21.12 Never stand at the handle of a ratchet jack under load.
- 21.13 Extreme caution should be taken when using load binders.
- 21.14 Be sure hands and handles of load binder are dry and free of oil and grease.
- 21.15 Keep face and head clear of load binder handles when they are being locked down or unlocked.
- 21.16 Use a ratchet-type load binder whenever possible.
- 21.17 Only use an extension when it is specifically made for the wrench.
- (a) Do not use a hammer to force a wrench.

(b) Use a careful grip.

21.18 Keep jaws and corrugations on pipe wrenches sharp and clean. Keep handles and adjusting screws in good conditions and free of oils and grease.

21.19 Never use pliers as a wrench. Use cutting pliers only for cutting soft metals.

21.20 Keep forks, hoes, rakes and shovels in good repair and racks properly designed for them.

21.21 Use a hooked tool when removing or replacing water meter lids and manhole covers.

SECTION 22
Power Tools

22.1 All power operated tools, whether furnished by the employer or the employee, shall be maintained in a safe condition. Power and hand tools shall be inspected by the Supervisor during regular routine inspections.

22.2 Use guards provided on power operated tools.

22.3 Only authorized and trained personnel shall be permitted to operate power tools.

22.4 Electric power operated tools shall be double insulated or properly grounded.

22.5 Use three wire extension cords with portable electric tools.

22.6 Check power cords for breaks in the insulation.

22.7 Never cut off the ground prong on the plug of three wire power cords.

22.8 Stand on dry footing when using electric tools.

22.9 Use insulating platforms or rubber mats and rubber gloves to work with electric tools in wet locations.

22.10 Bench and Stand Grinders:

(a) Bench and stand grinders shall be provided with an approved protection hood on the wheel.

(b) Eye protection shall be worn and full face shield is preferred.

(c) The work/tool rest shall be set not more than 1/8 inch from grinding wheel.

(d) Stand out of line of grinding wheel when starting up.

(e) Use only the face of the grinding wheel, unless it is designed for side grinding.

(f) Grinding wheels shall be inspected daily by user for chips and cracks, and if damage is observed grinding wheel must be dressed or replaced prior to use.

- (g) Do not grind non-ferrous metals on grinders.

22.11 Portable Grinders:

- (a) Portable grinders shall be equipped with retaining hoods covering at least half of the grinding wheel and shall be of sufficient strength to retain fragments.
- (b) Portable abrasive wheels used for internal grinding shall be provided with safety flanges (protection flanges).
- (c) All employees using abrasive wheels shall be protected by eye/face protection.
- (d) Do not place on the floor while abrasive wheel is still spinning.

22.12 Portable Hand Saws:

- (a) Portable hand saws shall be equipped with a fixed guard over the upper half of the blade and a movable guard covering the lower half.
- (b) Use a blade recommended for the material being cut.
- (c) Do not saw material freehand.
- (d) Never place hands in front of a moving saw blade.
- (e) When ripping material close to fence gauge, or when cutting short pieces, use a push stick.
- (f) Never adjust saw guard or fence gauge while saw is running.
- (g) Never leave saw unattended while it is running.
- (h) Keep teeth on anti-kick back device sharp and in good working order.

SECTION 23
Pneumatic Power Tools

- 23.1 Secure the hose or whip to prevent the tool/hose from becoming accidentally disconnected. Quick couplers shall be checked and inspected before using tools.
- 23.2 Install safety clips or retainers to prevent attachments from being accidentally expelled.
- 23.3 Never stand directly in front of an operator of pneumatic power tools.
- 23.4 Disconnect tool from air source when making repairs or adjustments.
- 24.5 When quick disconnects are not provided, air supply should be shut off and lines bled before disconnecting any tool.
- 24.6 Operators of pneumatic tools shall wear approved eye and ear protection. Operators of hammers, drills, tampers, shall wear ear plugs/muffs and safety footwear.

SECTION 24
Chain Saws and Fuel Powered Tools

- 24.1 Operators shall be properly instructed by supervisors in the use of chain saws, as the cutting mechanism is unguarded.
- 24.2 Insure kick-back guard is in operational condition before starting chain saw.
- 24.3 Before starting the motor, make sure the cutting chain is free of obstructions. Ear plugs shall be worn during extended use of chain saws.
- 24.4 While starting, stand with legs well apart or stand to one side of unit. Do not wrap the starting cord around hand or wrist.
- 24.5 A chain saw shall never be left unattended while it is running.
- 24.6 When fuel powered tools are used in enclosed space, ventilation or protective devices shall be used.
- 24.7 Never refuel when power equipment is running or hot.

SECTION 25
Air Compressors and Compressed Air

- 25.1 Manufacturer's instructions on the care and lubrication of compressed air equipment shall be followed closely.
- 25.2 Exposed moving parts such as belts, pulleys, gears, etc., shall be guarded.
- 25.3 Always disconnect power source when inspecting. Air tanks should be inspected at least every three months.
- 25.4 Valves should be cleaned at least every three months.
- 25.5 A complete inspection and cleaning of compressors, lines, receiver, and auxiliaries shall be made at least once each year.
- 25.6 Air tanks shall be drained weekly.
- 25.7 Before starting compressor, be sure all hand operated valves to pressure gauges are open.
- 25.8 Do not adjust safety valve of kick-off.
- 25.9 Do not hammer on compressor tanks when they are under pressure.
- 25.10 Stand clear of hose connections. Make sure they are secure before releasing full pressure to hose.
- 25.11 The stream of air shall not be directed towards any person or discharged to clean metal shavings.
- 25.12 If compressed air is used to clean parts, eye protection shall be worn. No more than 30 PSI shall be used.
- 25.13 When compressors are towed on the roadway, towing must be in conformance with state law.
- 25.14 Always close valve at compressor end of hose to release air before disconnecting hose from compressor.
- 25.15 Recharge SCBA/SCUBA as soon as practical after use.
- 25.16 Test air-pack cylinder hydrostatics at least every five years and label air service date.
- 25.17 To avoid interfering with a good face seal when wearing a

respirator, a growth of beard, side burns, a skull cap that projects under the face-piece, or temple pieces on glasses, will not be worn.

SECTION 26
Cables and Chains

26.1 Inspect all cables and chains carefully before installing.

26.2 Sharp bends, kinking, or knots should not be permitted.

26.3 Use block of wood or other suitable object to protect cable or sling when passing over sharp surfaces.

(a) Check clamps regularly for slipping or loose nuts.

(b) Inspect hooks at regular intervals.

26.4 No one shall stand within the area of the expected arc of the broken or loose cable or chain. Use protection between an object being pulled and operators.

26.5 Chains should be discarded when damaged or elongated more than five percent.

SECTION 27
Sanding, Salting, and Snow Removal Operations

- 27.1 Make certain that all flashing warning lights and other required lights are in operation.
- 27.2 Reduce speed of snow removal equipment as necessary for the safety of other motorists.
- 27.3 Use appropriate warning signs and flagpersons during snow removal operations.
- 27.4 Do not extend blades into other traffic lanes.
- 27.5 Only trained and experienced operators who are familiar with roads shall be allowed to operate snow removal equipment.
- 27.6 Extreme caution shall be taken when removing ice or snow from sidewalks.
- 27.7 Operate snow removal equipment at safe speeds.

SECTION 28

Traffic Control, Signing, and Flagging

28.1 Traffic control devices used on road construction or maintenance work shall conform as closely as possible to the "Manual on Uniform Traffic Control Devices" (MUTCD) for streets and highways.

28.2 Traffic control devices shall be set up prior to the start of construction or maintenance operation and shall be properly maintained during the time such special conditions exist. They shall remain in place only as long as they are needed and shall be immediately removed thereafter.

28.3 Use only those devices that apply to the conditions present during the stage in progress.

28.4 Flagging duties shall not be assigned to employees until they have been properly instructed on proper procedures for flagging.

28.5 Flagpersons should have good sight and hearing.

28.6 Flagpersons should be attired in standard uniform.

28.7 Flagpersons shall conduct themselves in a courteous, positive manner.

28.8 Flagpersons, when on duty, shall carry the prescribed paddle and wear a hard hat, and traffic vest.

28.9 Flagpersons should normally position themselves so that they can see approaching traffic for a minimum of 500 feet.

28.10 Flagpersons should not stand on the traveled portion of the street or roadway to flag.

28.11 For night conditions, wear reflective garments and use a red baton flashlight. Illuminate by positioning a vehicle off the roadway and pointing/facing the headlights toward the flagpersons station. Flagpersons shall not position themselves closer than 50 feet nor more than 500 feet from the work area.

SECTION 29
Trenching, Excavation, Shoring

- 29.1 Excavation shall be performed in accordance with state, federal and OSHA regulations.
- 29.2 Before any excavation work is to begin, a thorough inspection of the site including underground installations will be made. Underground installations will require notification of utility companies.
- 29.3 All unattended excavations shall be barricaded.
- 29.4 Make daily inspections of barricades that are unattended during change of job site.

SECTION 30
Heavy Equipment

30.1 Only qualified and trained personnel shall operate heavy equipment.

(a) Learn the limitations of operating your machine on slopes and rough roads.

(b) No passengers shall be allowed on the machine.

Exception: Equipment designed to accommodate more than the operator may be occupied by a supervisor, helper or authorized trainee.

30.2 When pulling any stuck piece of equipment, always stand clear of cable or chain. Wear foot protection.

30.3 When operating a front end loader, turn corners at a slow speed. The bucket should be carried about eighteen inches above the roadway.

30.4 Never work a loader parallel to a steep bank or any angle other than right angles to the bank.

30.5 The loader operator should be able to see beyond the limits of the vehicle or be assisted by a guide.

30.6 Always have a guide assist near an open excavation or other areas where there is a drop off.

30.7 Lifting equipment shall never be operated beyond the rated load capacities and recommended speed.

30.8 It is the driver's responsibility to insure that his load is secure.

30.9 Prescribed standard hand signals shall be posted.

30.10 No one shall be permitted ride loads.

30.11 Never walk under a load.

30.12 Barricade areas within the swing radius.

30.13 Outriggers shall be used with rubber tired cranes and backhoes. Matting shall be used under tracks or wheel on soft or uneven ground.

- 30.14 Never leave the controls with a load suspended.
- 30.15 If the boom or cable accede contacts a wire, the operator shall swing the crane to get clear. If the boom cannot be cleared, the operator should stay on the crane and remain calm and wait for help. If for any reason it is impossible for the operator to stay on the crane, the operator should JUMP making sure that all parts of the body are free of the crane before touching the ground.
- 30.16 Avoid standing while operating a motor grader.
- 30.17 Operators should keep to the right side of the roadway.
- 30.18 In urgent cases where blading against traffic is necessary, extra precautions, (i.e., flagpersons and barricades) should be used to warn traffic.
- 30.19 Extreme caution shall be used when operating on sloped embankments and near the edge of cuts or fields.
- 30.20 Mower operators shall use personal protective devices as prescribed by supervisors.
- 30.21 Large type tractor mowers shall be equipped with firmly mounted rear view mirrors.
- 30.22 All grass and debris shall be brushed off the mower and attachments at the end of the day.
- 30.23 All guards shall be inspected regularly and kept in place.
- 30.24 DO NOT operate any mower on a slope where there is danger of roll-over.

SECTION 31
Oxygen, Gas Welding and Cutting

31.1 Only authorized and trained personnel shall operate welding equipment. Welders shall familiarize themselves with the American Standards Institute (X49.1) Safety in Electric and Gas Welding and Cutting operations.

31.2 Always wear goggles with suitable filter lenses when using a torch. Wear a head shield or helmet with suitable filter plates.

31.3 Wear leather gloves and aprons, high top footwear, and other protective clothing suitable to the job.

31.4 Take care that your own clothing is not oily and that pockets and cuffs are not open.

31.5 Sleeves shall be kept buttoned above the wrist, and collars shall be kept buttoned.

31.6 Work areas shall have adequate ventilation.

31.7 Do not weld or cut containers such as drums, barrels, or tanks that are likely to explode.

31.8 Keep flames and sparks away from cylinders and hoses and keep a fire extinguisher at hand.

31.9 Do not use a torch unless a reverse flow check valve has been installed between it and the tanks.

31.10 Workmen and the general public shall be shielded from welding rays, flashes, sparks, molten metal and slag.

31.11 Objects to be welded, cut or heated shall be moved to a designated safe location. If they cannot be moved all movable fire hazards in the vicinity shall be taken to a safe place or be protected from heat, sparks, and/or slag produced from the welding operation.

31.12 Welding equipment shall be frequently inspected for damage to hoses, cables, electrode holders, insulation and/or bare conductors.

SECTION 32
Arc Welding

- 32.1 Welding shall be done in an area that offers a minimum amount of fire hazard.
- 32.2 Portable fire fighting equipment shall be serviceable and readily accessible.
- 32.3 Welder shall use a shade of filter lens appropriate to the amperage being used.
- 32.4 Arc welders shall wear safety glasses under welding hood or a hood with a flip lens.
- 32.5 Welders shall wear welders apron, gloves, jacket, and welding cap.
- 32.6 Inspect cables, electrode holders and equipment prior to use.
- 32.7 A proper ground shall be maintained at all times.
- 32.8 Adequate ventilation shall be provided.
- 32.9 Do not change electrodes with bare hands, wet gloves, or when standing on wet floors.
- 32.10 If welding on a tank or container that has contained flammable liquids, the container shall first be cleaned in one of the following ways:
- (a) thoroughly steam clean.
 - (b) purge with an inert gas (nitrogen or CO).
 - (c) fill with water and then drain within an inch or two below the place where the work is to be done with a vent left open.
- 32.11 Do not weld around vapors or solvents.

SECTION 33
Boilers and Other Pressure Vessels

- 33.1 Only authorized and trained personnel will work on high pressure boilers.
- 33.2 Do not overload working pressure.
- 33.3 Boilers should be equipped with an automatic low-water fuel cut-off.
- 33.4 Testing of safety valves should be done periodically when the boilers are kept in continuous operation during the winter months. Raise the valve to its fully open position then release the lift lever to allow the valve to snap closed.
- 33.5 Boilers should be equipped with other safety devices as outlined in the State Boiler Law Rules and Regulations.
- 33.6 Pressure vessels should be inspected frequently for signs of stress and corrosion.
- 33.7 Non-fired pressure vessels should be inspected frequently for signs of stress and corrosion.

SECTION 34
Hazardous Materials and Hazard Communication Program

34.1 PURPOSE: The purpose of this section is to inform County employees of the potential safety hazards that exist when working around hazardous materials.

34.2 OBJECTIVES: The main objectives of this section are to;

- (a) protect the health of our employees;
- (b) provide employees with the necessary information concerning health and physical hazards of the materials used in their daily operations;
- (c) comply with Title 29, Part 1910.1200, Sub-Part Z of the Code of Federal Regulation (CFR), OSHA Hazard Communication; and
- (d) include flexibility in the compliance program so that changes can be made to comply with possible state and local right-to-know laws.

34.3 SCOPE: This compliance program will provide information to all County employees concerning the chemical products to which they may be exposed. Compliance will be accomplished by:

- (a) Maintaining a listing of all chemical products on County property.
- (b) Appropriate labeling on containers of all chemical materials used.
- (c) Making available to all employees Material Safety Data Sheets (MSDS's) for all chemical products on the property.
- (d) Employee training to recognize and interpret labels, warnings, color coding, signs, etc. that are affixed to containers so that they can properly protect themselves against potential hazards.
- (e) Employee training to understand the elements of the MSDS's and recognize possible risks to health and physical harm.
- (f) This written Compliance Program will be made available, upon request, to employees, their designated representative(s), and to all local, state and federal officials who have proper authority.

Since the County is not a chemical manufacturer, importer or distributor, we are not required to assess the hazards of, or evaluate chemicals. Each department shall maintain a list of MSDS's for all chemical products used in their respective areas. It is the responsibility of each employee to be knowledgeable with the potential health risk inherent in the use of any particular chemical product before it is used.

Each department must provide a system to insure they obtain MSDS's from all suppliers of chemical products when the products are received. This system must include the following:

- (a) Obtaining information MSDS's, from suppliers, on chemicals where none presently exist.
- (b) Insure chemicals being delivered without the appropriate MSDS's are not accepted. MSDS's will be retained in the department and made available to all employees.
- (c) Maintenance of MSDS files that would be available to employees, their representatives, local jurisdictional authorities and health or medical officers as required by Federal regulations.
- (d) Communication with suppliers insuring that proper labels are attached to all containers received and suppliers certifies that all MSDS's and labels comply with Federal standards.
- (e) Insure a copy of each MSDS received is forwarded to the Safety Office.
- (f) Insure that no chemicals are used when no MSDS's are on file in the department.

34.4 LABELS: Departments must insure that materials received from suppliers are properly labeled. If labels are not provided, we shall contact the supplier to get the specific labels. Information contained on labels must not conflict with federal, state or local laws and/or regulations in labeling requirements. Labels must not be removed and must be replaced if illegible. Labels should provide the following information;

- (a) identity of the chemical products or substance in the container;
- (b) hazard warnings; and
- (c) name and address of the manufacturer.

All containers of chemical products, including laboratory bottles, solvent cans and dispensers must be labeled. For smaller containers (less than one gallon or 3.7 liter), labels must be consistent with the standards that are specified above. Only those chemicals that can be classified as "immediate use", which means that the hazardous chemicals under control of and used only by the person who transfers it from the labeled container and only within the work shift in which it is transferred, are exempt from the labeling procedures described above.

In storage areas where similar chemical products are stored, use signs to identify the material and transmit the required information in lieu of individual container labels.

If any materials are to be transferred from a storage tank or container through a pipeline, labels with the required information will be affixed to the line at the discharge valve.

In cases where a chemical product, other than that specified on the container label, is placed in a container, re-label the container to accurately reflect the hazards of the chemical product that has been substituted.

34.5 TRAINING: Employees who use, or may be exposed to chemical products in the performance of their duties will be trained in the handling of such products. Training may be formal in classroom training, or training provided at the monthly safety briefings. In either case all training must be documented. Chemical training will be provided in the following areas:

- (a) Requirements of the Hazard Communication Program.
- (b) Operations and work area where chemical products are present, to include both routine and non-routine jobs.
- (c) Location and availability of MSDS's.
- (d) Interpretation of MSDS's data and labeling system.
- (e) Methods and observation that the employee may use to detect the presence or accidental release or spill of chemical products in the work area.
- (f) Measures that employees can take to protect themselves from hazards (i.e., work practices, personal protective equipment, and emergency procedures).

When a new employee is assigned or transferred to a work area

in which chemical products are used, their orientation will include all of the above training elements, as well as all specific safety and health training required. Contractors, vendors and service personnel who have employees assigned to work on County property in areas where exposure to chemical products exist must be informed of chemical hazards, availability of MSDS's and appropriate protective measures.

34.6 HEALTH, SAFETY AND EMERGENCY PROCEDURES: To insure that sufficient and required information is available and accessible during emergencies, or in the event of a spill in the work area, or a spill beyond the property line of the County, the following information must be available to local health and jurisdictional authorities if requested or required:

- (a) MSDS's.
- (b) The location of stored chemical products if the amount is equal to 30 gallons or 300 pounds or more.
- (c) Special procedures for spill control and/or clean-up for specific chemical substances.
- (d) The health hazards, including symptoms of exposure and/or any recognizable medical conditions and,
- (e) environmental hazards, to air and/or water, that may result from the release of specific quantities of chemical substance(s).

34.7 SAFETY OFFICE: The Safety Office is responsible to:

- (a) Maintain by department, a complete listing of MSDS's for all hazardous chemicals used in the County.
- (b) Insure that each department maintain on file, copies of MSDS's for chemicals used with their work areas.

Appendix A

COUNTY OF COLFAX

Employee Certification

It is part of my duty as an employee to read and have thorough knowledge of the Safety Rules and Regulations of this Manual. Failure of any employee to comply with the Rules of this Manual, or failure of any supervisor to enforce the same, may be considered insubordination and just grounds for an unsatisfactory performance rating. Repeated failure to comply will be grounds for dismissal.

I hereby acknowledge receipt of the County of Colfax Safety Manual.

Employee's Name Printed

Employee's Signature

Supervisor's Signature

Date

Date

Note: This form is to be signed and dated by the employee. An original copy will be placed in the personnel file.

W O R K S A F E L Y - D R I V E S A F E L Y

NOTICE OF ACCIDENT

(In accordance with New Mexico law, Section 52-1-29, NMSA 1978)

I, _____, was involved in an on-the-job
(name of employee)

accident at approximately _____, on _____, 19____.
(time) (date)

The accident _____
(briefly describe what happened, how and where)

Signed: _____ Signed: _____
(employee) (employer / employer's agent)

(employee's social security number) (date)

Employee: Keep one copy.
Employer: Keep one copy.

For more information, call the Workers' Compensation Administration.
Ask for an ombudsman (advisor).
In Albuquerque, 841-6000; toll free in-state, 1-800-255-7965.

WCA Form NOA-1 (10/91)

ACCIDENT INVESTIGATION REPORT

Page 1 of 3

Employee Name: _____ SSN: _____
 (Last, First MI)

Department/Position: _____ Accident Date: _____

Accident Location: _____ Date of Report: _____

Witness(es): _____

NATURE OF ACCIDENT

- ☐ Personal Injury ☐ Personal Injury & Property Damage
☐ Property Damage ☐ Vehicle/Equipment Damage
☐ Other ☐ Vehicle/Equipment - No Damage

INJURY CATEGORY

PART OF BODY INJURED	NATURE OF INJURY
☐ Head (nose, mouth, ear, eye)	☐ Bruise
☐ Neck	☐ Burn
☐ Upper Extremity (shoulder, arm, wrist, hand, finger)	☐ Concussion
☐ Trunk (chest, stomach, back)	☐ Dislocation
☐ Lower Extremity (hip, leg, knee, ankle, foot, toe)	☐ Exposure
☐ Body System (internal)	☐ Fracture
☐ Multiple	☐ Sprain/Strain
☐ Other	☐ Wound (scratch, cut, puncture)
Remark _____	☐ Multiple
	☐ Reaction (rash, allergy, etc.)
	☐ Other: _____

TYPE OF ACCIDENT

- | | |
|---|---|
| ☐ Caught in, under, between | ☐ Highway vehicle accident |
| ☐ Contact with caustics, radiation, etc. | ☐ Non-highway vehicle accident |
| ☐ Contact with electrical current | ☐ Overexertion |
| ☐ Contact with temperature extremes | ☐ Rubbed or abraded |
| ☐ Exposure to noise, disease, etc. | ☐ Struck against object |
| ☐ Fall from elevation. | ☐ Struck by object |
| ☐ Fall on same level | ☐ Non-classifiable |
| ☐ Other: _____ | ☐ Other: _____ |

ONE VEHICLE	TWO VEHICLES	OTHER
☐ Fixed object	☐ Intersection	☐ Parking
☐ Pedestrian	☐ Vehicle Ahead	☐ Backing
☐ Private Property	☐ Vehicle Behind	☐ Struck while parked
☐ Passenger	☐ Passing	☐ Other
☐ Non-Collision	☐ Being Passed	
☐ Miscellaneous	☐ Oncoming	
	☐ Vehicle Beside	

ACCIDENT INVESTIGATION REPORT

Page 3 of 3

ACCIDENT HISTORY

List number, dates and known costs of previous accidents the individual has had while an employee of the County.

RECOMMENDED DISCIPLINARY ACTION

- ☐ None
☐ _____ day suspension without pay
☐ Defensive Driving Course
☐ Letter of reprimand
☐ Letter of reprimand with copy placed in personnel file
☐ Dismissal
☐ Other: _____

SAFETY POLICY VIOLATION

Prepared by: _____

Safety/Loss Control Committee Chairman

Date

Form SP102c

SAFETY/LOSS CONTROL COMMITTEE

RECORD OF INSPECTION

INSPECTION DATE: _____

Page 1 of 6

REASON FOR INSPECTION: 1) Regular Semi-Annual Inspection

2) Special Unscheduled Inspection

3) Unscheduled Inspection Requested by: _____

4) Other: _____

FACILITY/DEPARTMENT/AREA INSPECTED: _____

INSPECTION TEAM ACCOMPANIED BY: _____
(Department Head, Supervisor or appointed department agent)

INSPECTION TEAM MEMBERS: 1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

9) _____

10) _____

11) _____

12) _____

7952

SAFETY/LOSS CONTROL COMMITTEE

INSPECTION CHECKLIST

TOOLS & MACHINERY

Page 3 of 4

ITEM	PROBLEM DESCRIPTION
General Condition of Tools	
Work Area Warning Signs	
Point of Operation Machine Guards	
Belts, Pulleys, Gears, Shafts, etc	
Machinery Oil & Grease	

PROTECTIVE EQUIPMENT

ITEM	PROBLEM DESCRIPTION
Goggles & Face Shields	
Safety Shoes/Boots	
Hard Hats	
Gloves	
Respirators	
Protective Clothing	
Emergency Eye Wash	
Emergency Shower Unit	

SAFETY/LOSS CONTROL COMMITTEE

INSPECTION CHECKLISTFIRE PROTECTION

Page 4 of 6

ITEM	PROBLEM DESCRIPTION
Proper Location & Inspection Dates on Fire Extinguishers	
Location of Extinguisher Signs	
Storage of Flammable Materials	
Emergency Phone Numbers Posted	
Location of "No Smoking" Signs	
Ash Tray Appearance	

MATERIAL HANDLING EQUIPMENT

ITEM	PROBLEM DESCRIPTION
Dollies, Hand Trucks	
Cranes & Hoists	
Chains, Ropes, Cables, Etc.	

Form SP103d

[illegible]

NEW MEXICO WORKER'S COMPENSATION ADMINISTRATION

Phone: (505)841-6000

In-State Toll Free: 1-800-255-7965

FARMINGTON: 599-9746/1-800-568-7310

LAS VEGAS: 454-9251/1-800-281-7889

LAS CRUCES: 524-6246/1-800-870-6826

LOVINGTON: 396-3437/1-800-934-2450

FILING INSTRUCTIONS

PURPOSE: To report all alleged work-related injuries or illnesses resulting in more than 7 days of lost work or in death of the worker. This form is not an admission or denial by the employer as to whether the worker's alleged injury or illness is compensable, and must be completed by the employer or the employer's representative.

WHEN TO FILE: This form must be filed within 10 days of knowledge of any alleged work-related injury or illness that results in more than 7 days of lost work. It must be filed even if the employer disputes the worker's claim of work-related injury or illness.

WHERE TO FILE: Mail the original form to the New Mexico Workers' Compensation Administration (Attention: Statistics) at the address on the front of this form. Copies must also be provided to the worker and the employer's workers' compensation insurer.

PENALTIES: Each instance of failure to file this form when required is punishable by a fine of \$1,000.00.

INSTRUCTIONS FOR COMPLETION

FILLING IN THE SHADED AREAS IS OPTIONAL. The employer may wish, however, to use some of these areas (such as "Witnesses") for the employer's records. Expanded instructions are found in the publication *Guide to Completing the Employer's First Report of Injury or Illness*, available from the Administration's Albuquerque office (call either number bold-faced above and ask for Statistics).

Please print in black ink or type, and ensure that all entries are legible before submission. An illegible or incomplete E1 may be returned. SIC CODE: Represents the nature of the employer's business at the location where the worker was employed at the time of injury or illness exposure; derived from the federal government publication *Standard Industrial Classification Manual*. Include this code if known.

EMPLOYER'S LOCATION ADDRESS: Facility where the worker was employed at the time of injury, if different from mailing address.

CARRIER: Name, mailing address and telephone number of the licensed business entity issuing a contract of insurance and assuming financial responsibility on behalf of the employer. A WCA-approved self-insured employer should enter its business name.

CLAIMS ADMINISTRATOR: Name, mailing address and telephone number of the insurance carrier, agency, third party administrator or self-insured responsible for adjusting the claim.

EMPLOYER, CARRIER OR ADMINISTRATOR FEIN: Federal Identification Number, assigned by the Internal Revenue Service.

DID SALARY CONTINUE? Shows if the employer is continuing to pay the worker's regular wages *without charge to employee benefits*.

DATE OF INJURY/ILLNESS: In the case of an occupational illness (arising from the worker's activity or exposure over an extended period), enter the date of diagnosis or the date first reported to the employer as possibly work-related.

DATE EMPLOYER NOTIFIED: The date the worker first notified (verbally or in writing) the employer or the employer's representative of the alleged work-related injury or illness.

DATE DISABILITY BEGAN: The first full day on which the worker lost time from work due to the injury or illness.

TYPE OF INJURY OR ILLNESS: Briefly describe the nature of the injury (such as lacerations to the forearm) or illness (such as carpal tunnel syndrome). Be as specific as possible.

PART OF BODY AFFECTED: The specific part of body affected by the injury or illness (for example, right forearm, lower back).

DEPARTMENT OR LOCATION: If the accident or illness exposure did not occur on the employer's premises, enter specific address or location (for example, Client's office at 123 Main St., Yourtown, NM 87xxx). For occurrences in New Mexico, give ZIP or COUNTY.

ALL EQUIPMENT, MATERIAL OR CHEMICALS: List all equipment, materials and/or chemicals the worker was using, applying, handling or operating when the injury or illness exposure occurred. Be specific (for example, decorator's scaffolding, electric sander, paintbrush and paint). Enter "NA" if not applicable. **NOTE:** The items listed do not have to be directly involved in the worker's injury or illness.

SPECIFIC ACTIVITY: Describe the specific activity the worker was engaged in when the accident or illness exposure occurred (for example, sanding ceiling woodwork in preparation for painting).

WORK PROCESS: Describe the work process the worker was engaged in when the accident or exposure occurred, such as building maintenance. Enter "NA" for not applicable if not engaged in a work process (for example, if the worker was walking along a hallway).

HOW INJURY OR ILLNESS OCCURRED: Describe how the injury or illness/abnormal health condition occurred. Be very specific. Include the sequence of events and name any objects or substances that directly injured the worker or made the worker ill. (For example: worker stepped back to inspect work and slipped on some scrap metal. As worker fell, worker brushed against the hot metal.)

WORKER'S/EMPLOYER'S RIGHTS AND RESPONSIBILITIES

If you, the worker, believe that benefits are due you under the Workers' Compensation Act, and your employer or the employer's insurance carrier has failed or refused to make those benefits available to you, you have a right to file a complaint with the New Mexico Workers' Compensation Administration. Workers and employers with questions about rights or responsibilities under the Act may contact an ombudsman at any Workers' Compensation Administration regional office for information and assistance. To do so, call any of the above-listed telephone numbers (8 a.m. to 5 p.m. M-F).

NEW MEXICO WORKER'S COMPENSATION ADMINISTRATION

EMPLOYERS' FIRST REPORT OF INJURY OR ILLNESS

1820 RANDOLPH RD SE ♦ PO BOX 27198
ALBUQUERQUE, NM 87125-7198

PLEASE PRINT IN BLACK INK OR TYPE.

GENERAL		EMPLOYER (NAME & ADDRESS INCL ZIP)		CARRIER / ADMINISTRATOR CLAIM NUMBER		REPORT PURPOSE CODE	
				JURISDICTION		JURISDICTION CLAIM NUMBER	
				INSURED REPORT NUMBER			
		EMPLOYER'S LOCATION ADDRESS (IF DIFFERENT)		LOCATION #			
		SIC CODE		EMPLOYER FEIN		PHONE #	
CLAIMS ADMIN		CARRIER (NAME, ADDRESS & PHONE NO)		POLICY PERIOD		CLAIMS ADMINISTRATOR (NAME, ADDRESS & PHONE NO)	
				TO			
		CARRIER FEIN		CHECK IF APPROPRIATE SELF INSURANCE			
		AGENT NAME & CODE NUMBER		POLICY / SELF-INSURED NUMBER		ADMINISTRATOR FEIN	
EMPLOYEE		NAME (LAST, FIRST, MIDDLE)		DATE OF BIRTH		SOCIAL SECURITY NUMBER	
		ADDRESS (INCL ZIP)		SEX		MARITAL STATUS	
				M MALE F FEMALE U UNKNOWN		U UNMARRIED S SINGLE/DIVORCED M MARRIED S SEPARATED K UNKNOWN	
		PHONE		# OF DEPENDENTS		EMPLOYMENT STATUS	
		RATE		PER: DAY WEEK OTHER		DATE HIRED	
WAGE		DATE OF INJURY / ILLNESS		TIME OF OCCURRENCE		FULL PAY FOR DAY OF INJURY?	
		AM PM		AM PM		YES NO	
		CONTACT NAME / PHONE NUMBER		TYPE OF INJURY / ILLNESS		DID SALARY CONTINUE?	
				TYPE OF INJURY / ILLNESS CODE		YES NO	
		DID INJURY/ILLNESS EXPOSURE OCCUR ON EMPLOYER'S PREMISES?		PART OF BODY AFFECTED		DATE DISABILITY BEGAN	
		YES NO				YES NO	
OCCURRENCE		DEPARTMENT OR LOCATION WHERE ACCIDENT OR ILLNESS EXPOSURE OCCURRED		ALL EQUIPMENT, MATERIALS, OR CHEMICALS EMPLOYEE WAS USING WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED			
		SPECIFIC ACTIVITY THE EMPLOYEE WAS ENGAGED IN WHEN THE ACCIDENT OR ILLNESS EXPOSURE OCCURRED		WORK PROCESS THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED			
		HOW INJURY OR ILLNESS / ABNORMAL HEALTH CONDITION OCCURRED. DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY OBJECTS OR SUBSTANCES THAT DIRECTLY INJURED THE EMPLOYEE OR MADE THE EMPLOYEE ILL.					
TREATMENT		DATE RETURNED TO WORK		IF FATAL, GIVE DATE OF DEATH		CAUSE OF INJURY CODE	
						YES NO	
		PHYSICIAN / HEALTH CARE PROVIDER (NAME & ADDRESS)		WERE SAFEGUARDS OR SAFETY EQUIPMENT PROVIDED?		YES NO	
				WERE THEY USED?		YES NO	
OTHER		HOSPITAL (NAME & ADDRESS)		INITIAL TREATMENT			
				0 NO MEDICAL TREATMENT			
				1 MINOR: BY EMPLOYER			
				2 MINOR CLINIC/HOSPITAL			
				3 EMERGENCY CARE			
				4 HOSPITALIZED > 24 HRS			
				5 FUTURE MAJOR MEDICAL			
		WITNESSES (NAME & PHONE #)		PREPARER'S NAME & TITLE			
		DATE ADMINISTRATOR NOTIFIED		DATE PREPARED			

NM WCA FORM E1.2

EQUIVALENT TO OSHA'S FORM 101

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