Davison County

200 E 4th Ave
Mitchell, SD 57301

SAFETY MANUAL

Davison County Safety Committee
2023

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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 most "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 workplaces don't just happen. It takes the effort of every member to ensure 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 should be accompanied by emotional or psychological factors. The worker should 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 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 should be the policy of Davison County:

1. To identify sources of risk and potential loss to our property, our employees, and the 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 Employee Resource Guide 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 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 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 equipment, facilities, and operations of the County should be performed in compliance with the Safety Manual.

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 machine guards in place.
10. Report unsafe conditions 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 HR 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, annually at a minimum.
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 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 should also be responsible for filling out the appropriate paperwork for the Safety and Loss Control Recognition awards given by the risk sharing pools-SDML Workers Compensation Fund and the South Dakota Public Assurance Alliance. Each year the Coordinator should 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.

Safety by Choice, Not by Chance!

PROGRAM OVERVIEW

Davison County should implement a safety program using a 5-pronged approach. Each section of the program is necessary to ensure an effective and efficient safety program is established. To be effective, the safety program should have buy-in at every level within the County. From the Commissioners down to the newest seasonal employee, everyone should take an active role in the safety of the County and its employees. The entire program should be overseen by the County's designated Safety Coordinator and should be implemented by department heads and individual employees.

PRONG 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 should also aid in recognizing potential hazards. When the inspection process has been completed, the results of the inspection should be forwarded to the appropriate department head who should make corrections or updates on the recommendations of the inspection.

PRONG 2: MONTHLY SAFETY TRAININGS

Safety trainings 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 unless online training tracks it automatically. Safety trainings teach new ideas, remind us of the things we already know, and increase ongoing safety awareness. All employees shall participate in any cybersecurity training provided by our IT provider.

PRONG 3: SUPERVISING OTHERS/ENFORCEMENT

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.

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 should not be tolerated. The following actions may negatively impact employee evaluations and could result in disciplinary action:

- Failure of an employee to report 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 public or patron by any action.
- Failure to attend monthly training sessions.
- One may also refer to the Davison County Employee Resource Guide.

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 actions by any employee(s) should 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 should follow the above sequence unless the situation warrants more severe action. Negative behavior should be discouraged, and positive behavior should be reinforced. Exceptional performance or efforts in workplace safety and health should be recognized by the organization.

PRONG 4: RISK MITIGATION

Risk mitigation is where safety comes to life. Each department is different and has different tasks to complete. The departments' leadership should be responsible for ensuring the safety of their staff. Davison County should utilize the 5-step Risk Mitigation Process:

- Identify hazards
- Assess the hazards
- Develop controls and make decisions
- Implement the controls
- Supervise and evaluate

PRONG 5: 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, should be reported in accordance with the following guidelines:

NEAR MISSES: Employees should report near misses 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) 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 HR.

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 HR 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 should 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 our work processes, the safety personnel and management should 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.*

GENERAL SAFETY

Please refer to the Davison County Employee Resource Guide Section 13.0 for Emergency Procedures during a bomb threat, severe weather, and fire emergencies.

1. INJURY ON DUTY/RETURN TO WORK

If an employee is injured on the job, the injury should be reported to the Supervisor at once. Medical treatment of an injured employee is the primary concern in any accident situation. Supervisors should first secure medical aid if needed, then fully investigate the accident or injury. A First Report of Injury form should be filled out within three working days of the injury and submitted to the HR Office. Should the employee be off their assigned duties for 1 day or more the HR Office should 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 should 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 should 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 HR Office to be placed in the employee's file.

Minor First Aid Treatment

First aid kits are kept in departments and county vehicles. First Aid kits should 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 should 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 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.

2. NEW EMPLOYEE TRAINING

Only those employees who have been properly trained in the following activities are permitted to perform these tasks. Supervisors are responsible for ensuring that employees are properly trained in these activities.

Safety and Health Orientation

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

Job-Specific Training

- Supervisors should train employees on how to perform assigned job tasks safely.
- Supervisors should observe employees performing their work. If necessary, the Supervisor can 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.
- Employees should receive safe operating instructions on seldom used or new equipment and procedures before using them.

Formal Safety Training

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

A. **Safety Policy**
   - Go over list of employee responsibilities
   - Disciplinary actions

B. **Accidents**
   - Injury on Duty
   - Accident Investigation

C. **General Safety**

3. OFFICE SAFETY RULES

Furniture should be adjustable, positioned and arranged to minimize strain on parts of the body. The glare of a computer screen should be minimized using 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. Chair legs should remain on the floor. Watch fingers when using paper cutter - keep cutter closed when not in use.

4. HOUSEKEEPING

Work areas should be clean and orderly. Spills should be cleaned up immediately. Combustible scrap, debris and waste should be stored safely and removed promptly. Aisles, passageways, doorways, stairs and walking surfaces should be kept free from refuse,

slippery and wet substances, misplaced equipment, and trip hazards. Mark or cordon off temporary hazardous surfaces. Washrooms, locker rooms, lunchrooms and toilet facilities should be maintained in a clean and orderly manner. Waste should be disposed of in proper receptacles. Tools, supplies, and equipment should be properly returned, stored and kept in order. Exits should be clearly marked and unobstructed. Flammable liquids should be kept in approved, properly marked containers and stored in an approved flammable storage cabinet. Gasoline should be stored in approved safety gas cans. Extension cords should not be used in oil or water and should be inspected for worn insulation and exposed strands of wire before use. The ground prongs should not be removed. Extension cords that cross a traffic area should be covered by a raceway. Protruding nails and broken glass are dangerous – remove or bend down nails in lumber or containers and pick up 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 pits and floor openings are either covered or otherwise guarded. Oily and paint-soaked rags are combustible and should be stored in metal containers only.

5. PERSONAL HYGIENE

Possible hazards include 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 should 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.

6. PROPER LIFTING AND CARRYING PROCEDURES

Lifting and moving of objects should be done by mechanical devices rather than by manual effort whenever practical. The equipment used should be appropriate for the lifting or moving task. Lifting and moving devices should 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 should 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, slivers, and wet or greasy spots.
2. Wear gloves when lifting or handling objects with sharp or splintered edges. These gloves should 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 should 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.

7. PERSONAL PROTECTIVE EQUIPMENT

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

Where there is a danger of flying particles or corrosive materials, employees should 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 should be worn in areas subject to falling objects, while at construction sites and gravel pits. When necessary, employees should use the approved respirators that are provided for regular and emergency use. Safety equipment should 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 should be worn by employees working on or near public roadways. Protective gloves, clothing, and face protection should 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 are recommended. During the months of warm weather, no shorts, tank tops or sandals are permitted. Employees should always wear a shirt and appropriate footwear. First-aid kits and contents are to be maintained in a serviceable and usable condition. The commercial or cabinet-type kits do not require items to be individually wrapped and sealed, but only those which should 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 should be provided, within the work area.

Respirators

Jobs involving exposure to harmful fumes, gases, mist, or chemical dusts or lack of sufficient oxygen, proper respiratory protection should 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 many 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.

Hearing Protection
Noise levels that need to be measured should be done with a sound level meter that is available from Safety Benefits, Inc. Approved hearing protective equipment (noise attenuating devices) should 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 should be properly fitted, and employees should be instructed in their use and care. Individual departments should identify potential areas needing hearing protection and take corrective measures on a case-by-case basis.

8. FIRE PROTECTION

Fire doors and shutters should be maintained in good operating condition. Fire doors and shutters should be unobstructed and protected against obstructions. Fire doors and shutter fusible links should be in place. Automatic sprinkler water control valves, if any, air and water pressures should be checked routinely. A competent person or company should 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, should be maintained below the sprinkler heads. A suitable fire extinguisher should be hung in a conspicuous location in county buildings. Fire extinguishers should be maintained in fully operational condition and be correctly labeled. A certified professional (National Fire Protection) should inspect fire extinguishers once a year. Fire extinguishers should carry a durable inspection and recharge date tag. Fire extinguishers should be inspected by department staff monthly and the initials and date of inspection should be placed on the back of the extinguisher inspection tag.

9. BUILDINGS

Building safety is a topic which encompasses many areas. Buildings which are occupied by county employees should be inspected annually by the Safety Committee. Structures should comply with Uniform Building Code, City ordinances and any other applicable building codes. Monthly self-inspections of buildings should supplement and identify potential safety situations. Structures and building grounds should 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 should 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 should not be disabled without Fire Department approval (except for temporary maintenance procedures). Elevators and chair lifts should be professionally inspected yearly. The HVAC systems should be inspected every two years for any potential air quality problems. The health hazards of smoking, both direct and secondhand, are well established, therefore departments should follow County Policies regarding smoking. An emergency evacuation plan should be posted in each facility.

10. 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 should 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 county employees who regularly operate motor vehicles. Whenever the provisions of this policy conflict with the South Dakota Code, the provisions of the South Dakota Code should prevail.

New Employee Qualifications

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

Continuing Driver Qualifications

The Safety Coordinator should review the MVRs and drivers should 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 may be subject to disciplinary actions up to and including termination. The following items should 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

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.

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.

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

1. Drivers are to refrain from 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 should observe traffic laws, rules, and regulations, in addition to using common sense and good judgment. If during 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 should 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. Drivers and passengers using county vehicles, equipment or personal vehicles should wear seat belts.
7. Vehicles should be maintained in safe and operable condition. Departments should perform monthly visual inspections on lights, brakes, horns, turn signals, and tires. Operators should report unsafe or defective equipment they observe to Supervisors.
8. County vehicles with gas engines should be refueled only when the engine is off.
9. County vehicles should be parked with the motor stopped and key removed. No vehicle should be left running while unattended.
10. Slow-moving vehicles should 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 should ride on any portion of a motor grader, tractor, or similar equipment except as the driver, operator, or trainer.
13. No person should 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 should not jump on or off vehicles while in motion.
20. Backing Operations
    - Backing should be avoided unless necessary.
    - Backing should be done only after the driver has made certain their vehicle has adequate clearance on 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.

11. 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.

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 should be aware of 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 devices 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 overcurrent 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 more than 480 volt.

* 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 should be insured and licensed by the state. Proof of insurance and license should be available for review.

12. POWER LOCKOUT/ TAGOUT PROCEDURES

When a machine needs maintenance work, 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 should make sure power is disconnected (and any hazardous residual pressure should be relieved) prior to and during such work. Any equipment component that needs blocking to prevent its movement by gravity or other means should be blocked before repair(s) are initiated. A tag or tags and locks should 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 crews are clear before removing the lock or tag. Before work is started, equipment should be tested to ensure power is off. Replace guarding before removing tags(s) and/or locks. No one other than the employee or Supervisor placing tags or padlocks on power lockout should 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 should be removed by those employees in the presence of the oncoming shift who should 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 should be properly tagged and in the possession of the person doing the repairs or locked out.

13. MOTORIZED EQUIPMENT AND POWER TOOLS

Machine Guarding

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

The machinery guards should be secured and arranged so they do not present a hazard. Machines should be constructed 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 should 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 should 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. Protection guards should be in place and in good repair. Bench and pedestal grinders should be permanently mounted. Safety goggles or a face shield should be used when grinding or when near grinding operations. The maximum RPM rating of each abrasive wheel should be compatible with the RPM rating of the grinder motor. Wheels should be allowed to develop full operating speed for at least one minute after installation before use. Work should be applied gradually to a cold wheel to reduce the chances of breakage. Grinder bearings should be kept properly oiled. Grinding wheels should 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 should 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 should always be kept clean.

Air/Jack Hammers

Areas of operation should be cordoned off from public access. Air tools and machinery should be operated in a manner to avoid endangering personnel or property from flying material. Air hoses and connections should be inspected monthly and before each use. The operator should wear eye and hearing protection and 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. 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 kickback 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 sharpen blades or cutters. Protection guards should be in place and in good repair. Support large panels before cutting, this may prevent possible bodily injury. Safety glasses should be worn to protect the eyes from wood chips and dust. Dust masks and hearing protection should be worn as needed. Avoid loose clothing when operating equipment. Saws used for ripping equipment should be installed with anti-kickback devices or spreaders. Radial arm saws should be arranged so that the cutting head should gently return to the back of the table when released.

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

Chainsaws
Operators should inspect the condition of the bar, guards, chain, and muffler before using the chainsaw. Chainsaws should 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 should be held with both hands during use. The operator should wear eye and hearing protection and 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 should not be used; it should be turned in for servicing and a tool in good condition obtained to complete the job. Employees should use the correct tool for the work to be performed; if they are unfamiliar with the operation of the tool, they should 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 should be maintained in good condition. Wrenches, including adjustable channel locks, vise grips, pipe wrenches, and socket wrenches, should not be used to the point that slippage occurs. Impact tools such as drift pins, wedges, and chisels should be kept free of mushroomed heads. The wooden handles of tools should be kept free of splinters and cracked handles replaced before use. Hand and power tools should be stored in the proper manner.

Ladders
Ladders should be in good condition, made of suitable material, of proper length and of the correct type for the use intended. Ladders should be inspected before use for warping, cracks, loose rungs, sharp projections, and general conditions. Damaged ladders should never be used; they should be repaired or destroyed. Ladders used near electrical equipment should be made of a non-conducting material. Stored ladders should 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 should not be used in a horizontal position as a platform or runway or by more than one person at a time. A portable

ladder should not be placed in front of doors that open toward the ladder or on boxes, barrels, or other unstable bases. Ladders should 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 should be fully spread when the ladder is in use. Bracing on the back legs of stepladders should 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. To prevent tipping the ladder or losing your balance, keep your "belt buckle" between the side rails of the ladder. Portable straight ladders and extension ladders should not be used without non-skid bases. Ladders should be ascended or descended facing the ladder with both hands free to grasp the ladder. Tools should 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 should 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 should be provided at the safe limits of travel for trolley hoists. The controls of hoists should be plainly marked to indicate direction of travel or motion. Hoist chains or ropes should be of sufficient length to handle the full range of movement for the application, while maintaining two full wraps on the drum. 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 should 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 should be labeled on jacks and this limit should not be exceeded. Hoisting equipment should be inspected monthly and maintained.

Scaffolding

Rolling scaffolds should maintain a 3:1 height to base ratio. The footing or anchorage for a scaffold should 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 should not be used to support scaffolds or planks. No scaffolding may be altered. Scaffolds and their components should be capable of supporting at least two times the maximum intended load without failure. Damaged scaffolds should not be used. Guard rails and toe boards should be installed on open sides and ends of scaffolds and platforms more than 10 ft above the ground or floor. Proper barricading around the work area should be used to prevent injury from falling objects.

Aerial Lift/Clam/Boom Equipment

Before using the equipment, the operator should visually inspect the boom and outriggers. The person who should be working from the bucket should set the outriggers. The outrigger

should be set whenever the boom/clam is used. The outrigger should sit on a 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 should be a minimum of two people on site when the aerial lift is in operation. Appropriate barricades should be used. A visual check for power line for other obstructions before use is mandatory. Operators should wear the safety straps when working from the bucket, using the harness as necessary. Buckets or clams should not be used if the weight or capacity is beyond 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 to avoid contamination. There should be adequate space and ventilation for drying areas. Also in an enclosed area, spray operations should be at least 20 feet from flames, sparks, operating electrical motors and other ignition sources. There should 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 should be approved for the location and are suitable for use in a hazardous location. Approved respiratory equipment should be provided and should be used when appropriate during spraying operations. If a spraying booth is used for the spraying operation, it should 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 is available.

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

Forklifts

Employees who operate forklifts should attend forklift training once every three years. All powered industrial trucks (PITs/forklifts) in this facility shall be operated and maintained per this policy. This guides the safe operation of propane, gasoline, and electric battery-powered forklifts and power lifts.

Authority and Responsibility

1. Supervisors are responsible for:
    a. Ensuring employees attend training and safety operate PITs;

b. Ensuring all equipment ins in proper working condition;
c. Assuring operators perform appropriate pre-operation safety inspections and are properly trained before operating equipment;
d. Maintaining required documentation.

2. Employees are responsible for complying with this policy.

General Requirements

1. Only trained and authorized operators shall be permitted to operate a PIT;
2. The employee is responsible for ensuring the safe operation of the PIT;
3. Capacity, operation, and maintenance instruction plates, tags, or decals shall be modified accordingly if any changes or additions that affect capacity and safe operation are made;
4. If the PIT is equipped with front-end attachments other than factory installed attachments, the PIT shall be marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered;
5. Nameplates and markings shall be in place and maintained in a legible condition.

Pre-Operation Safety Inspection: Before operating a PIT, the employee shall perform a pre-operation safety inspection at least daily.

1. The inspection shall identify any conditions that could affect the safe operation of the PIT;
2. If any condition(s) exist, the PIT shall be removed from service and tagged "Out of Service" until the proper repairs or concerns are addressed.

Fuel Handling and Storage: The following procedures shall be followed:

1. When refueling or recharging the batteries of a PIT, the operator shall ensure that the PIT is shut off and the parking brake is engaged;
2. Refueling and recharging shall be completed in areas that are designated and well-ventilated.
3. Personal protective equipment (approved face shield, goggles, gloves) shall be worn during all refueling and battery recharging operation:
4. Emergency eyewash station shall be present in the area;
5. Smoking shall be prohibited in refueling and recharging areas. Fuel vapors and gases, which can escape from the battery and fuel vents, are extremely flammable;
6. Tools and other metallic objects shall be kept away from the top of uncovered batteries; and,
7. An ABC rated fire extinguisher shall be present in all refueling or recharging areas.

Operating Procedures

1. When operating a PIT, always travel with the forks approximately four inches from the ground so they clear any uneven surfaces. Always survey the area ahead and to the sides as you travel. Always travel in reverse or use a "spotter" when the load you are carrying obstructs your view.

2. Some factors that could cause the PIT to tip over: overloads, unstable loads, loads not centered on forks, traveling with the load raised, sudden stops and starts, making sharp turns, and travelling across a ramp or incline.
3. When travelling behind other PITs or vehicles, always maintain at least three forklift lengths from the vehicle or PIT ahead and maintain control of the PIT at all times.
4. Slowly approach ramps and inclines straight, not at an angle. When operating on an incline with a load, the load and forks should point up the incline regardless of the direction of travel. If you must come down an incline with a load, the operator should keep the load pointed up the incline and back the PIT down the incline. Follow manufacturer's recommendations for operations on cross slopes, inclines, and declines.
5. When a PIT is left unattended, the load shall be fully lowered, controls shall be neutralized, power shut off, brakes set, and wheels blocked if PIT is parked on an incline.

Safety Practices: The following safety practices shall be adhered to at all times:

1. Wear seatbelts whenever the PIT is equipped with them.
2. Keep all body parts inside the driver's compartment.
3. Drive at safe speeds.
4. Do not carry passengers. No person shall be permitted to stand or pass under elevated portions of any PIT, whether loaded or empty.
5. All PIT operators working on platforms that are six feet above a lower level shall wear appropriate protection devices.
6. Never park a PIT in front of any fire protection equipment, emergency exits, or in a manner that would obstruct a person from exiting the area.
7. If at any time during operation a PIT is found to require repair, defective, or in any way unsafe, it shall be immediately removed from service. The department mechanic shall be notified so they can make repairs.

Training

1. County employees designated to operate a PIT shall be required to participate in and complete a PIT training program to ensure the operator is properly trained to operate a PIT safely before assuming their responsibilities. Training consists of a combination of formal instruction and practical training.
2. Trainees may operate a PIT only under direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their proficiency, and where such operation does not endanger the trainee or other employees.
3. Training will address pre-operation inspection, safe driving procedures, loading-carrying-unloading materials, and a safe operation driving practical.
4. Refresher training shall be required every three years and whenever deemed necessary by a supervisor.

ATV Driving

All employees who operate ATVs will receive documented training on the operation of such a vehicle. They will be familiarized with the way that loads affect handling and create a high center of gravity for the vehicle.

Welding & 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 should be kept free of oily or greasy substances. Cylinder and torch valves should be securely closed when not in use. Always open the cylinder valve slowly. Precautions should 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 should be kept away from sources of heat. Cylinders should be stored in an upright position. Cylinders should either be mounted on a portable cart or chained to the permanent structure. Cylinders should be capped and upright during transportation. Appropriate means of securing the cylinders should be used during transportation. Cylinders not in use should 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 should be appropriately marked, their valves closed and valve-protection caps on. Signs reading: DANGER-NO SMOKING, MATCHES, OR OPEN LIGHTS, or equivalent should be posted. Care should be taken not to drop or strike cylinders. Unless secured, regulators should be removed, and valve-protection caps put in place before moving cylinders. Defective valves should be labeled "defective" and should not be opened by force. Cylinders without fixed hand wheels should have keys, handles, or non-adjustable wrenches on stem valves when in service. Liquefied gases should be stored and shipped valve-end up with valve covers in place. Before a regulator is removed, the valve should 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. Pressure-reducing regulators should be used only for the gas and pressures for which they are intended. Hoses should be inspected monthly and only those in good condition without leaks should be used.

Hoses should be stored in a manner to prevent tripping hazards and damage to hose. Suitable fire extinguishing equipment should be available for immediate use before starting to ignite the welding torch. The open circuit (No Load) voltage of arc welding and cutting machines should be as low as possible and not exceed the recommended limits. Grounding of the machine frame and safety ground connections of portable machines should be checked. Electrodes should 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 should be tied off to secure location in the event of welding above or below ground level. Electrode lead cables should be inspected before use for wear and damage and replaced as needed. Connecting cable lengths should have adequate insulation. When the object to be welded cannot be moved and fire hazards cannot be removed, heat shields should be used to confine heat, sparks, and slag. Combustible floors should 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 should 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 should 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 should 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 should be used to protect employees and the public. Vehicles and personnel not involved in trimming operations should be clear of the area. Be sure clear ground is barricaded if the aerial truck is used to transport tree limbs. Site personnel should determine whether an electrical hazard exists before climbing, trimming, or performing any work in the trees should make a visual inspection. Employees should wear personal protective clothing appropriate to the work location and conditions, especially hard hats, and gloves. Gasoline powered equipment should be refueled only after it has been stopped and cooled. Any spilled fuel should be removed from equipment before restarting. Tree trimming equipment should be maintained in good condition. Ropes should be coiled when not used and should be inspected before use. Saws should be secured from falling while being used from an aerial lift. Partially sawed-through limbs should not be allowed to remain in the tree. Decide exactly how the limb should be grasped to avoid sharp edges, slivers, and splinters that might cause injury and to avoid being hit by falling debris.

Chipper

The working areas of the chipper should be protected from traffic and from the public. Foreign materials such as stones, nails, sweepings, etc., should not be fed into the chipper. Inspect the material to be chipped before work begins. Access panels for maintenance and adjustments should 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 should not be used to clear the chute. Employees should 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 should be refueled only after it has been stopped and cooled.

Stumper

The work areas of the stumper should be protected from traffic and from the public. Check for obstructions before backing into position. Safety skirts should be in place before starting the machine. Check cutting wheel for debris before operation. A cutter shield should be used when stumping. The operator should 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 should be refueled only after it has been stopped and cooled. Employees should wear personal protective clothing appropriate to the work location and conditions.

14. CHEMICAL SAFETY, HAZARDOUS MATERIALS/CHEMICALS

Hazard Communication Program

The purpose of this program is to ensure that the hazards of 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, Safety Data Sheets, storage, building hazards, written programs, and other training deemed applicable.

The hazardous communication program should consist of the following programs.

1. Hazardous Material Labeling
   A. The employee receiving the new substance should 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. Safety Data Sheets (SDS)
   A. The employee purchasing or receiving a new hazardous substance should be responsible for obtaining Safety Data Sheets for each hazardous substance. Each employee purchasing or ordering a hazardous substance should not obtain or bring on site the hazardous substance until the Safety Data Sheets are obtained. If ordering, instruct seller to send the Safety Data Sheets by fax or with the shipment and that the material should not be accepted in shipment until the material safety data sheet is obtained. Always replace old Safety Data Sheets with new Safety Data Sheets as they are obtained.
   B. Each employee should review Safety Data Sheets on any new hazardous substances before using them.
   C. Safety Data Sheets should be accessible to employees in a highly visible manner for review by employees when utilizing hazardous substances.
   D. One person should be designated to organize and maintain quarterly inspections of Safety Data Sheets.
   E. Training should be provided to ensure employees using Safety Data Sheets know how to read Safety Data Sheets for specific emergency information.

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

4. Building hazards
   A. Visible signs should be posted on or near the entrance of buildings that have or may have hazardous substances.
   B. Signs should 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 should 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 should be informed of the specific hazards the individual worksite should contain.
   C. Employees should use the proper procedure for the chain of command to implement procedures in a non-standard hazardous substance exposure condition.
   D. General emergency training should 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 types of fires, and methods for containing larger chemical spills.

15. HERBICIDE, PESTICIDE SPRAYING

The applicator should be certified in the application of the herbicide or pesticide in which they are applying. Read the SDS and labeling before opening the chemical. The chemical labeling contains precautions and instructions that you should follow 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 of a weed chemical or pesticide. The applicator should be aware of the possible drifting of the chemicals and adjust the application as necessary. Have a first aid kit on hand. Always keep a spill cleanup kit on hand. The kit should contain necessary equipment for spill cleanup or containment. Personal Protective Equipment should be worn, such as gloves, respirators, and protective eyewear.

16. TRENCH SAFETY

The County should 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 should be a top man when a county employee enters the trench. Trenches over five feet in depth should be sloped, shored, sheeted, braced, or otherwise supported. Trenches fewer than five feet in depth where conditions are unstable, should be sloped, shored, sheeted, braced, or otherwise supported. Whenever an excavation

is four feet deep or more ladders or steps should be provided. Trench workers should 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.

17. 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 should be properly trained and follow safety procedures. See Appendix A for policy and permit.

18. TRAFFIC CONTROL

Refer to the Manual on Uniform Traffic Control Devices MUTCB for guidance.

19. OUTSIDE CONTRACTORS

Contractors hired to do work for Davison County should follow local, state, and federal guidelines and laws. They should 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 Employee Resource Guide.

20. CITIZEN COMPLAINTS

Citizens may fill out a complaint form and/or attend a Commissioner meeting to discuss any complaints or issues they may have. Forms will be available and stored in the Auditor's office. See Appendix B.

Appendix A
Confined Space Entry Policy, Checklist, and Permit

Overview

This policy has been developed to protect employees from the serious hazards associated with entering and working within confined spaces such as manholes, vaults, tunnels, and tanks. This policy establishes a permit-required confined space program to regulate entry into confined spaces and to ensure the safety of employees who enter or work in confined spaces.

Definitions

Attendant: A trained individual, as required by this policy, stationed outside a permit-required confined space that monitors the Authorized Entrants inside the space. An Attendant has the authority to order exit form a permit-required confined space.

Authorized Entrant: A trained individual, as required by this policy, who is authorized by the entry permit to enter a permit-required confined space.

Confined Space: A space that: (1) is large enough and so configured that an employee can bodily enter and perform assigned work; (2) has limited or restricted means for entry or exit; and (3) is not designed for continuous employee occupancy. [Note: Not all confined spaces require permits for entry See the definition of a permit-required confined space.]

Entry: The act by which any part of a person's body passes through the plane of an opening into a permit-required confined space.

Entry Supervisor: A trained individual, as required by this policy, who is responsible for (1) determining if acceptable entry conditions are present at a permit-required confined space; (2) authorizing entry and overseeing entry operations; and (3) terminating entry.

Entry Permit: The written document that allows and controls entry into a permit-required confined space. These permits can be obtained from the supervisor.

Hazardous Atmosphere: An atmosphere that may expose employees to a risk of death, injury, incapacitation, impairment of the ability to escape unaided, or acute illness from one or more of the following causes: (1) flammable gas, vapor, or mist above 10% of the lower explosive limit (LEL); (2) airborne combustible dust concentration that obscures vision at a distance of five feet or less; (3) atmospheric oxygen concentration below 19.5% or above 23.5%; (4) the atmospheric concentration of any substance that would result in employee exposure above the PEL, ACGIH TLV, or an exposure level considered unacceptable by the Department of Environmental Health and Safety (whichever is more protective); or (5) any other atmospheric condition immediately dangerous to life and health.

Hot Work: Work that results in a source of ignition, such as welding, cutting, burning, or heating. Such work in a permit-required confined space must be approved by the supervisor.

Permit-Required Confined Space: A confined space that has one or more of the following characteristics: (1) contains or has a potential to contain a hazardous atmosphere; (2) contains a material with the potential for engulfing an entrant; (3) has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or a floor which slopes downward and tapers to a smaller cross-section; or (4) contains any other recognized serious safety or health hazard.

The following is a partial listing of spaces typically considered permit-required confined spaces:

- Sewer/Storm manholes
- Electrical manholes, telephone vaults
- Street manways

Note: Confined spaces that normally present no hazards can become permit-required if hazards are introduced into the confined space, i.e., by painting or cleaning with solvent-based products, welding, etc.

Retrieval System: The equipment used for the non-entry rescue of persons from permit-required confined spaces. The system includes a line or rope attached at one end to the back "D" ring (or 2 shoulder "D" rings) of a full-body harness worn by an Authorized Entrant, and with its other end attached to a mechanical lifting device or a fixed point outside the permit-required confined space. A mechanical lifting device is required for all vertical entries greater than 5 feet in depth. A harness and retrieval line is required in all permit-required confined space entries unless attachment increases the hazard potential to the entrant (a harness may still be required).

Procedures for Confined Space Entry

1. An individual anticipating the need to enter a confined space must contact the appropriate Entry Supervisor and receive a completed written permit before such an entry.
2. The individual requiring the permit will review the department's job hazard analysis for confined space entry.
3. The entry supervisor will complete and approve the permit and verify that equipment, monitoring, training, and other safety procedures are adequate for safe entry and work tasks.
4. In an emergency, when such an entry cannot be scheduled in advance and the Entry Supervisor is not available, the individual seeking a permit will contact the Assistant Supervisor.
5. Before entry, the Entry Supervisor will verify that the Entrant and Attendant are aware of the following:
   a. The hazards of the permit space;
   b. The measures for isolation of the permit space;
   c. The measures (such as lockout/tagout, equipment and procedures for purging, inerting, ventilation, and flushing, etc) used to remove or control potential hazards;
   d. Acceptable environmental conditions which must be maintained during entry;
   e. Testing and monitoring equipment and procedures required to verify that acceptable environmental conditions are being maintained during entry;
   f. The rescue and other services which would be summoned in case of emergency and the means of communication with those services;
   g. Rescue equipment to be provided on-site, if necessary;
   h. The communication procedures and equipment used by Authorized Entrants and Attendants to maintain contact;
   i. The personal protective equipment, such as hard hats, clothing, harnesses, and retrieval lines provided to ensure employee safety. Respirator use will be per the

established policy. The need for non-sparking tools will be considered by the permit-authorizing official; and

j. The fact that the Entry Supervisor also has the authority to oversee activities during the entry.

Required Notifications before Confined Space Entry

Facilities Operations

a. Before a permitted confined space entry, the Attendant or Entrant must notify the facility of the planned entry.
b. Notification to the facility shall include the exact location of the space, the name of the caller, and the estimated duration of the entry.
c. Upon completion of the entry, the Attendant or Entrant must notify the facility that entry operations have been completed in the confined space.
d. After entry operations, the completed permit must be kept on file with the department Superintendent for a minimum of one year.

Duties and Training Requirements

1. **Authorized Entrants:** The person(s) authorized to enter a confined space will be responsible for and receive training in the following every three years:
   a. The knowledge of hazards that may be faced during entry, including the mode, signs or symptoms, and consequences of the exposure.
   b. Proper use of equipment, which includes:
      1. Atmospheric testing and monitoring equipment.
      2. Ventilating equipment needed to obtain acceptable entry conditions.
      3. Communication equipment necessary to maintain contact with the Authorized Attendant.
      4. Personal protective equipment, as needed.
      5. Lighting equipment, as needed.
      6. Barriers and shields, as needed.
      7. Equipment, such as ladders, needed for safe ingress and egress.
      8. Rescue and emergency equipment, as needed.
      9. Any other equipment that is necessary for safe entry into and rescue from permit spaces.
   c. Communication with the Attendant to enable the Attendant to monitor Entrant status and to enable the Attendant to alert Entrants of the need to evacuate the space if required.
   d. Alerting the Authorized Attendant whenever:
      1. The Entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or
      2. The Entrant detects a condition prohibited by the permit.
   e. Exiting the permit space as quickly as possible whenever:
      1. An order to evacuate has been given by the Attendant or the Entry Approver;

2. The Entrant recognizes any warning sign or symptom of exposure to a dangerous situation;
3. The Entrant detects a prohibited condition; or
4. An evacuation alarm is activated.

2. **Authorized Attendants:** Persons authorized to perform duties as Authorized Attendants will be responsible for and receive training in the following:
   a. Knowing the hazards that may be faced during entry, including information on the mode, signs or symptoms, and the consequences of exposure.
   b. Being aware of possible behavioral effects of hazard exposure in Authorized Entrants.
   c. Continuously maintaining an accurate count of Authorized Entrants in the permit space and ensuring that the means used to identify Authorized Entrants accurately identifies who is in the permit space.
   d. Remaining outside the permit space during entry operations until relieved by another Attendant.
   e. Attempting non-entry rescue if proper equipment is in place and the rescue attempt will not present further hazards to the entrant or Attendant.
   f. Communicating with Authorized Entrants to monitor Entrant status and to alert Entrants of the need to evacuate the space when conditions warrant.
   g. Monitoring activities inside and outside the space to determine if it is safe for Entrants to remain in the space and ordering the Authorized Entrant to evacuate the permit space immediately under any of the following conditions:
      1. If the Attendant detects a prohibited condition.
      2. If the Attendant detects the behavioral effects of hazard exposure in an Authorized Entrant.
      3. If the Attendant detects a situation outside the space that could endanger the Authorized Entrants.
      4. If the Attendant cannot effectively and safely perform all the duties required by this program.
   h. Summoning rescue services as soon as the Attendant determines that Authorized Entrants may need assistance to escape from permit space hazards.
   i. Taking the following actions when unauthorized persons approach or enter a permit space while entry is underway:
      1. Warning the unauthorized persons that they must stay away from the permit space.
      2. Advising the unauthorized persons that they must exit immediately if they have entered the permit space.
      3. Informing the Authorized Entrants and the Entry Approver if unauthorized persons have entered the permit space.
      4. Performing no duties that might interfere with the Attendant's primary duty to monitor and protect the Authorized Entrants.

3. **Entry Supervisors:** Persons authorized to perform duties as Entry Approvers will be responsible for and receive training in the following:
   a. Determining that the entry permit contains the required information before authorizing or allowing entry.
   b. Determining that the necessary procedures, practices, and equipment for safe entry, as indicated on the permit, are in effect before allowing entry.
   c. Determining, at appropriate intervals, that entry operations remain consistent with the terms of the entry permit and that acceptable entry conditions are present.
   d. Canceling the entry authorization and terminating entry whenever acceptable entry conditions are not present.
   e. Taking the necessary measures for concluding an entry operation, such as closing off a permit space and cancelling the permit, once the work authorized by the permit has been completed.

Employees may alternate duties as Entrants, Attendants, and/or Entry Approvers provided they have received training in each designation. Any permit space entry must have at least two individuals present, e.g., an Authorized Entrant and Authorized Attendant who serve as the Entry Supervisor.
Entry Supervisors will receive training in each designation of the Authorized Entrant and Attendant.

4. **Rescue Team Members:** The local fire department is the designated rescue team for confined space emergencies. Under no circumstance will the Attendant attempt to rescue the Entrant in an emergency. Call 911.

Confined Space Entry Procedure Checklist

Process	Complete
1. Isolate the space from all hazards.	
a. Remove unauthorized personnel from the site of entry.	
b. LOTO.	
c. Blocking inlets, etc.	
2. Ventilate the space if required.	
3. Fill out the entry permit.	
4. Evaluate the space.	
5. Test the atmosphere.	
a. Enter atmosphere readings on the permit.	
b. Place the completed permit on or near the PRCS.	
6. Enter the space and proceed with work.	
a. Is the supervisor available?	
b. Attendant at the entry site.	
c. Harness.	
d. Required PPE.	
e. Retest atmosphere as needed/required.	
7. When job is complete:	
a. Remove all personnel, tools, and debris from the space.	
b. Close the space.	
c. Cancel the permit.	
d. Review the job with the employer (hazards, problems, etc).	
8. File the completed and closed permit.	

Confined Space Permit

Company Name: _____ Date & Time Issued: _____

Job Site / Space ID: _____ Date & Time Expires: _____

Purpose of Entry:

HAZARDS IN THE CONFINED SPACE: (☑)

- ☐ Oxygen deficiency (<19.5%)
- ☐ Toxic gasses or vapors > PEL
- ☐ Engulfment or Entrapment (circle selections)
- ☐ Electrical hazards
- ☐ Flammable hazards (gasses, vapors, high oxygen)
- ☐ Heat or Cold (circle one)
- ☐ Hazardous configuration
- ☐ Rotating or moving equipment
- ☐ Chemical hazards
- ☐ Other _____

REQUIRED ENTRY EQUIPMENT: (☑)

- ☐ Respirator
- ☐ Coveralls
- ☐ Hearing protection
- ☐ Explosive proof lighting
- ☐ Fire Extinguishers
- ☐ Harnesses
- ☐ Emergency Escape Equipment
- ☐ Resuscitator - Inhalator
- ☐ Emergency Escape Respirator
- ☐ Other: _____

COMMUNICATION

- ☐ Line of sight
- ☐ Radios
- ☐ Other _____

ADDITIONAL NOTES

AUTHORIZED WORKERS

Entrants: _____

Attendants: _____

Supervisors: _____

Written Rescue Plan Posted

- ☐ Employee Rescue
- ☐ Employee Non-Entry Rescue
- ☐ Outside Rescue – Contact #_____

Acceptable Entry Conditions: _____

ENTRY PREPARATIONS

- ☐ Notify affected employees of work
- ☐ Isolate hazardous energy
- ☐ Apply locks and tags
- ☐ Verify isolation
- ☐ Secure area with posts and flags
- ☐ Clean, drain and purge space
- ☐ Establish required ventilation
- ☐ Review hazards and work procedure
- ☐ Notify available emergency team
- ☐ Atmospheric test satisfactory
- ☐ Additional permits obtained
- ☐ Required PPE worn
- ☐ Communication plan works
- ☐ Other _____

ATMOSPHERIC TESTING

Test will be done before entry

Continuous monitoring? Yes No

Test frequency: _____

Tester name: _____

Tester ID #: _____

Tester name: _____

Tester ID:

TEST	PEL	☑	1	2	3	4	5	6	7	8
O_2 Min	19.5%	☐								
O_2 Max	23.5%	☐								
Flammability	10% LFL	☐								
Carbon Monoxide	35 ppm	☐								
H_2S	10 ppm	☐								
Sulfur Dioxide	2 pm	☐								
Toxic		☐								
Temperature		☐								
Other		☐								
Other		☐								

Instrument #1 _____ Model / Type _____ ID Number _____

Instrument #2 _____ Model / Type _____ ID Number _____

Notes:

AUTHORIZATION

I certify required entry conditions are met & it is safe to commence work in this space.

Time: _____ Name: _____

Date: _____ Signature: _____

Phone:

Appendix B

Citizen Complaint Form

200 E 4th Ave, Mitchell, SD 57301

Davison County takes all complaints seriously. We recommend you ask to get on the next agenda so you can speak to the Commissioners directly. You have the option to fill out the following complaint form.

Date: _____

Name: _____ Signature: _____

Address: _____

Phone: _____ Email: _____

Complaint: _____

☐ Please submit to Commissioners
☐ I would like to present to the Commissioners
☐ Other _____

Action taken, date, and time:

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 every task. Please be sure to seek out additional information if you have any questions regarding safety.

It should be the policy of Davison County:

1. To identify sources of risk and potential loss to our property, our employees, and the 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 in a timely manner.
4. To monitor that potential risks and deficiencies have been properly corrected.
5. To make necessary changes to ensure the risk is being controlled effectively.

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