

# **Davison County**

200 E 4<sup>th</sup> Ave  
Mitchell, SD 57301



# **SAFETY MANUAL**

**Davison County Safety Committee  
2019**

# INDEX

INTRODUCTION .....	3
RISK MANAGEMENT AND LOSS CONTROL GUIDELINES .....	4
RESPONSIBILITIES AND ROLES .....	5
Section 1: THE INSPECTION PROGRAM .....	6
Section 2: SAFETY MEETINGS .....	6
Section 3: SUPERVISING OTHERS .....	7
Section 4: DISCIPLINARY ACTION .....	7
Section 5: INJURY ON DUTY .....	8
Section 6: INCIDENT/ACCIDENT INVESTIGATION .....	9
Section 7: GENERAL SAFETY PROCEDURES .....	10
Section 8: PROPER LIFTING AND CARRYING PROCEDURES .....	11
Section 9: POWER LOCK OUT/TAG OUT PROCEDURES ELECTRICAL SAFETY .....	13
Section 10: OFFICE SAFETY RULES .....	14
Section 11: VEHICLE OPERATIONS .....	15
Section 12: PERSONAL PROTECTIVE EQUIPMENT .....	17
Section 13: MOTORIZED EQUIPMENT AND POWER TOOLS .....	18
Section 14: CHEMICAL SAFETY, HAZARDOUS MATERIALS/CHEMICALS .....	25
Section 15: HERBICIDE, PESTICIDE SPRAYING .....	26
Section 16: TRENCH SAFETY .....	27
Section 17: PERSONAL HYGIENE .....	27
Section 18: TRAFFIC CONTROL .....	27
Section 19: CONFINED SPACE ENTRY .....	28
Section 20: OUTSIDE CONTRACTORS.....	28
Section 21: NEW EMPLOYEE TRAINING.....	28
SAFETY/LOSS CONTROL POLICY STATEMENT/RECEIPT OF MANUAL .....	29

## **INTRODUCTION**

This manual has been developed to provide public entity employees with general safety information and guidelines. These guidelines are intended to cover average or routine conditions. It is impractical to cover all situations and/or emergencies that someone may encounter on the job. The earnest cooperation of the employee is required in seeking assistance in dealing with unsafe conditions and unsafe practices not covered in this manual. Moreover, suggestions that may improve the general safety of county employees would be greatly appreciated. In situations where more information is desired, appropriate State and Federal Regulation may be of help. The guidelines in this manual have been developed to incorporate applicable State, Federal and local standards.

Accidents are said to be caused by either unsafe acts or unsafe conditions. Thus, eliminating or minimizing these acts and conditions can prevent the majority of "accidents". This booklet was designed to inform you of the guidelines and procedures you are to follow as a Davison County employee.

Make safety a habit! Before starting any project, no matter how small, consider the hazards to you, someone else, the equipment or the project. On-the-job safety is the responsibility of everyone. Become familiar with the contents of this book and the proper procedures for operating equipment in your department. Above all, use care and common sense in day-to-day tasks. It is important. The life or limb you save could be your own. Safe work places don't just happen. It takes the effort of every member to assure that safe work practices are followed and safe conditions are maintained. Safety isn't just a good idea, it's the way we do business, every one of us. Temporary and permanent employees alike are responsible for keeping themselves informed on countywide and departmental safety procedures.

## **THE PSYCHOLOGY OF SAFETY**

Injuries affect the morale and threaten the emotional health of the parties involved. Injuries are expensive in terms of lost wages and medical treatment. An injured person cannot work at peak efficiency.

In a noted safety study from the 1970s, it was discovered that accidents occurred when experienced personnel consciously accepted risks that they should have avoided. Contributory causes to accidents were found to be (1) the conscious acceptance of an obvious and familiar risk; (2) hurrying to meet deadlines, some imaginary; (3) carelessness and fatigue; (4) mental preoccupation - - planning, worrying, daydreaming. Accident prevention can therefore be broken down into two components, namely, knowledge factors and emotional factors. It is important to know the rules of safety. The study noted that the injured parties knew the rules of safety. Therefore, this is not enough. The knowledge factor must be accompanied by emotional or psychological factors. The worker must maintain a constant, cautious and attentive alertness. Concentration on the job is imperative. This attitude of safety, which encourages an awareness of hazards, can help insure the continued health and productivity of all personnel.

## **DAVISON COUNTY RISK MANAGEMENT AND LOSS CONTROL GUIDELINES**

Davison County is exposed to various risks, which may be Insured, Pooled, or Retained. We may also control these risks through Loss Control. The objective of our Risk Management and Loss Control Program is to preserve our assets and revenues. More importantly, Davison County is dedicated to the protection of our employees, the preservation of our property and prevention of injury to members of the public or damage to their property arising from any of our operations.

It shall be the policy of Davison County:

1. To identify sources of risk and potential loss to our property, our employees, and the general public.
2. To evaluate the potential risks that exist within our operations and activities and the associated losses that may occur.
3. To correct deficiencies that have been identified by inspection as quickly as possible.
4. To monitor that potential risks and deficiencies have been properly corrected.
5. To make any necessary changes to ensure the risk is being controlled in the most effective way possible.
6. To be committed to a drug-free and alcohol-free work environment, which is a vital component of our safety program. Please refer to the Davison County Policy and Procedure Manual for specifics regarding these policies.

Davison County with the participation of the departments has a safety committee concerned with implementing a risk management program. The committee is composed of representatives from the various departments. Full responsibilities of the safety committee can be found in this manual.

The first component in the risk management process is the Department Head. Each Department Head is responsible for maintaining a safe working environment for employees and to ensure that the needs of the general public are met. The second component in the risk management program is the employee. Each employee is required to follow safety regulations and identify situations that may cause harm to themselves, other employees, or the general public. The third component of the risk management program is the safety committee of Davison County. It is the duty of this committee to ensure countywide compliance with rules and regulations contained in this manual. The safety committee may from time to time solicit advice or recommendations from the SD Public Assurance Alliance (SDPAA), the SDML Workers Compensation Fund, and/or Safety Benefits, Inc. The fourth component of the risk management program is the Safety Manual. Maintenance and inspection of all equipment, facilities, and operations of the County must be performed in compliance with the Safety Manual.

All written departmental safety policies supersede this Risk Management and Loss Control Policy Statement and this Safety Manual unless the requirements are less stringent than the Safety Manual.

## **RESPONSIBILITIES AND ROLES**

### Responsibilities of the Employee:

1. Follow job instructions; never take shortcuts.
2. Use Personal Protective Equipment that is prescribed and available.
3. Keep tools in good condition and use them properly. Defective tools and equipment should immediately be reported to the supervisor and not be used.
4. Lift and carry materials with care using proper lifting techniques.
5. Use caution and follow instructions on warning labels of hazardous materials.
6. Keep work areas clean.
7. Walk - never run on premises.
8. Know fire exits and respond immediately to the evacuation signal.
9. Keep all machine guards in place.
10. Report all unsafe conditions in writing to their immediate supervisor.
11. If injured, fill out First Report of Injury as soon as possible, but no less than 3 working days after injury.
12. After consulting their supervisor, the employee has the right to contact the Board of Commissioners for immediate investigation before they continue to work if they feel that the work they are doing may endanger themselves or a fellow employee.
13. Notify their supervisor as soon as possible following an accident or injury or near miss. Gather as much information as possible including the names of witnesses.
14. Attend appropriate seminars and training sessions as directed by Department Head.

### Responsibilities of the Department Head/Supervisor:

1. Investigate accidents, complete the First Report of Injury form and submit the report to the Auditor's Office within 3 working days of injury. Also fill out the Supervisor's Accident Investigation Form and give to the safety committee for review.
2. Have employees complete monthly safety training.
3. Cooperate with the Safety Committee to create and maintain a safe working environment.
4. Require wearing of safety equipment that is provided and enforce rules regarding the use of protective equipment.
5. Be open to safety suggestions of others.
6. Promote safety by example and not take shortcuts at the expense of safety.
7. Obtain medical aid for ill or injured employees and ensure first aid kits are readily available and updated in county buildings and vehicles.
8. Provide and maintain necessary equipment for tasks as budgets allow.
9. Take immediate action to correct unsafe conditions of tools and equipment.
10. Implement the Davison County Safety Manual and develop specific departmental safety procedures as needed.
11. Respond in writing to an employee's safety concern, preferably in one to two days.
12. Require employees to attend various seminars and training sessions in respect to safety.

### Responsibilities of the Employer:

1. Support the Safety Program and encourage cooperation.
2. Give a fair evaluation and consideration of suggestions made by the Safety Committee.

3. Budget for and purchase needed safety equipment when possible.
4. Encourage safety training programs, promote safety awareness, and encourage attitudes by example.
5. Endeavor to provide and promote a safe and healthful workplace.

#### Responsibilities of the Safety Committee:

1. Devote a portion of each safety meeting to safety education.
2. Develop a safety manual and/or amendments thereto, and update as necessary.
3. Listen to reports from other representatives on what is being done in their areas.
4. Help each other with ideas for programs.
5. Discuss problems and create corrective procedures.
6. Conduct quarterly meetings, assist in annual area inspections, review accident reports, identify hazards, and address any and all safety concerns raised by employers, supervisors, or the public.
7. The Safety Coordinator is assigned by the Commissioners as the head of the Safety Committee. Duties include scheduling quarterly safety meetings with inspections of facilities and taking minutes of those meetings, scheduling monthly employee safety training in accordance with Safety Benefits, Inc. guidelines, and attending the annual safety conference put on by SBI. The Coordinator will also be responsible for filling out the appropriate paperwork for the Loss Control/Safety Achievement awards given by SBI. Each year the Coordinator will collect and submit employee drivers' licenses to the DMV for required reports. Other duties may include assigning additional duties, such as monthly inspections and implementing safety improvements found on those inspections, working with the Employee Assistance Program, and updating the Safety Manual as necessary.

### **SECTION 1: THE INSPECTION PROGRAM**

The purpose of work-site inspections is to identify potential unsafe practices and conditions, which can be eliminated and thus reduce the risk of accidents. The Safety Coordinator assigns monthly inspections for each building, then the Safety Committee completes an annual inspection. The inspections consist of using a checklist and any previous checklists or reports to monitor progress. The Safety Committee's goal is to offer helpful suggestions on ways to create a safer working environment. The purpose is not to find fault or blame, except in cases of continued negligence or apathy. Inspections made by insurance companies, fire departments and building inspectors will also aid in recognizing potential hazards. When the inspection process has been completed, the results of the inspection will be forwarded to the appropriate department head who shall make corrections or updates on the recommendations of the inspection.

### **SECTION 2: MONTHLY SAFETY MEETINGS**

Safety meetings are often called tailgate or toolbox meetings due to their informal nature. All departments shall participate in a minimum of one safety meeting or training each month. Employees shall sign a training log after completing the training session, and the supervisor

will send that to the Safety Coordinator. Safety meetings teach new ideas, remind us of the things we already know, and increase ongoing safety awareness.

### **SECTION 3: SUPERVISING OTHERS**

Whether you are a supervisor or not, there are times when you train or supervise new staff members particularly temporary employees. Remember to convey a positive attitude towards safety. Instruct them carefully in the safety procedures needed to complete their individual jobs. New employees are eager to please and sometimes refrain from asking questions.

### **SECTION 4: DISCIPLINARY ACTION**

It is the sole and express purpose of this policy to protect the health and lives of workers. Failure of any employee to follow the County safety procedures, departmental safety procedures or law will not be tolerated. The following actions may negatively impact employee evaluations and could result in disciplinary action:

- Failure of an employee to report all accidents/incidents within 24 hours of the accident/incident.
- Failure of a supervisor to investigate a reported accident or hazard within three working days of the accident/incident.
- Failure of a Supervisor to implement safety committee recommendations in a timely fashion.
- Failure of employee to use safety equipment provided
- Actions of the employee to create an unsafe or dangerous situation for himself and those working around him/her and the general public or patron by any action.
- Failure to provide (supervisors) or attend (employees) monthly training sessions.
- One may also refer to the Davison County Policy and Procedure Manual.

### **ENFORCEMENT**

Enforcement of safe work practices should be fair, consistent throughout the organization, and based on established policy. Management and supervisors should be conscious of the examples they set for the workplace and should obey the same rules as the rest of the workforce.

Unsafe or unhealthy work action by all employees shall be corrected in a timely manner based on the severity of the hazards. The enforcement of the program is based on the following methods:

1. Verbal warning
2. Written warning and notice to Commissioners
3. Leave without pay
4. Termination

Disciplinary action will follow the above sequence unless the situation warrants more severe action. Negative behavior will be discouraged and positive behavior will be reinforced.

Exceptional performance or efforts in workplace safety and healthy will be recognized by the organization.

## **SECTION 5: INJURY ON DUTY/RETURN TO WORK**

If an employee is injured on the job, the injury must be reported to the supervisor at once. Medical treatment of an injured employee is the primary concern in any accident situation. Supervisors will first secure medical aid if needed, then fully investigate the accident or injury. A First Report of Injury form will be filled out within three working days of the injury and submitted to the Auditor's Office. Should the employee be off their assigned duties for 1 day or more the Auditor's Office shall be notified immediately. In the event an employee is injured and is unable to return to work a written work release from a treating physician shall be supplied to the immediate supervisor. Supervisors are not to accept work releases that are not specific as to the length of time an employee is being released from work. In all cases where an employee has temporarily been released from work, it will be the responsibility of the individual to provide the County with appropriate "return to work documentation" from the treating physician. Under no circumstances should a supervisor allow an employee to return to work without first securing this documentation. The department head should retain this documentation as well as forwarding a copy to the Auditor's Office to be placed in the employee's file.

### **Minor First Aid Treatment**

First aid kits are kept in all departments and in all County vehicles. First Aid kits will be inspected as part of departmental inspections. If you sustain an injury or are involved in an accident requiring minor first aid treatment, follow this procedure:

- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Inform your supervisor so the injury can be evaluated, and a decision made if further treatment may be necessary. The triage nurse may be able to help with this.
- The Supervisor will provide details for the completion of the accident report form.

### **Non-Emergency Medical Treatment**

If you sustain an injury requiring treatment other than first aid:

- Inform your Supervisor.
- Proceed to a clinic or medical facility to receive treatment. If possible, have a co-worker or supervisor drive you.
- Provide details for the completion of the First Report of Injury.

### **Emergency Medical Treatment**

If you sustain a severe injury or you are a witness to an injury requiring emergency treatment:

- Call 911 and seek assistance from a co-worker or anyone available in the area. Notify those around you that an emergency exists and solicit help.
- If you are injured do not drive, call for help.

- If you are providing transportation assistance do not let the injured person drive.
- If leaving the site to seek treatment let those around you know that treatment is being sought and where that treatment is being done.
- Provide details for the completion of the accident investigation report.

## **SECTION 6: INCIDENT/ACCIDENT INVESTIGATION**

An incident/accident does not necessarily result in injury or property damage. The goal of accident investigation is to prevent a recurrence and not an attempt to place blame. The investigation seeks only to ascertain the causes of an accident and to suggest ways to eliminate the problem. The key to preventing accidents and the personal and economic losses which accompany them is understanding their root causes.

Every Davison County employee is responsible for reporting accidents as soon as possible. Every accident, regardless of the outcome, shall be reported in accordance with the following guidelines:

**NEAR MISSES:** Employees should report near misses in writing to their supervisor. Remember that a near miss represents an opportunity – to identify a hazard without the pain of someone getting injured. Near miss reporting is crucial to the success of our accident prevention efforts and our safety program.

**FIRST AID INJURIES/MEDICAL TREATMENT INJURIES:** For minor or major injuries, fill out the "SD Employer's First Report of Injury" form (for Workmen's Comp) and the "Employee's Report of Injury" Form (for the Safety Committee) and turn in to your supervisor. We need to track even minor cuts and scrapes carefully – in case they turn into more serious cases later, and to help identify potential hazards.

**PROPERTY DAMAGE:** If you are involved in an accident that causes any property damage or vehicle damage, notify your supervisor as soon as possible and fill out the appropriate SDPAA claim forms for the Auditor.

Immediate Supervisors will secure the accident scene if necessary and interview those involved to establish the facts of the incident. Complete the First Report of Injury (for Workmen's Comp) and the Supervisor's Accident Investigation form (for the Safety Committee) and turn in to the Auditor's office within three days. Remember – everyone's participation in this stage of the investigation is crucial to finding and assisting in elimination the causes of the accident.

The Safety Committee and any other applicable sources will review the facts of the event and make recommendations for corrective action. Injured or involved parties are encouraged to participate in the review if they desire.

It is important to remember that not every accident investigated will result in major changes to our system. As we continually strive to improve all aspects of our work processes, the

safety personnel and management will track accident/incident causes and determine the best options for eliminating hazards.

There are two SD worker's compensation statutes that deal with employee safety and compensability. The first statute reinforces the responsibility of employees to be fit for duty, to wear and use safety appliances provided by the employer and perform duties as required by statute. More importantly, it states that the burden of proof rests with the employer. This reinforces the importance of supervisors enforcing safety rules and making sure they document any violations of those rules. The second statute also reinforces that employees need to follow reasonable regulations adopted by the employer. Equally important, it requires employers to post or bring to the attention of employees what those reasonable regulations are.

**62-4-37. Injury or death due to willful misconduct of employee not compensable.**

*No compensation may be allowed for any injury or death due to the employee's willful misconduct, including intentional self-inflicted injury, intoxication, illegal use of any schedule I or schedule II drug, or willful failure or refusal to use a safety appliance furnished by the employer, or to perform a duty required by statute. The burden of proof under this section is on the defendant employer.*

**Source:** SL 1917, ch 376, § 7; RC 1919, § 9442; SL 1921, ch 421; SDC 1939, § 64.0202; SL 1991, ch 420, § 1; SL 2008, ch 278, § 30. 5 05/19

**62-8-22. Disability or death due to employee's willful misconduct, willful self-exposure, or disobedience not compensable.**

*Notwithstanding anything contained in this chapter, no employee or dependent of any employee, or personal representative of a deceased employee, or other person is entitled to receive compensation for disability or death from an occupational disease if the disability or death, wholly or in part, was caused by the willful misconduct or willful self-exposure of the employee or by the employee's disobedience to reasonable regulations adopted by the employer, that have been and are kept posted in conspicuous places in and about the premises of the employer, or otherwise brought to the attention of the employee.*

**Source:** SDC 1939, § 64.0813 as enacted by SL 1947, ch 426; SL 1993, ch 375, § 40; SL 2008, ch 278, § 63.

## **SECTION 7: GENERAL SAFETY**

Please refer to the Davison County Policy and Procedures Manual Section 5.15 for Emergency Procedures during a bomb threat, severe weather, and fire emergencies.

### **HOUSEKEEPING**

Work areas must be clean and orderly. Spills must be cleaned up immediately. All combustible scrap, debris and waste must be stored safely and removed promptly. Aisles, passageways, doorways, stairs and walking surfaces shall be kept free from refuse, slippery and wet substances, misplaced equipment and trip hazards. Mark or cordon off all temporary hazardous surfaces. Washrooms, locker rooms, lunchrooms and toilet facilities shall be maintained in a clean and orderly manner. Waste should be disposed of in proper receptacles. Tools, supplies and equipment shall be properly returned, stored and kept in order. Exits shall be clearly marked and unobstructed. Flammable liquids should be kept in approved, properly marked containers and stored in an approved flammable storage cabinet. Gasoline shall be stored in approved safety gas cans. Extension cords shall not be used in oil or water and shall be inspected for worn insulation and exposed strands of wire before use.

The ground prongs shall not be removed. Extension cords that cross a traffic area must be covered by a raceway. Protruding nails and broken glass are dangerous – remove or bend down nails in lumber or containers and pick up all broken glass. Any product in an unlabeled container should be disposed of in the proper manner. (Contact the Fire Department for specific methods of disposal.) Make sure all pits and floor openings are either covered or otherwise guarded. Oily and paint soaked rags are combustible and shall be stored in metal containers only.

## **FIRE PROTECTION**

All fire doors and shutters must be maintained in good operating condition. Fire doors and shutters should be unobstructed and protected against obstructions. Fire doors and shutter fusible links must be in place. All automatic sprinkler water control valves, if any, air and water pressures should be checked routinely. A competent person or company shall complete the maintenance of automatic sprinkler systems on a regular basis. Metal guards should protect sprinkler heads if they could possibly be exposed to damage. Adequate clearance, preferably 18 inches or more, must be maintained below sprinkler heads. A suitable fire extinguisher shall be located in buildings and be hung in a conspicuous location. Fire extinguishers shall be maintained in fully operational condition and be correctly labeled. A certified professional (National Fire Protection) shall inspect fire extinguishers once a year. Fire extinguishers shall carry a durable inspection and recharge date tag. Fire extinguishers shall be inspected by department staff monthly and the initials and date of inspection shall be placed on the back of the extinguisher inspection tag.

## **BUILDINGS**

Building safety is a topic, which encompasses many areas. Buildings, which are occupied by county employees, shall be inspected annually by the Safety Committee. Structures shall comply with Uniform Building Code, City ordinances and any other applicable building codes. Monthly self-inspections of buildings shall supplement and identify potential safety situations. Structures and building grounds shall be free of debris and kept in an organized manner. Mechanical equipment rooms contain boilers, blowers, compressors, filters, electrical equipment rooms should be separated from other areas of a building by walls and doors. To maintain the integrity of these separations, the fire doors must never be left open. Fan rooms house ventilation equipment that often includes automatic shut down and dampers activated by interlocking with the building smoke and fire detectors. Fire dampers and other automatic shutdown provisions must not be disabled without Fire Department approval (except for temporary maintenance procedures). Elevators and chair lifts shall be professionally inspected yearly. The HVAC systems shall be inspected every two years for any potential air quality problems. Air quality testing can be arranged through Safety Benefits, Inc. The health hazards of smoking, both direct and second hand are well established, therefore departments shall follow County Policies regarding smoking. An emergency evacuation plan should be posted in each facility.

## **SECTION 8: PROPER LIFTING AND CARRYING PROCEDURES**

Lifting and moving of objects must be done by mechanical devices rather than by manual effort whenever practical. The equipment used must be appropriate for the lifting or moving task. Lifting and moving devices must be operated only by personnel trained and authorized to operate them. Employees should not be required to lift heavy or bulky objects that overtax their physical condition or capability.

#### Manual Lifting:

Manual lifting and handling of material must be done by methods that ensure the safety of both the employee and the material. It is Davison County policy that employees whose work assignments require heavy lifting be properly trained and physically qualified.

The following are rules for manual lifting:

1. Inspect the load to be lifted for sharp edges, splinters, and wet or greasy spots.
2. Wear gloves when lifting or handling objects with sharp or splintered edges. These gloves must be free of oil, grease, or other agents that may cause a poor grip.
3. Inspect the route over which the load is to be carried. It should be in plain view and free of obstructions or spillage that could cause tripping or slipping.
4. Consider the distance the load is to be carried. Recognize the fact your gripping power may weaken over long distances.
5. Size up the load and make a preliminary "heft" to be sure the load is easily within your lifting capacity. If it is not, get help.

Muscle and back injuries can be very painful. To help prevent them, follow these guidelines for lifting and carrying, handling heavy or bulky materials, using team lifting, and lifting over your head.

#### **Lifting and Carrying:**

1. Stand close to the object with feet spread for balance. It may help to set one foot forward of the other.
2. Don't twist your body to get into position.
3. Squat down, keeping your back straight and your knees bent.
4. Grasp the object firmly.
5. Breathe in to inflate your lungs. (This helps support your spine.)
6. Lift smoothly with your legs, slowly straightening them. Then return your back to a vertical position.
7. Hold the object firmly and close to your body as you carry the load.
8. Turn by moving your feet, not by twisting your body.
9. The steps for setting an object on the ground are the same as above, but in reverse.

#### **Handling Heavy, Bulky Materials:**

1. Use dollies or hand trucks for moving materials packed in bulky burlap sacks, crates, boxes and barrels.
2. Store heavy, bulky materials on lower shelves, or on pallets. This eliminates the need to lift heavy objects over your head and makes materials easy to reach.

**“Team” Lifting:** Two or more people should work together any time an object must be placed high on a shelf or can’t be easily handled by one person.

1. If team lifting is required, personnel should be similar in size and physique.
2. One person should act as leader and give the commands to lift, lower, etc.
3. Two persons carrying a long piece of pipe or lumber should carry it on the same shoulder and walk in step. Shoulder pads should be used when needed to prevent cutting shoulders and help reduce fatigue.
4. Lifting over your head is usually a two-person task. One person may be able to lift a box from the floor to waist level quite easily, because this movement relies on leg muscles. But it may take two people to lift the same box to an overhead shelf, because this motion uses weaker arm and back muscles.

## **SECTION 9: POWER LOCKOUT/ TAGOUT PROCEDURES**

When you have to do maintenance work on a machine, take the following precautions to protect yourself and your co-workers from injury. Alert affected personnel that power is being disconnected. Before starting repair, service, or set-up work on an engine, motor or power driven equipment, person(s) performing work shall make sure power is disconnected (and any hazardous residual pressure shall be relieved) prior to and during such work. Any equipment component that needs blocking to prevent its movement by gravity or other means must be blocked before repair(s) are initiated. A tag or tags and locks shall be placed at the closest point of power disconnect where lockout is required by each person(s) performing work. A supervisor may remove a tag or lock placed by an employee for whom they have the responsibility, and assure that all crews are clear before removing the lock or tag. Before work is started, equipment shall be tested to insure power is off. Replace all guarding before removing tags(s) and/or locks. No one other than the employee or supervisor placing tags or padlocks on power lockout shall remove tag(s) or padlock(s) and restore power. If it is necessary for work on a machine or installation to be continued by the next shift personnel, the tag(s) or padlock(s) of the original employees shall be removed by those employees in the presence of the oncoming shift who will immediately insert their own tag(s) or padlock(s) into the disconnect. A machine lacking a lock-able disconnect switch may be connected to an electrical source by a plug-in cord. In this case when the plug is disconnected for repair, service, or set-up it must be properly tagged and in possession of the person doing the repairs, or locked out.

### **ELECTRICAL SAFETY**

Perhaps one of the biggest questions to be addressed is who does what? There is one rule that perhaps makes the most sense in answering this question... **IF YOU ARE NOT SURE OF CORRECT TROUBLESHOOTING PROCEDURES OR DON'T FEEL COMFORTABLE WITH THE TASK AT HAND, CONTACT SUPERVISORY PERSONNEL FOR ASSISTANCE.**

As your experience level increases on different electrical systems, time will make you more comfortable with routine tasks. Be patient and remember that **SAFETY** is the top priority.

Responsibilities can vary from task to task. Below are listed some "suggested" areas of electrical tasks that could and should not be performed by county personnel. Discussion within the department should verify correctness of this list. Personnel shall be aware changes made to this list and of exactly what they are expected to do and not do when dealing with electrical problems.

### **ELECTRICAL TASKS THAT COULD BE PERFORMED BY IDENTIFIED TRAINED COUNTY PERSONNEL**

1. Test for the presence of voltage in disconnect boxes and other electrical equipment.
2. Measure resistance/continuity of electrical components in a "Zero Energy State."
3. Measure amp draw of electrical equipment when operating.
4. Reset over current protective devices when faults are cleared from a circuit.
5. Check motors with an ohmmeter to determine if opened or short-circuited windings are found.
6. Replace equipment, (fuses, relays, switch devices) when they are determined to be defective.
7. Replace motors, lamps, and other load device when in a Zero Energy State.
8. Replacing printed circuit cards when found to be defective.

### **ELECTRICAL TASKS THAT SHOULD NOT BE PERFORMED BY COUNTY PERSONNEL**

1. Modifying electrical components or safety devices.
2. Electrical Construction of any kind. \*
3. Sizing of over current protective devices.
4. Replacing wiring that has been deemed non-serviceable.
5. Replacing 480-volt circuit breakers.
6. Adjusting values of over current protective devices.
7. Working on live voltages in excess of 480 volt.

\* It should be understood that the definition of "Electrical Construction" means designing and installing new equipment such as, but not limited to, new disconnects, conduit runs, over current protective devices and other equipment where improper installation or design characteristics could result in an injury, fatality, or loss of property.

Any individual contracted by Davison County to perform electrical work, must be insured and licensed by the state. Proof of insurance and license must be available for review.

### **SECTION 10: OFFICE SAFETY RULES**

Furniture will be adjustable, positioned and arranged to minimize strain on parts of the body. The glare of a computer screen will be minimized by the use of a glare screen if needed to prevent eyestrain. Do not open two or more file cabinet drawers at one time. Store supplies inside cabinets and heavy items on lower shelves. All chair legs shall remain on the floor at all times. Watch fingers when using paper cutter - keep cutter closed when it is not used.

## **SECTION 11: VEHICLE OPERATIONS**

Motor vehicle operation represents one of the largest liability exposures. Safe driving practices protect the employee, fellow employees and citizens of the community. The employee, fellow employees and citizens of the community may be affected anytime if an employee operates a private or public vehicle to conduct public entity business. This policy will ensure that employees meet an acceptable standard of performance and safety while operating their private or public vehicles to conduct county business. This policy applies to all county employees who regularly operate motor vehicles. Whenever the provisions of this policy are in conflict with the South Dakota Code, the provisions of the South Dakota Code will prevail.

### **New Employee Qualifications**

Driver's Licenses will be collected and Motor Vehicle Records (MVRs) will be examined when employees are hired and annually thereafter. Driving privileges and any conditional employment offer made for a position with driving duties shall be contingent on compliance with the standards set forth in this policy. In addition, new employees must attest that they will maintain liability insurance in accordance with SDCL 32-35-70.

### **Continuing Driver Qualifications**

The Safety Coordinator will review the MVRs and all drivers will be held to the standards set forth in this policy. It is the employee's responsibility to inform their supervisor of any incidents that could affect driving status. Failure to report incidents will be subject to disciplinary actions up to and including termination. The following items must be reported as soon as possible after an incident and BEFORE operating a vehicle on County business, even if they occurred in a private vehicle:

- Refusing to submit to any test of intoxication/impairment conducted by law enforcement officials.
- Suspension or conviction of driving while intoxicated or under the influence involving any drug or alcohol use.
- Charge or conviction of failing to stop and report when involved in an accident, homicide or assault from the operation of a motor vehicle, or for reckless/dangerous driving.
- Attempting to elude a law enforcement official while operating a vehicle.

### **Guidelines**

1. No more than two convictions of moving traffic violations within any 12-month period.
2. No more than two moving traffic violations that contribute to accidents within any 12-month period.
3. Conviction of any Class 1 misdemeanor traffic violation.
4. No driving While Intoxicated convictions within the last three years.

Employees who are convicted for moving traffic violations equal to or exceeding these guidelines may be subject to personnel action. This may include defensive driving courses or suspension of the county's driving authorization or more severe disciplinary action.

The Board of Commissioners may require employees who drive on county business to attend driver's training whenever the aforementioned determines the training necessary, even though guidelines have not been exceeded.

1. Drivers are to refrain from all forms of distracted driving, including but not limited to cell phone use.
2. Employees operating county-owned vehicles or privately-owned vehicles while conducting Official County business shall observe all traffic laws, rules and regulations, in addition to using common sense and good judgment. If during the course of employment, an employee exhibits a disregard for safe driving procedures, the county may deny future authorization to operate a vehicle while representing the county.
3. Any employee who regularly operates a privately-owned vehicle to conduct county business is required to maintain automobile liability insurance coverage on their privately-owned vehicle. Employees who do not maintain minimum required SD liability limits of coverage will not be allowed to use their privately-owned vehicles for county business.
4. Any employee who drives on county business is required to report to the employee's supervisor if convicted of a Class 1 misdemeanor driving offense.
5. Only authorized personnel may operate county vehicles.
6. All drivers and passengers using county vehicles, equipment or personal vehicles will wear seat belts.
7. Vehicles will be maintained in safe and operable condition. Departments shall monthly perform visual inspection on lights, brakes, horns, turn signals, and tires. Operators shall report all unsafe or defective equipment they observe to supervisors.
8. County vehicles with gas engines shall be refueled only when the engine is off.
9. County vehicles will be parked with the motor stopped and key removed. No vehicle should be left running while unattended.
10. Slow-moving vehicles shall be equipped with the appropriate signs.
11. Not more than three persons should ride in the front seat of any vehicle, or one person for each seat belt.
12. No person shall ride on any portion of a motor grader, tractor, or similar equipment except as the driver, operator or trainer.
13. No person shall ride in the bed or box of a truck.
14. Drivers should not permit vehicles to be loaded beyond the capacity of the unit.
15. Equipment and tools carried on or in a vehicle should be placed securely in compartments or fastened down.
16. Drivers should be particularly cautious when driving near children
17. Children should be kept from playing on or around county-owned vehicles and/or equipment.
18. When moving vehicles onto, out of, or near buildings, such movement should be done slowly and with caution.
19. Employees shall not jump on or off vehicles while in motion.
20. Backing Operations
  - Backing should be avoided unless absolutely necessary.

- Backing should be done only after the driver has made certain their vehicle has adequate clearance on all sides.
- Backing should be done very slowly and with extreme caution.
- Both sides should also be observed during backing operations.
- Where possible, backing should be done with the use of a signalman.

## **SECTION 12: PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment will be maintained in a sanitary and effective condition. Personal protective equipment, which is provided by the County, shall be used when there is a hazard in the working environment, which could cause injury or illness.

### **RESPIRATORS**

Jobs involving exposure to harmful fumes, gases, mists, or chemical dusts or lack of sufficient oxygen, proper respiratory protection shall be used. Supervisors should instruct employees, whose work assignments involve the use of respiratory protection, about the potential hazards they are exposed to and how to use the proper personal protective respiratory equipment.

### **HEAD PROTECTION**

Hard hats should be kept in good repair, proper adjustment and they should be worn only by the individual to whom they are assigned except in an emergency. Hard hats should be used in any operation where hazards exist. Remember that all it takes is a carelessly dropped tool or piece of material coming down on your head to cause severe injury or even death. There are a number of workers disabled with various type of head injuries and vision problems because they didn't wear a hardhat. When you wear a hardhat, wear it right. Keep it squarely on your head with the inside band properly adjusted. This is a requirement for MSHA for gravel pits.

### **HEARING PROTECTION**

Noise levels that need to be measured will be done with a sound level meter that is available from Safety Benefits, Inc. Approved hearing protective equipment (noise attenuating devices) will be available and used by every employee working in areas where continuous noise levels exceed 85 dB. A good rule of thumb is "if it's too noisy to hear a normal conversation, it's loud enough to need hearing protection." To be effective, ear protectors must be properly fitted and employees will be instructed in their use and care. Individual departments will identify potential areas needing hearing protection, and take corrective measures on a case by case basis.

### **PROTECTIVE CLOTHING/EQUIPMENT**

Where there is a danger of flying particles or corrosive materials, employees must wear protective goggles and/or face shields. Employees are required to wear safety glasses in areas where there is a risk of eye injuries such as punctures, contusions or burns. Employees are required to wear protective gloves, aprons, shields and other means provided in areas where they may be subject to cuts, corrosive liquids and/or harmful chemicals. Hard hats

must be worn in areas subject to falling objects, and at all times while at construction sites and gravel pits. When necessary, employees must use the approved respirators that are provided for regular and emergency use. All safety equipment must be maintained in sanitary condition and ready for use. Report any defective equipment immediately to your supervisor. Brightly colored, ANSI approved, safety vests or clothing shall be worn by employees working on or near public roadways. Protective gloves, clothing, and face protection shall be worn while handling caustic or dangerous chemicals, while welding, handling batteries, and while changing mercury vapor lights. For outdoor work in winter weather, layers of loose, warm, and fairly lightweight clothing is recommended. During the months of warm weather no shorts, tank tops or sandals permitted. Employees must always wear a shirt. First-aid kits and contents are to be maintained in a serviceable and usable condition. The commercial or cabinet-type kits do not require all items to be individually wrapped and sealed, but only those which must be kept sterile. Items such as scissors, tweezers, tubes of ointments with caps, or rolls of adhesive tape, need not be individually wrapped, sealed, or disposed of after a single use or application. Where the eyes of any person may be exposed to injurious chemicals and/or materials, suitable facilities for quick drenching or flushing of the eyes shall be provided, within the work area.

## **SECTION 13: MOTORIZED EQUIPMENT AND POWER TOOLS**

### **MACHINE GUARDING**

There will be a monthly safety inspection of machinery and equipment. All machinery and equipment must be kept clean and properly maintained. There must be sufficient clearance provided around and between machines to allow for safe operations, set up, servicing, material handling and waste removal. All equipment and machinery should be securely placed and anchored when necessary, to prevent tipping or other movement that could result in personnel injury. One or more methods of machine guarding shall be provided on machines to protect from hazards created by, points of operation, rotating parts, or flying chips or sparks. Machine guards shall not be altered or removed except for repair. Machines shall not be left running unattended. There must be a power shut-off switch within reach of the operator's position at each machine. Electrical power to each machine shall be capable of being locked out for maintenance, repair or security. Foot-operated switches shall be guarded and/or arranged to prevent accidental actuation by personnel. Manually operated valves and switches controlling the operation of equipment and machines must be readily accessible. Pulleys and belts, which are within 7 feet of the floor or working level, are properly guarded. Moving chains and gears must be properly guarded.

The machinery guards must be secured and arranged so they do not present a hazard. Machines should be constructed so as to be free from excessive vibration when the proper sized tool is mounted and run at full speed. If the machinery is cleaned with compressed air, the air must be pressure controlled and Personal Protective Equipment or other safeguards used to protect operators and other workers from eye and bodily injury. Fan blades should be protected by a guard having openings no larger than 1/2 inch when operating within 7 feet of the floor. Defective tools or equipment shall be immediately reported to the supervisor

and not be used. It is your responsibility as operator of any machine to ensure the necessary safety precautions are taken before using the machine.

### **ABRASIVE WHEEL EQUIPMENT**

The work rest used should be kept adjusted to within 1/8 inch of the wheel. The side guards should cover the spindle, nut and flange and 75 percent of the wheel diameter. All protection guards shall be in place and in good repair. Bench and pedestal grinders should be permanently mounted. Safety goggles or a face shield shall be used when grinding or when in close proximity to grinding operations. The maximum RPM rating of each abrasive wheel should be compatible with the RPM rating of the grinder motor. Wheels shall be allowed to develop full operating speed for at least one minute after installation before use. Work shall be applied gradually to a cold wheel to reduce chances of breakage. Grinder bearings shall be kept properly oiled. Grinding wheels shall be examined monthly for possible cracks or damage. Each grinder should have an individual on and off control switch. The on / off switch should be easily accessible anytime you operate the machine. Each electrically operated grinder shall be effectively grounded. Do not defeat the grounding mechanism, especially by using non-three prong plug adapters. Visually inspect and test new abrasive wheels. The work area around a grinder must be kept clean at all times.

### **AIR/JACK HAMMERS**

Areas of operation should be cordoned off from public access. Air tools and machinery shall be operated in a manner to avoid endangering personnel or property from flying material. Air hoses and connections shall be inspected monthly and before each use. The operator shall wear eye and hearing protection and any other proper Personal Protective Equipment as needed.

### **WOODWORKING MACHINERY**

Inspect the woodworking tool before each use. Woodworking machines except portable or mobile ones should be securely fastened to floor or suitable foundation. Cutting edges on tools should be kept sharp, properly adjusted, and firmly secure at all times. Inspect the material to be cut for obstructions that could cause possible injuries. Keep electrical cords and hands clear of cutting edges. Never place your hand behind the saw as a kick back could cause severe injury. Never use a circular saw in the inverted position in a vise. Unplug and test before attempting any service work. Before setting a tool down make sure that the retracting guards have returned to their original position. Only designated personnel should do sharpening of blades or cutters. Protection guards shall be in place and in good repair. Support large panels before cutting, this may prevent possible bodily injury. Safety glasses shall be worn to protect the eyes from wood chips and dust. Dust masks and hearing protection will be worn as needed. Avoid loose clothing when operating equipment. Saws used for ripping equipment must be installed with anti-kickback devices or spreaders. Radial arm saws must be arranged so that the cutting head will gently return to the back of the table when released.

### **MOWERS & LINE TRIMMERS**

Mowers shall be examined before use for condition of blades, gears, and for leaks. Mowers shall be equipped with discharge chute guards and rear flap guards. Areas to be mowed shall be inspected for wires, sticks, and miscellaneous objects, which shall be removed before mowing. Mowers shall be refueled only with the engine off and cooled. In starting a mower, keep hands and feet clear of moving parts. The mower operator shall warn bystanders of the potential danger of flying objects. Mowers shall not be left unattended with the engine running. Operators should wear proper shoes and no loose clothing. Safety glasses or other eye protection shall be worn. A hand mower should be steered across slopes, never up and down. A riding mower should be driven appropriately taking into consideration of terrain and per manufacturer's instructions.

### **CHAINSAWS**

Operators shall inspect the condition of the bar, guards, chain, and muffler before using the chainsaw. Chainsaws shall be maintained in a sharp and well-lubricated condition. Refueling should be done in an area free of flammable materials with the engine off and cooled. Wood to be cut should be visually examined for nails and hazardous objects. Cutting should be done at an angle rather than directly overhead. Chain saws shall be held with both hands during use. The operator shall wear eye and hearing protection and any other proper Personal Protective Equipment as needed.

### **HAND TOOLS**

Davison County provides hand and powered portable tools that meet accepted safety standards. A damaged or malfunctioning tool must not be used; it must be turned in for servicing and a tool in good condition obtained to complete the job. Employees must use the correct tool for the work to be performed; if they are unfamiliar with the operation of the tool, they must request instruction from their supervisor before starting the job. Supervisors are responsible for ensuring that their subordinates are properly trained in the operation of any tool that they are expected to operate. An employee is not permitted to use a powder-actuated tool unless instructed. Hand tools shall be maintained in good condition. Wrenches, including adjustable channel locks, vise grips, pipe wrenches, and socket wrenches, shall not be used to the point that slippage occurs. Impact tools such as drift pins, wedges, and chisels shall be kept free of mushroomed heads. The wooden handles of tools shall be kept free of splinters and cracked handles replaced before use. Hand and power tools shall be stored in the proper manner.

### **LADDERS**

Ladders must be in good condition, made of suitable material, of proper length and of the correct type for the use intended. Ladders shall be inspected before use for warping, cracks, loose rungs, sharp projections and general conditions. Damaged ladders must never be used; they should be repaired or destroyed. Ladders used near electrical equipment must be made of a non-conducting material. Stored ladders must be easily accessible for inspection and service, kept out of the weather and away from excessive heat, and well supported when stored horizontally. A portable ladder must not be used in a horizontal position as a platform or runway or by more than one person at a time. A portable ladder must not be placed in front of doors that open toward the ladder or on boxes, barrels, or other unstable bases.

Ladders must not be used as guys, braces, or skids. The height of a stepladder should be sufficient to reach the workstation without using the top or next to the top steps. A stepladder should be held by at least one employee when another employee is working 10 feet or more above the ground surface. Stepladder legs shall be fully spread when the ladder is in use. Bracing on the back legs of stepladders must not be used for climbing. The proper angle for a portable straight ladder can be obtained by placing the base of the ladder a distance from the vertical wall equal to one quarter of the vertical distance from base to top of ladder's resting point. Do not step above 3' below the top resting place of the ladder. Follow the "belt buckle" rule. Portable straight ladders and extension ladders shall not be used without non-skid bases. Ladders must be ascended or descended facing the ladder with both hands free to grasp the ladder. Tools must be carried in a tool belt or raised with a hand line attached to the top of the ladder. Extension ladders should be tied in place to prevent sideslip. On two-section ladders up to 36 feet, allow a minimum lap of three feet.

### **PORTABLE JACKS/HOISTING EQUIPMENT**

Hoists shall automatically stop and hold any load up to 125 percent of its rated load. Check this periodically under controlled conditions. Make sure that the rated load of each hoist is legibly marked and visible to the operator. Stops shall be provided at the safe limits of travel for trolley hoists. The controls of hoists shall be plainly marked to indicate direction of travel or motion. Hoist chains or ropes must be of sufficient length to handle the full range of movement for the application, while maintaining two full wraps on the drum at all times. It is prohibited to use chains or rope, cable or slings that are kinked or twisted. The operator should avoid carrying loads over people. Rigging equipment and jacks shall be inspected prior to use to ensure that they are safe. Hydraulic jacks/hoisting equipment showing any evidence of leakage should not be used. Maximum lifting capacity shall be labeled on jacks and this limit shall not be exceeded. Hoisting equipment shall be inspected monthly and maintained.

### **SCAFFOLDING**

Rolling scaffolds must maintain a 3:1 height to base ratio. The footing or anchorage for a scaffold must be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks must not be used to support scaffolds or planks. No scaffolding may be altered. Scaffolds and their components must be capable of supporting at least two times the maximum intended load without failure. Damaged scaffolds shall not be used. Guard rails and toe boards must be installed on all open sides and ends of scaffolds and platforms more than 10 ft above the ground or floor. Proper barricading around the work area will be used to prevent injury from falling objects.

### **AERIAL LIFT/CLAM/BOOM**

Before using the equipment, the operator shall visually inspect the boom and outriggers. The person who will be working from the bucket shall set the outriggers. The outrigger shall be set whenever the boom/clam is used. Outrigger shall sit on stable surface. When lowering outriggers a visual check is needed for person(s) or obstructions that may impair the safe setting of the outriggers. The micro brake or brake should be set after the aerial lift is

spotted and the outrigger set. There shall be a minimum of two people on site when the aerial lift is in operation. Appropriate barricades shall be used. A visual check for power line for other obstructions before use is mandatory. Operator shall wear the safety strap when working from the bucket, using the harness is necessary. Buckets or clams must not be used if the weight or capacity is over the manufacturer's recommendations.

### **SPRAY PAINTING PROCEDURES**

In any spraying operation there should be adequate ventilation before starting any spraying job. As to the conditions of the area where the spray job is to be done, consideration should be taken before beginning work. If the area is enclosed, does it require mechanical ventilation? If mechanical ventilation is provided when spraying in enclosed areas, air should not be re-circulated so as to avoid contamination. There should be adequate space and ventilation for all drying areas. Also in an enclosed area, spray operations must be at least 20 feet from flames, sparks, operating electrical motors and other ignition sources. There shall be no open flame or spark-producing equipment in the spraying areas. The spray area should be free of any hot surfaces. If portable lamps are used to illuminate the spray areas they must be approved for the location and are suitable for use in a hazardous location. Approved respiratory equipment will be provided and must be used when appropriate during spraying operations. If a spraying booth is used for the spraying operation, it must be made of metal, masonry or other noncombustible material. Make sure that "NO SMOKING" signs are posted in spray areas, paint rooms, paint booths and paint storage areas and the proper fire extinguisher are available.

Exits shall be unobstructed from the spraying area. Spray booths must be ventilated. Spraying area should not be allowed to accumulate or build up waste materials. Booth floors, ducts, access doors and baffles must be easily cleaned and noncombustible. Lighting fixtures for both outside and inside the spray booth must be enclosed in clear see-through sealed panels. Electric motors for exhaust fans must be placed outside the booth. Drying apparatus should be located in a well-ventilated area in the booth and properly grounded. Protective aprons or clothing used during spraying operations shall be properly stored when not in use. Quantities of flammable and combustible liquids in excess of one day's supply should be stored in appropriate storage cabinets.

### **FORKLIFTS**

Employees who operate forklifts should attend forklift training once every three years. Operators shall perform a visual inspection prior to the operation of the forklift. Only the operator shall ride in or on the forklift. Persons shall not stand under or pass under the elevated portion of the forklift whether loaded or empty. When leaving a powered forklift unattended: the load shall be lowered, controls neutralized, power shutoff and brakes set. Wheels should be blocked if the forklift is parked on an uneven surface. Unload rack extension shall be used whenever necessary to minimize the possibility of the load from falling rearward. Grades shall be ascended or descended slowly. When ascending or descending grades loaded forklifts shall be driven with the load upgrade. Unloaded forklifts should be operated on all grades with the load engaging means down grade. On all grades the load and load engaging means shall be titled back if applicable and raised only as far as

necessary to clear the surface. Under all travel conditions forklifts shall be operated at a speed that will permit them to be brought to a stop in a safe manner. The driver shall slow down during low traction situations. Stunt driving and horseplay will not be tolerated. Dock boards or bridge plates should be properly secured before they are driven over and the capacity not exceeded. When negotiating turns, speeds should be reduced to a safe level while turning the hand steering wheel in a smooth sweeping motion. Only stable or safely arranged loads shall be handled. Caution should be exercised when handling off-center loads, which cannot be centered. Only loads within the rated capacity of the forklift shall be handled. Load engaging means should be placed under the load as far as possible. The mast shall be carefully tilted backward to stabilize the load. Fuel tanks shall not be filled while the engine is running.

## **WELDING AND CUTTING**

Use care in handling and storing cylinders, safety valves, and relief valves to prevent damage. Inspect connections on cylinders for leakage with a soap and water mixture. Cylinders, cylinder valves, couplings, regulators, hoses and apparatus must be kept free of oily or greasy substances. Cylinder and torch valves shall be securely closed when not in use. Always open the cylinder valve slowly. Precaution must be taken to prevent mixture of air or oxygen with flammable gases, except at a burner or in a standard torch. Only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) may be used. Use of back flow preventers is required. Cylinders must be kept away from sources of heat. Cylinders shall be stored in an upright position. Cylinders shall either be mounted on a portable cart or chained to the permanent structure. Cylinders shall be capped and be upright during transportation. Appropriate means of securing the cylinders must be used during transportation. Cylinders not in use shall be stored 20 feet apart and away from welding areas or other combustible processes. It is prohibited to use cylinders as rollers or supports. Empty cylinders must be appropriately marked, their valves closed and valve-protection caps on. Signs reading: DANGER-NO SMOKING, MATCHES, OR OPEN LIGHTS, or equivalent must be posted. Care must be taken not to drop or strike cylinders. Unless secured, all regulators must be removed and valve-protection caps put in place before moving cylinders. Defective valves shall be labeled "defective" and shall not be opened by force. All cylinders without fixed hand wheels must have keys, handles, or non-adjustable wrenches on stem valves when in service. Liquefied gases must be stored and shipped valve-end up with valve covers in place. Before a regulator is removed, the valve must be closed and gas released from the regulator. Red is used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose. All pressure-reducing regulators must be used only for the gas and pressures for which they are intended. Hoses shall be inspected monthly and only those in good condition without leaks shall be used.

Hoses shall be stored in a manner to prevent tripping hazards and damage to hose. Suitable fire extinguishing equipment must be available for immediate use before starting to ignite the welding torch. The open circuit (No Load) voltage of arc welding and cutting machines must be as low as possible and not in excess of the recommended limits. Grounding of the machine frame and safety ground connections of portable machines must be checked.

Electrodes must be removed from the holders when not in use. The welder is strictly forbidden to coil or loop welding electrode cable around his/her body. Welding cable shall be tied off to secure location in the event of welding above or below ground level. Electrode lead cables must be inspected before use for wear and damage, and replaced as needed. All connecting cable lengths must have adequate insulation. When the object to be welded cannot be moved and fire hazards cannot be removed, heat shields must be used to confine heat, sparks and slag. All combustible floors must be kept wet, covered by damp sand, or protected by fire-resistant shields. When floors are wet down, personnel should be protected from possible electrical shock. When welding is done on metal walls, precautions must be taken to protect combustibles on the other side. When completed on wall welding check for proper wall cooling before leaving the structure. Before hot work is begun, used drums, barrels, tanks and other containers must be so thoroughly cleaned that no substances remain that could explode, ignite or produce toxic vapors. It is required that eye protection helmets, hand shields and goggles meet appropriate standards. Employees exposed to the hazards created by welding, cutting, or brazing operations must be protected with personal protective equipment and clothing. Check for adequate ventilation where welding or cutting is performed.

### **TREE TRIMMING OPERATIONS**

Proper barricading and warning signs shall be used to protect employees and the public. Vehicles and personnel not involved in trimming operations shall be clear of the area. Be sure clear ground is barricaded if the aerial truck is used to transport tree limbs. Site personnel shall determine whether an electrical hazard exists before climbing, trimming, or performing any work in the trees shall make a visual inspection. Employees shall wear personal protective clothing appropriate to the work location and conditions, especially hard hats and gloves. Gasoline powered equipment shall be refueled only after it has been stopped and cooled. Any spilled fuel shall be removed from equipment before restarting. Tree trimming equipment shall be maintained in good condition. Ropes should be coiled when not used and shall be inspected before use. Saws shall be secured from falling while being used from an aerial lift. Partially sawed-through limbs shall not be allowed to remain in the tree. Decide exactly how the limb shall be grasped to avoid sharp edges, splinters, and splinters that might cause injury and also to avoid being hit by falling debris.

### **CHIPPER**

Work area of chipper shall be protected from traffic and from the public. Foreign materials such as stones, nails, sweepings, etc., shall not be fed into the chipper. Inspect the material to be chipped before work begins. Access panels for maintenance and adjustments shall be closed and secured prior to operation of brush chippers. Chipper blades should be tight and clear of any debris before the engine is started. Disengage clutch before starting the chipper. Arms, legs, and tools shall not be used to clear the chute. Employees shall wear personal protective clothing appropriate to the work location and conditions. The engine should be turned off when the chipper is not in use or is unattended. Gasoline powered equipment shall be refueled only after it has been stopped and cooled.

## **STUMPER**

Work area of stumper shall be protected from traffic and from the public. Check for obstructions before backing onto position. Safety skirts shall be in place before starting machine. Check cutting wheel for debris before operation. Cutter shield shall be used when stumping. The operator shall permit no one behind the stumper while it is in operation. The engine should be turned off when the stumper is not in use or is unattended. Gasoline powered equipment shall be refueled only after it has been stopped and cooled. Employees shall wear personal protective clothing appropriate to the work location and conditions.

## **SECTION 14: CHEMICAL SAFETY, HAZARDOUS MATERIALS/CHEMICALS**

### **HAZARD COMMUNICATION PROGRAM**

The purpose of this program is to ensure that the hazards of all chemicals used by employees are known, and that information concerning their hazards is transmitted to affected employees within the working environment. This transmittal of information is to be accomplished by means of employee training programs, which are to include container labeling, Material Safety Data Sheets, storage, building hazards, written programs, and other training deemed applicable.

The hazardous communication program shall consist of the following programs.

1. Hazardous Material Labeling
  - A. The employee receiving the new substance will ensure that each container of hazardous substances in the workplace is labeled with the chemical name and appropriate hazard warning.
  - B. Containers of ten (10) gallons or less in volume in which a toxic substance or mixture is being transferred by an employee from labeled containers and which is intended for immediate use of the employee making the transfer are exempt from such labeling.
2. Material Safety Data Sheets (MSDS)
  - A. The employee purchasing or receiving a new hazardous substance will be responsible for obtaining Material safety data sheets for each hazardous substance. Each employee purchasing or ordering a hazardous substance will not obtain or bring on site the hazardous substance until the material safety data sheets are obtained. If ordering, instruct seller to send the material safety data sheets by fax or with the shipment and that the material will not be accepted in shipment until the material safety data sheet is obtained. Always replace old material safety data sheets with new material safety data sheets as they are obtained.
  - B. Each employee will review material safety data sheets on any new hazardous substances before using them.
  - C. Material safety data sheets shall be accessible to employees in a highly visible manner for review by employees when utilizing hazardous substances.
  - D. One person shall be designated to organize and maintain quarterly inspections of material safety data sheets.
  - E. Training shall be provided to ensure employees using material safety data sheets know how to read material safety data sheets for specific emergency information.

### 3. Storage of hazardous materials

- A. Hazardous materials shall be contained in approved storage in accordance to the specific hazard they may present. (Example: flammable, corrosive, explosive etc.)
- B. Proper methods of transferring toxic substances from stored containers shall be used (Example proper protection for specific hazardous materials, proper ventilation.)
- C. A spill cleanup kit shall be kept in the area of storage of hazardous substances.
- D. Appropriate fire extinguisher shall be placed in a readily accessible and located near where flammable materials are stored.

### 4. Building hazards

- A. Visible signs will be posted on or near the entrance of buildings that have or may have hazardous substances.
- B. Signs will indicate health hazard. (BLUE), flammability (RED) or reactivity (YELLOW) levels of substances contained inside building. A rating of 1, 2, 3 or 4 indicates these levels. The number one (1) indicates the lowest level of hazard increasing to four (4), which is the highest level of hazard.
- C. Entrance hazard signs will also list on a white patch, specific chemical hazards such as acids, corrosive, alkali, oxidizer, radioactive, or use no water.

### 5. Written program for hazardous materials

- A. Safety training on hazardous communications relating to substances that are to be applied or create a work environment that may contain exposure to large quantities of a hazardous substance. (Example: pesticides in enclosed areas of application.)
- B. Contracted work exposed to hazardous substances on the work site shall be informed to the specific hazards the individual worksite shall contain.
- C. Employees shall use the proper procedure for the chain of command to implement procedures in a non-standard hazardous substance exposure condition.
- D. General emergency training shall be provided for injuries, illness, spills or fire/explosions. Examples of these general emergencies are eye contact and treatment, ingestion and treatment of acids vs. alkalis, correct fire extinguishers for specific type of fires, and methods for containing larger chemical spills.

## **SECTION 15: HERBICIDE, PESTICIDE SPRAYING**

The applicator shall be certified in the application of the herbicide or pesticide in which they are applying. Read the all sections of the MSDS and labeling before opening the chemical. The chemical labeling contains precautions and instructions that you must follow in order to use the product safely and appropriately. Always keep clothing, food, drinks, chewing gum, tobacco products, and other belongings away from where weed and pesticide chemicals are stored or handled. When you take a break, wash your gloves on the outside, remove your gloves, wash your hands and face thoroughly. Be aware of situations where you may be exposed to weed or pesticide chemicals on the job. Always protect yourself when mixing, loading, applying, cleaning, repairing, transporting and disposing a weed chemical or pesticide. The applicator shall be aware of the possible drifting of the chemicals and adjust

the application as necessary. Have a first aid kit on hand. Keep a spill cleanup kit on hand at all times. The kit should contain all necessary equipment necessary for spill cleanup or containment. Personal Protective Equipment shall be worn, such as gloves, respirators, and protective eyewear.

## **SECTION 16: TRENCH SAFETY**

The County will conduct periodic training sessions on cave-in protection and trench safety. A trench is a narrow excavation in which the depth is greater than the width and the width is not greater than 15 feet. There shall be a top man when a County employee enters the trench. Trenches over five feet in depth shall be sloped, shored, sheeted, braced or otherwise supported. Trenches fewer than five feet in depth where conditions are unstable, shall be sloped, shored, sheeted, braced or otherwise supported. Whenever an excavation is four feet deep or more ladders or steps shall be provided. Trench workers shall have a means of egress within 25 feet. A trench shield is a prefabricated steel or wood box that is attached to a heavy steel box. The trench box may be used if it provides equal to or greater than the protection that would be provided by the appropriate shoring system. County employees may refuse to enter any trench, which he/she has reasonable cause to believe unsafe. An exception may exclude grave digging under certain circumstances and under supervision of the department head and with consultation with safety committee.

## **SECTION 17: PERSONAL HYGIENE**

Possible hazards include the water-borne diseases such as Typhoid Fever, Para-Typhoid Fever, Dysentery, Infectious Jaundice, Hepatitis, and Tetanus. The best defense against infection is the practice of good personal hygiene. Hands and fingers should be kept from the nose, mouth, eyes and ears. Rubber gloves shall be worn for work in which an employee comes in direct contact with a potential infectious material. Gloves should be worn when hands are chapped, burned, or when the skin is broken from any other cause. Hands should be thoroughly washed with soap and water before eating or smoking. Fingernails should be kept short and foreign materials should be removed from the nails with a stiff, soapy brush. Small cuts and scratches should be given first aid and covered as necessary. Wash your gloves on the outside, remove your gloves, wash your hands and face thoroughly after possible contact with an infectious substance.

## **SECTION 18: TRAFFIC CONTROL**

A Traffic Control Work Area Plan outlining proper procedures for traffic control shall be set up by individual departments. Every County employee involved with work in or near traffic shall be familiar with the best type of traffic control for the situation. The work area shall be surrounded adequately by barricades and workers should remain within the protected area and use caution when leaving the area. Work site crews shall wear brightly colored vests or clothing. Give drivers time to act responsively. Drive through the traffic control you've set up to check it from the driver's perspective. Traffic must be clearly directed around the work area. Lane reduction signs shall be posted well in advance to give motorists ample time to change lanes. Give drivers early warning in congested areas or where the roadwork is

obstructed. Warning signs must be highly visible and kept clean. Don't confuse drivers with contradictory signs or markings. Maintain credibility with drivers by doing what your signs say. When reducing traffic lanes, the channeling devices should produce a formula of length = speed x width for speeds 45 M.P.H. or greater and length = speed x width over 60 for speeds 40 M.P.H. or less. Please refer to MUTCB for guidelines.

## **SECTION 19: CONFINED SPACE ENTRY**

The dangers of hazards that cannot be easily seen, smelled, heard, or felt can represent a deadlier risk to persons working in confined areas. Before entering a confined space, employees must be properly trained and follow safety procedures.

## **SECTION 20: OUTSIDE CONTRACTORS**

All contractors hired to do work for Davison County will follow all local, state, and federal guidelines and laws. They will also provide Certificates of Insurance and add us as an additional insured and/or Hold Harmless Agreements. Proof of workers' compensation required if applicable. Other restrictions may apply as needed, refer to Davison County Policy and Procedure Manual section 3.13.

## **SECTION 21: NEW EMPLOYEE TRAINING**

### **Safety and Health Orientation**

Workplace safety and health orientation begins on the first day of employment. The safety manual will be reviewed, and the new employee will sign a form verifying as such. This form will become a part of the employee's personnel file.

### **Job-Specific Training**

1. Supervisors will train employees on how to perform assigned job tasks safely.
2. Supervisors will observe employees performing the work. If necessary, the Supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
3. All employees will receive safe operating instructions on seldom used or new equipment and procedures before using them.

### **Formal Safety Training**

Employees will receive the following training if needed, as determined by the Department Head and/or Safety Coordinator:

#### **A. Safety Policy**

1. Go over list of employee responsibilities (page 5)
2. Disciplinary actions (section 4)

#### **B. Accidents**

1. Injury on Duty (section 5)
2. Accident Investigation (section 6)

#### **C. General Safety** (sections 7-20)

**DAVISON COUNTY  
SAFETY/LOSS CONTROL POLICY STATEMENT**

TO: ALL EMPLOYEES

Davison County is exposed to various risks, which may be Insured, Pooled, or Retained. We may also control these risks through Loss Control. The objective of our Risk Management and Loss Control Program is to preserve our assets and revenues. More importantly, Davison County is dedicated to the protection of our employees, the preservation of our property and prevention of injury to members of the public or damage to their property arising from any of our operations.

A Safety Manual and/or Program cannot possibly cover all aspects of operations and employee conduct. It is a guideline pointing employees and supervisors towards proper conduct, actions, protective work environment and equipment. Safety is an ongoing component of each and every task. Please be sure to seek out additional information if you have any questions regarding safety.

It shall be the policy of Davison County:

1. To identify sources of risk and potential loss to our property, our employees, and the general public.
2. To evaluate the potential risks that exist within our operations and activities and the associated losses that may occur.
3. To correct deficiencies that have been identified by inspection as quickly as possible.
4. To monitor that potential risks and deficiencies have been properly corrected.
5. To make any necessary changes to ensure the risk is being controlled in the most effective way possible.

I, \_\_\_\_\_, hereby acknowledge access to or a receipt of a copy of Davison County's Safety Manual. It is my responsibility to read and ask questions regarding the policies and procedures contained in the Safety Manual. I also understand that it is my responsibility to follow the Davison County Safety Manual.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date