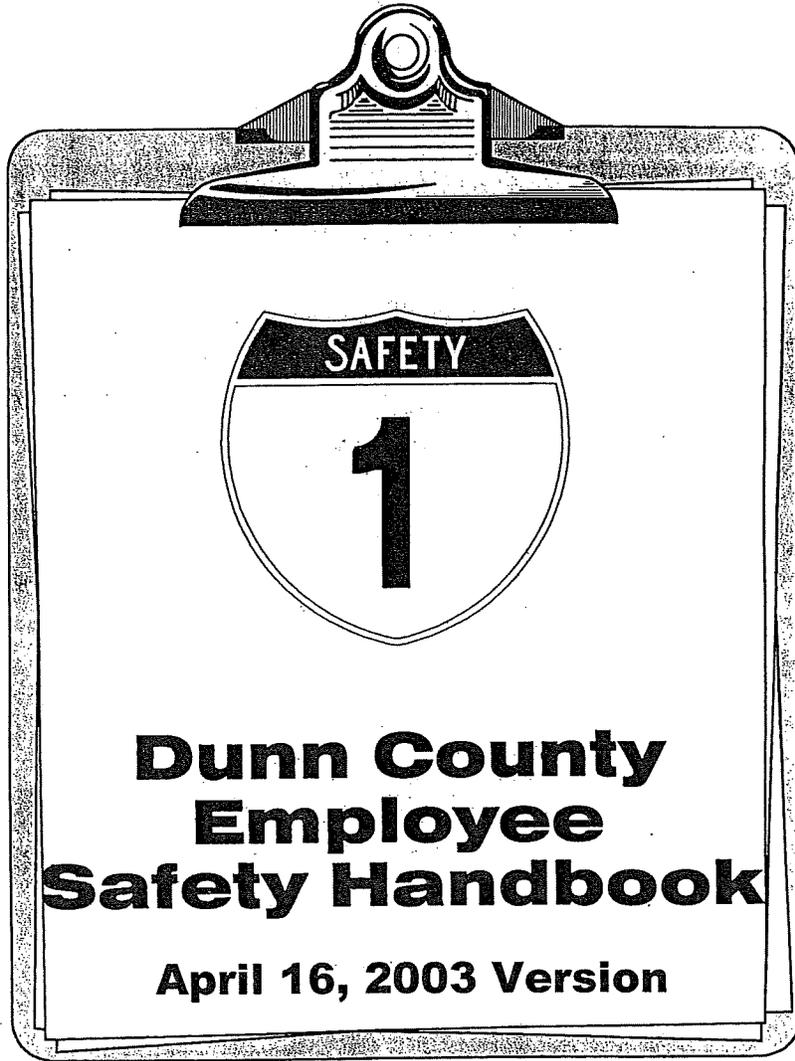


DUNN COUNTY

EMPLOYEE

SAFETY HANDBOOK

April 16, 2003 Version

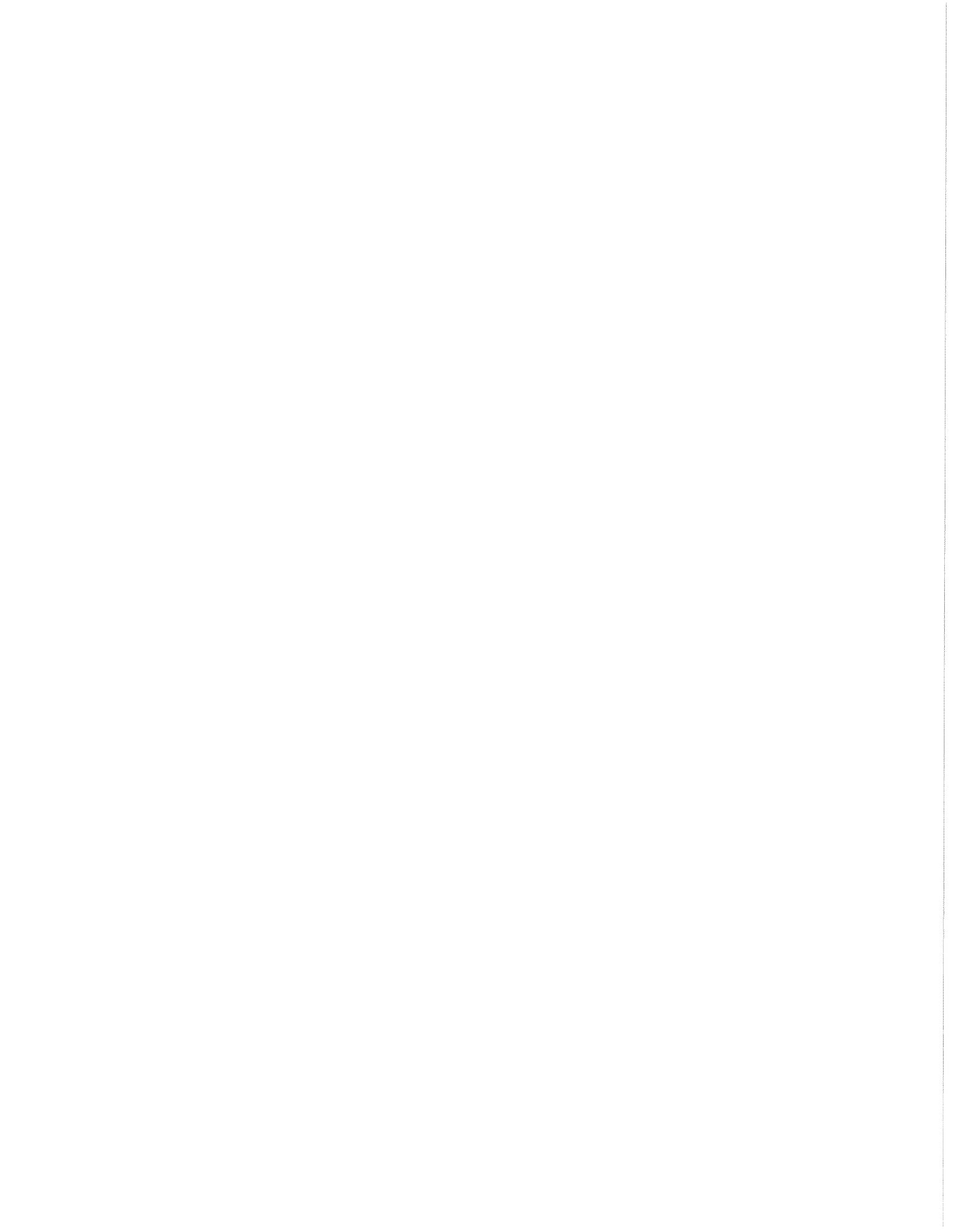


SAFETY

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**Dunn County
Employee
Safety Handbook**

April 16, 2003 Version



I N D E X

EMPLOYEE SAFETY HANDBOOK

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DUNN COUNTY SAFETY POLICY STATEMENT

Dunn County considers the safety of employees and the public to be paramount. Prevention of accidents and injuries is of prime importance in the execution of County functions and will take precedence over expediency or short cuts. To accomplish this, it is our desire to:

- a. Provide a safe and healthy work place, safe equipment and proper materials.
- b. Establish and insist on safety methods and practices at all times and to establish and maintain effective safety training and incentive programs.
- c. Maintain a safe environment through periodic inspection, prompt accident investigation, corrections and follow-up.
- d. Provide prompt aid for injured personnel.
- e. Establish and maintain an appropriate reporting and record keeping system.

The success of our safety program depends on the sincere, constant and cooperative effort of all County employees, Administration, and the County Board.

Employees are expected to follow safety procedures and to take an active part in protecting themselves, their fellow workers, citizens and equipment. They are encouraged to detect and report to their supervisors, or to the Dunn County Safety Committee via a safety suggestion form obtained from the Administration Office, any hazardous conditions, practices or behavior in their work places and to make suggestions for their correction.

The cooperation of employees and management in the observance of this policy will provide safe working conditions and accident free performance. Our cooperative effort will reduce operating costs by decreasing the loss of time, equipment, property damage and expenditures of County funds for medical care, compensation and liability. The active support of this policy will be to the mutual advantage of all.

B. Jane Hoyt, Chairperson
Dunn County Board of Supervisors

Eugene C. Smith
Administrative Coordinator

Dunn County
Employee Safety Handbook

Introduction

The safety and well-being of each County employee and the prevention of occupational injuries and illnesses is of primary concern to the County. To the degree possible within the fiscal constraints of the County, the County Board seeks to provide a safe and hazard-free work environment for its employees.

The purpose of the Employee Safety Handbook is to provide all employees with general rules for safe work procedures, no matter what their position and responsibility is for Dunn County. It is recognized that the Handbook alone will not ensure a safe work environment. This can be accomplished only through the cooperative efforts of the County Board, department heads, supervisors, and employees working together to actively and continuously promote safety awareness and safe work practices.

Due to the significant variety of operations and duties performed by employees within varying work environments, the Handbook does not attempt to address every possible work situation that an employee may encounter. The procedures and guidelines outlined in the Handbook are intended to cover work situations applicable to the majority of employees. The Handbook is periodically reviewed and modified.

County departments are encouraged to develop additional specific interdepartmental safety guidelines. These additional safety guidelines should be reported to the appropriate standing committee. The minutes of the standing committee meeting should be sent to the Dunn County Safety Committee Chairperson and to the Safety Coordinator. These specific department procedures should not be less restrictive or safety conscious than procedures outlined in the Handbook and should be kept on file with the Safety Coordinator in the Administrative Coordinator's Office. The department guidelines should be routinely communicated to employees to ensure a complete understanding and compliance with the procedures.

SECTION 1 - DIVISION OF RESPONSIBILITY

1.01 Responsibilities of the County Board

- A. Adopt an effective and comprehensive loss control safety plan.
- B. Announce to employees that a loss control safety plan has been adopted and strongly urge all employees to work together to support the program to reduce accidents.
- C. Provide employees with safe tools and equipment and/or the funds necessary to properly furnish their work environment with safe equipment. These funds are subject to the availability of funding by the County and are not to be construed as a binding commitment by the County to provide support beyond the means authorized by the Board of Supervisors in their annually adopted budget.
- D. Assume direct responsibility for loss control or appoint individuals who will be responsible for the successful operation of the program.
- E. Provide the necessary training and/or training dollars to ensure that management and all employees are properly and adequately trained in safety procedures related to their positions. These funds are subject to the availability of funding by the County and are not to be construed as a binding commitment by the County to provide support beyond the means authorized by the Board of Supervisors in their annually adopted budget.
- F. Periodically review the progress of the safety and loss control program and re-emphasize support for the program.

1.02 Responsibilities of the Committee on Administration

- A. Appoint a County Board representative to attend the Safety Committee meetings and to report back to the Committee on Administration.

1.03 Responsibilities of the Safety Committee

- A. Meet quarterly as a Committee with the Safety Coordinator.
- B. Review and make recommendations regarding safety concerns.
- C. Review County loss data for trends and corrective actions.
- D. Identify areas of risk.
- E. Establish communications and direct meetings with departments at risk for insurance losses.
- F. Develop control techniques for exposures.

1.04 Responsibilities of Management and Supervisors

- A. Orient employees to safety procedures, including any new and/or revised procedures.
- B. Ensure that employees receive proper training in safe work procedures.
- C. Take appropriate remedial/disciplinary action on known incidents of negligence consistent with the Collective Bargaining Agreement and/or Personnel Code of the County.
- D. Obey safety rules and insure that employees perform their respective job with regard for their own safety and the safety of others.
- E. Investigate job related accidents, injuries, illnesses, and incidents and work toward implementing procedures that may prevent future recurrences of such events.
- F. File Employee Accident/Injury/Incident Report and Supervisor's Accident/Injury/Incident Investigation Report with the County Safety Coordinator in the Administrative Coordinator's Office within prescribed timetables.
- G. Receive and evaluate employee safety concerns and suggestions and work to correct potentially hazardous situations.

- H. Identify and recommend the equipment necessary for employees to safely perform their job responsibilities.

1.05 Responsibilities of the County Safety Coordinator

- A. Send copies of Employee Accident/Injury/Incident Reports and Supervisor's Accident/Injury/Incident Investigation Reports to proper authorities.
- B. Receive and evaluate safety concerns and suggestions and assist supervisors and employees in correcting potentially hazardous situations.
- C. Recommend new and/or revised safety procedures to correct unsafe work practices or to comply with changes in OSHA/DWD safety standards.
- D. Maintain and update the Employee Safety Handbook and distribute new and/or revised guidelines to appropriate personnel for distribution to employees.
- E. Assist department heads and supervisors with implementing employee safety training and education programs.
- F. Act as a liaison between the County Safety Committee, Administrative Coordinator's Office, departments and insurance providers in reporting and following-up on accidents.
- G. Maintain and monitor accident and loss control records and reports.
- H. Communicate loss control and safety information to department heads and work with them to address problem areas.
- I. Serve as liaison between departments, County Board Committees, and the County Board to secure necessary funding for training and equipment to ensure a safe working environment for all employees.

1.06 Responsibilities of Employees

- A. Be knowledgeable of and comply with the guidelines/work rules/policies and requirements of the Employee Safety Handbook, including any additional guidelines developed for the employee's specific department or work area.
- B. Assist in training new employees in safety guidelines and safe work procedures when requested by the supervisor or department head.
- C. Report all job related injuries, accidents, illnesses or incidents to supervisors immediately, or as soon as feasibly possible.
- D. Report all safety rule violations in writing to the immediate supervisor and to the County Safety Coordinator.
- E. Assist supervisor and Safety Coordinator in compiling information needed to file complete and accurate Employee Accident/Injury/Incident reports.
- F. Report potentially hazardous work situations, including suggestions for correcting the condition(s), to supervisors.
- G. Use and maintain safety equipment and immediately report defective or dangerous equipment to supervisors.
- H. Adhere to safe work procedures on the job.

SECTION 2 – EMERGENCY PLANS

- A. Each County facility has Emergency Plans for severe weather, fire, hazardous material spills, threat/security incidents and bomb threats. There are assigned responsible staff, called wardens and alternates, in each facility who have copies of these Emergency Plans for notification and evacuation purposes. To find out who the wardens are in your facility, contact your department head or the Administrative Coordinator's Office.
- B. Emergency evacuation routes are posted in each county facility.

SECTION 3 – ACCIDENT/INJURY/INCIDENT PROCEDURES

(An accident is an injury or property damage that causes loss, injury, or exposure to an employee.) (An incident is an event that has potential to cause loss, i.e. near miss, threat, bomb threat.)

3.01 General Accident and Incident Reporting

- A. When an accident/injury/incident occurs at work, the first priority is to remove yourself and others from further danger.
- B. Report accidents/injuries/incidents immediately to your supervisor for investigation and documentation. When possible, report an accident/injury prior to seeking medical attention. However, the seriousness of the accident/injury will dictate whether this is feasible.
- C. Accidents/injuries, that may initially appear to be minor, can develop into major health problems. For this reason, report all accidents/injuries to your supervisor.

3.02 Employee Accident Reporting

- A. The injured employee should complete an Employee Accident/Injury/Incident Report for all work related accidents/injuries and illnesses. Since the information on the Employee Accident/Injury/Incident Report is often used to complete insurance forms, it is important that the form be complete and accurate. This report should then be forwarded to the supervisor for review. The employee(s) involved in the accident/injury and witness(es) to the accident/injury should cooperate with the supervisor during the accident/injury investigation process.
- B. The injured employee(s)' supervisor should fill out a Supervisor's Accident/Injury/Incident Investigation Report and forward it to the Safety Coordinator in the Administrative Coordinator's Office within 24 hours of an accident/injury when possible, or no later than 12:00 noon on the next work day following a weekend or holiday so that the work related accident/injury can be reported to the proper insurance agency, if necessary.
- C. If the supervisor has reason to believe that employee negligence contributed to the accident/injury, disciplinary action should be considered in accordance with the Collective Bargaining Agreement and/or Personnel Code. Disregard or repeated violation of safety rules and regulations is considered just cause for discipline up to and including discharge.

3.03 Employee Incident Reporting

- A. When an incident occurs on the work site, the employee should fill out an Employee Accident/Injury/Incident Report. If the incident happens to an employee and they need to seek medical attention, it should be reported as an accident and not an incident.
- B. Incidents should be investigated and reviewed by the supervisor. The Employee Accident/Injury/Incident Report should be signed by the employee reporting the incident and the supervisor.
- C. The supervisor should forward the report to the Safety Coordinator who will place it on file and/or notify the proper insurance company.

3.04 Animal Safety

- A. As you approach an area be observant of places where an animal could hide.
- B. Avoid showing fear. An animal is more likely to attack if it knows you are afraid.
- C. Avoid startling an animal if it is asleep.
- D. Never assume an animal will not bite.
- E. Keep your eyes on the animal trying to avoid showing fear but do not maintain direct eye contact.
- F. If you leave a note, do not push it through mail slots where pets could be waiting on the other side and nip at your figures.
- G. Report all instances of animal interference to your supervisor.
- H. Report all bites to your supervisor and to local law and health officials. Section 16. C.

SECTION 4 - OFFICE SAFETY

- A. Close all file, desk and table drawers when not in use.
- B. Do not overload the top file cabinet drawers. Place heavy files in the bottom file drawers.
- C. Do not use chairs, desks, tables, etc. as makeshift ladders.
- D. Replace or repair chairs, files, bookcases and desks if they become damaged. Damaged chairs can be especially hazardous.
- E. Exercise care when using scissors, paper cutters, X-Acto knives, etc. to avoid injury. Close blades of paper cutters when not in use.
- F. Use sponges or other wetting devices for sealing envelopes associated with mailings.
- G. Sit in an upright position and avoid slouching in chairs to prevent back problems.
- H. Request and receive assistance before attempting to move heavy office furniture or equipment. Do not move lateral files without emptying at least the top two drawers.
- I. Use only UL approved extension cords and protect cords against contact with oil, hot surfaces, chemicals and foot traffic that might dislodge the cord or cause a fall. Do not kink, knot, abrade or cut extension cords. Purchase extension cords through the Facilities/Maintenance Department. Turn extension cords that show any visible signs of wear into the Facilities/Maintenance Department for repair or disposal.
- J. Locate departmental or personal appliances, such as coffee pots, microwaves, fans, etc., on solid tables or surfaces to minimize potential accidents or injury to users or others.
- K. Keep office environments clean. Keep aisles or walkways free of obstructions that could cause injury.
- L. Report ergonomic concerns relating to an employee's workstations to the supervisor and to the Safety Coordinator for review and action.
- M. Control noise hazards in the following ways:
 - 1. Select the quietest equipment, when reasonable and possible. Include sound levels as a consideration for purchase and use when there is a choice between two or more products.
 - 2. Provide proper maintenance of equipment, such as lubrication and tightening of loose parts that can cause noise.
 - 3. Locate loud equipment in areas where its effects are less detrimental. For example, place impact printers away from areas where people must use the phone.
 - 4. Use barriers, walls or dividers to isolate noise sources. Use buffers, acoustically treated materials and/or rubber pads to absorb/insulate noise.
 - 5. Enclose equipment, such as printers, with acoustical covers or housings.
 - 6. Schedule noisy tasks at times when they will have less of an effect on the other tasks in the office.

SECTION 5 - COMMON AREAS

5.01 Building Entrances and Other Public Walkways

- A. Building entrances, pedestrian walkways inside and outside buildings, restrooms, work areas and storage areas should be:
 - 1. Kept free from refuse, slippery and wet substances, portable equipment, tools, supplies, furniture, cable wires, electric extension cords and any other tripping hazard.
 - 2. Provided with adequate lighting. In areas without adequate lighting, battery operated battle (emergency) lights should be installed. If this is not feasible, use a flashlight or electrical trouble light. Never use matches or an open flame for lighting.
 - 3. Maintained at a safe level of cleanliness. Immediately report dangerous conditions to building maintenance staff.
- B. Be alert to potentially slippery conditions at building entrances, sidewalks and stairways. Use handrails on stairs.
- C. Use caution when pushing open a door to avoid injuring persons on the other side of the door. Approach a door that opens towards you with caution.
- D. Remove tripping hazards and reported them to a supervisor and/or to the building maintenance staff.
- E. Keep outdoor pedestrian walkways clean and clear of snow, ice, debris or any other obstructions. Immediately report dangerous conditions to building maintenance staff.
- F. Wear footwear that provides good traction in inclement weather.
- G. Apply an absorbent material immediately to oil, grease, or other slippery or flammable material spills and clean the floor as soon as possible. Apply an OSHA approved absorbent material to blood or body fluid spills.

5.02 Waste Receptacle

- A. Provide proper waste receptacles in all work areas, storage areas and restrooms.
- B. Deposit all waste in proper receptacles.
- C. Carefully handle and properly dispose of hazardous materials, such as broken glass. A waste receptacle containing broken glass or other hazardous materials, should be labeled to warn maintenance personnel of the potential hazard.
- D. Deposit all wiping rags, waste and oily materials in covered metal containers.
- E. Empty waste receptacles daily and dispose of the contents in an environmentally sound manner.
- F. Dispose of infectious waste and sharps following OSHA/DWD regulations.

5.03 Marked Exits

- A. All exits must be clearly marked, lighted and unobstructed at all times.
- B. No exit should be locked, chained or bolted so as to impede proper evacuation.

SECTION 6 - LIFTING AND CARRYING

- A. A lumbar support belt is required when doing heavy lifting. The County is responsible for supplying the belts and providing the necessary training on how and when to use them.
- B. Do not attempt to carry a load that may jeopardize your health or safety. When possible, split it into two loads or get assistance from a co-worker.
- C. Regardless of how light a load may be, do not carry objects that will obstruct your vision.
- D. Apply proper lifting techniques, whether working alone, as a team or with mechanical assistance.
 - 1. Keep your feet close to the load and parted for balance.
 - 2. Keep your back and neck straight with knees bent.
 - 3. Keep the load being lifted close to your body.
 - 4. Lift the object with a secure grip.
 - 5. Tuck in your chin.
 - 6. Use your leg muscles to do the lifting, not your back.
 - 7. If you must turn or pivot while lifting, do so with your feet not by twisting your back.
- E. Major office moves will be coordinated with building maintenance personnel who can provide staff to assist with the relocation of furniture and equipment.
- F. Use mechanical lifting devices when possible.

SECTION 7 - FIRE PREVENTION

7.01 General Guidelines

- A. "No Smoking" signs will be posted in areas where flammable or combustible liquids are used or stored.
- B. Ash trays will be provided where smoking is allowed.
- C. Fire exits will be clearly marked, kept clear, and not locked to facilitate proper evacuation.
- D. Buildings will have a fire evacuation plan and such plan will be prominently displayed in each wing or common area with a marked route map.
- E. Fire drills will be conducted at least once annually. Participation is mandatory.

7.02 Fire Extinguishers

- A. Fire extinguishers must be prominently displayed, labeled for usage and kept clear for easy access at all times.
- B. Know the locations of fire extinguishers and how to use them.
- C. After using an extinguisher, report it immediately to a supervisor or the Facilities Department so that a replacement may be obtained or the extinguisher recharged. DO NOT return a partially used extinguisher to its storage place.
- D. All County vehicles must be equipped with a securely mounted fire extinguisher.
- E. All extinguishers in vehicles and in buildings, will be inspected annually by a qualified inspector.
- F. Use fire extinguishers only on the types of fires designated by the label.
- G. Training on the use of extinguishers and/or fire drills will be provided to employees annually.

7.03 Storage of Flammable or Combustible Materials

- A. No storage of flammable or combustible materials is allowed in unauthorized areas.
- B. Bonding and grounding must be used when dispensing flammable liquids.
- C. Oily and/or greasy rags must be put in a metal container with a self-closing lid.
- D. Gasoline should not be used for cleaning purposes.
- E. Cleaning solvents with flammable properties must be kept in approved safety containers, labeled, used in accordance with the manufacturer's instructions and used in a well vented area.
- F. Compressed gases must be stored according to OSHA/DWD regulations and material safety data sheets.
- G. Material Safety Data Sheets (MSDS) will be available to employees and the public in each county facility.

SECTION 8 - FLEET GUIDELINES

This section covers vehicle operation for all departments. All vehicle operators will follow these guidelines as a minimum, in conjunction with specific vehicle operation policies of the employee's department.

8.01 Driver Selection

- A. All employees required to drive during work time must have a completed employment application on file. The application must include current driver's licenses.
- B. The driver must have a valid driver's license applicable to the vehicle to be operated.
- C. A driver's license history must be obtained from the Department of Transportation for all new drivers prior to employment. Existing drivers should have an updated motor vehicle records (MVR) check whenever the supervisor deems it necessary.
- D. A current list of drivers and the vehicles they are driving will be kept with the appropriate department.
- E. All employees who drive their personal vehicles for county business on a regular basis (more than twice a month) must provide a copy of the declaration page of their auto insurance showing the limits and dates of coverage to the Administrative Coordinator's Office annually when requested. The recommended limits of coverage are as follows:
 - \$100,000 per person
 - \$300,000 per accident bodily injury
 - \$ 50,000 per accident property damage, or
 - \$300,000 combined single limit
- F. Any employee who drives their personal vehicle for county business and is involved in an accident will not be reimbursed for their deductible since their personal insurance is primary.
- G. Holders of CDL's are subject to random drug testing in accordance with state and federal laws.

8.02 Driver Orientation/Training

- A. Prior to the initial operation of a county vehicle by an employee, the operator should be instructed in the proper use of any special equipment.
- B. The fleet manager will give employees a copy of the "Work Rules for Motor Vehicle Operation" and the "Policies and Procedures for Dunn County Fleet Vehicles" the first time they request the use of a county-owned fleet vehicle.
- C. Continued in-service driver training will be provided by the Safety Coordinator.

8.03 Vehicle Operation

- A. When operating a County vehicle or when using their own vehicle on County business, laws and regulations must be followed. Specific department rules must also be followed. Citations an employee receives while driving or riding in a County vehicle will be paid by the employee and are not reimbursable.
- B. Employees will have seat belts properly fastened whenever they are operating a County vehicle or when using their own vehicle on County business. Employees who use wheelchairs or motorized carts for ambulating must secure the device per manufacturers specifications when operating a County vehicle or when using their own vehicle on County business.

- C. If a mechanical problem develops when operating a County fleet vehicle, the employee should report it to the Facilities Department for evaluation and repair. If mechanical problems are of a nature that may cause injury to the operator or others, the vehicle will be removed from service immediately. If a vehicle becomes disabled due to mechanical failure, it should be removed from the lane of traffic, if possible. Four-way flashers should be used as a hazard warning if the vehicle is in or near the roadway.
- E. When backing a vehicle, great care should be taken to ensure that the area is clear. When practical, backing a vehicle should be avoided or another person should be used as a guide to ensure safety.
- F. If a vehicle is operated inside any building, proper ventilation must be used.
- G. When fueling County vehicles, engines should be turned off. No smoking or flames will be allowed in the fueling area. Fuel tanks should not be overfilled.
- H. No smoking or use of tobacco products is allowed in a County vehicle.
- I. County vehicles should not be loaded beyond their proper capacity. Any materials being transported should be loaded safely and secured in a manner that will not obstruct the driver's vision.
- J. Never jump down from or off of a vehicle. Ankle, knee and back injuries may occur.

8.04 Vehicle Maintenance

- A. Routine maintenance will be scheduled and monitored by the fleet manager.
- B. Vehicle interior should be clean when vehicle is returned. The exterior of County vehicles should be kept clean at all times, with particular attention to windows, lights, and mirrors.
- C. A pre-trip inspection should be made by the driver prior to vehicle operation. At minimum this should include the following:
 1. Check the exterior of the vehicle for any damage and, if any, report it to your supervisor.
 2. Visually check tires for wear and proper inflation.
 3. Test all lights including turn signals, four-way flashers, high/low beams, brake lights, parking lights and any special or emergency equipment lights.
 4. Ensure that windows and mirrors are clean and clear so as not to obstruct the operator's vision.
 5. Check fuel supply.
 6. Check the wipers, brakes, and horn for proper functioning.
 7. All non-emergency County vehicles will be provided with the following safety equipment: flashlight, blanket, first aid kit, and fire extinguisher.

8.05 Accident Reporting

- A. Each fleet vehicle has an accident reporting policy in the glove box and all employees should adhere to the policy.
- B. If involved in a vehicle accident, report the accident to the proper law enforcement agency with jurisdiction where the accident occurred.
- C. Document the significant details of the accident, including names and addresses of individuals involved in the accident and investigation. A yellow accident investigation pamphlet in the glove compartment will assist in the documentation of the accident.
- D. Notify your supervisor as soon as possible after an accident. The supervisor should notify the Facilities Department that the accident occurred within 24 hours of his/her knowledge of the accident.

- E. An employee should remain at the scene of an accident until an officer arrives, unless physical injuries demand immediate attention.
- F. In the event that the another individual leaves the scene of the accident prior to its investigation, make note of the license number of the vehicle, the description of the vehicle and the description of the individual.

8.06 Accident Review

- A. A Vehicle Accident Review Form, which may be obtained from the Administration Office, must be completed by the department head and sent to the County Safety Coordinator with the accident report.
- B. The Dunn County Safety Committee may review the Vehicle Accident Review Form, if referred by the County Safety Coordinator.

SECTION 9 - PROTECTIVE CLOTHING AND EQUIPMENT

9.01 General Guidelines

- A. Wear the protective clothing and equipment required for the assigned job or project.
- B. Inspect all protective clothing and equipment prior to use. Report all defective clothing and equipment to a supervisor for evaluation and possible repair or replacement.
- C. Clean, store and/or dispose of all protective clothing and equipment after use.
- D. Use yellow safety apparel and reflective barricades when doing road repair work and painting or marking traffic lanes and/or crosswalks. Place proper warning signs well in advance of work areas.
- E. Use flagmen to direct traffic when the volume and speed of traffic or the character of the work or the geometrics of the highway necessitate their use. The use of local police authorities may be arranged by the supervisor in charge for the protection of survey/highway crews and guidance of traffic.
- F. Wear gloves when repairing sanitary sewers or handling rough materials, ropes, steel cable, hot bituminous materials or caustic chemicals or for welding. Wear protective gloves when giving first aid to injured persons.
- G. Supervisors have the authority to require or prohibit certain types or styles of clothing if the requirement or prohibition results from a legitimate concern for an employee's safety.
- H. Employees working with equipment such as lawn mowers, weed eaters, or other motorized tools, which may throw objects that could cause an injury, must wear long pants, shirts, leather shoes and safety glasses as part of their dress.

9.02 Head/Eye/Ear Protection

- A. Wear hard hats when there is a possibility of head injury from impact, falling, or flying objects or from electrical shock and burns.
- B. Wear shatter-proof safety goggles or shatter-proof safety glasses with side shields when working in situations where eyes may be exposed to a foreign object. These situations include, but are not limited to, operating saws, grinders, welders, chippers, impact or compressed air tools or working under vehicles.
- C. Wear a full plastic face shield when handling acids, caustics and other harmful dusts, liquids or gases.
- D. Wear a filter mask when spray painting.
- E. Use ear protection when operating machinery or equipment exceeding a level of 85 decibels. (A 90 decibel level is equivalent to shouting into someone's ear from a distance of two feet.) Ear protection will be available to an employee upon request, regardless of the decibel level.

9.03 Foot Protection

- A. Wear steel-toed safety shoes or proper protective footwear if it is determined by the supervisor that there is a significant probability of injury to unprotected feet.
- B. Wear shoes with proper gripping ability to avoid slipping.

SECTION 10 - MOTORIZED AND ELECTRICAL EQUIPMENT

10.01 General Guidelines

- A. Operate all equipment in accordance with the manufacturer's specifications. Improper use or maintenance could result in injury or death.
- B. Do not leave equipment unattended while in operation.
- C. Shut off equipment, remove the key and set parking brake when not in use or during servicing.
- D. Do not alter or remove machine guards except for repair purposes.
- E. Immediately report equipment problems or concerns to your supervisor for evaluation and possible repair or replacement.
- F. Properly secure and store equipment in its designated area when finished using it.
- G. Lower hydraulic units (buckets, blades, decks, etc.) before dismounting equipment.
- H. Do not tamper with factory installed safety devices or switches.

10.02 Guidelines for Motorized Equipment

- A. Check fluid levels before operating equipment.
- B. Check hoses, belts, safety guards and other working components to make sure they are secure and in working order.
- C. Refuel equipment only when the engine is turned off. Refuel in an area free of flammable materials and where no smoking is permitted. Keep the hose nozzle against the edge of the filler pipe. Do not fill the tank too full to avoid spilling fuel.
- D. Visually inspect and clear potential hazards and debris in areas to be worked on with motorized equipment.

10.03 Guidelines for Electrical Equipment

- A. Use lock-out/tag-out procedures when maintenance and/or repair are done on equipment and electrical panels.
- B. Check electrical cords, extension cords and power equipment thoroughly for wear or damage prior to use.
- C. Properly ground electrical equipment to avoid shock.
- D. Avoid placing cords in right-of-ways to prevent tripping hazards. If it needs to be done on a temporary basis, the cords must be clearly marked. Electrical outlets used on a permanent basis must meet OSHA/DWD standards.
- E. Avoid wet or damp areas when working with electrical equipment. Use an in-line ground fault breaker if unable to avoid wet areas.
- F. Use bulb guards when operating trouble lights.

10.04 Guidelines for Chain Saws

- A. Read and understand the contents of the owner's and safety manuals before starting and operating a chain saw.
- B. Use caution when handling fuel, being careful not to overfill the fuel tank.
- C. Do not allow others to be near a chain saw when starting or cutting with the saw.
- D. Do not begin cutting trees until you have a clear work area, secure footing and a planned retreat path from the falling tree.
- E. Keep all parts of your body away from the saw chain when the engine is running.

- F. Make sure the chain is not in contact with anything and the chain brake is engaged before you start the engine.
- G. Carry the chain saw with the engine stopped, the guide bar and saw chain to the rear and the muffler away from your body.
- H. Do not operate a chain saw that is damaged or improperly adjusted. Be sure the chain stops moving when the throttle control is released.
- I. Shut off the engine before setting a chain saw down.
- J. Keep handles dry, clean and free of oil or fuel mixture.
- K. Use a bucket if it necessary to operate a chain saw above ground level.
- L. Operate a chain saw only in well-ventilated areas.
- M. Make sure chain saws are cleaned thoroughly and lubricated before storing.
- N. Wear boots, chaps, hardhat, gloves, eye and ear protection.
- O. Make sure that all guards are in place and emergency stops are functioning properly.

10.05 Guidelines for Mowers/Snow blowers/Similar Equipment

- A. Read and understand the contents of the operator's manual before using a mower.
- B. Wear long pants, shirts, leather shoes and safety glasses when working with equipment such as lawn mowers, weed eaters, snow blowers and other similar equipment or motorized tools that may throw objects that could cause an injury.
- C. Keep all shields and safety devices in place. Report defective or damaged shields, safety devices or decals to your supervisor for evaluation and possible repair or replacement.
- D. Do not run equipment in a confined area without adequate ventilation.
- E. Do not exceed the maximum recommended seating capacity for riding mowers, which is usually one person. Never carry passengers.
- F. Know how to stop the equipment and engine at a moments notice.
- G. Instruct children to keep away from the equipment at all times.
- H. Remove all debris or other objects that might be picked up and thrown by the equipment.
- I. Point the grass/snow thrower in a direction away from people, buildings, trees, etc.
- J. Watch for holes or other hidden hazards.
- K. Reduce speed when making sharp turns and/or turning on a hillside.
- L. Do not raise the cutting unit of a mower while the blades are rotating.
- M. Keep the engine free from excessive grease, grass, leaves and accumulation of dirt to reduce fire hazard.
- N. Do not leave the key in the ignition switch when equipment is unattended.
- O. Disengage the power take-off gear before dismounting equipment.
- P. Stop operation when another person approaches.
- Q. Shut off equipment before servicing or clearing debris from the blades.

SECTION 11 - HAND TOOLS

11.01 General Guidelines

- A. Select the appropriate tool for the job; do not use make shift tools.
- B. Check the condition of a tool frequently. Report defective tools to your supervisor for evaluation and possible repair or replacement.
- C. Protect hands by wearing gloves, when necessary.
- D. Carry sharp or pointed tools in covers or point them away from the body in case of a fall. Do not carry hand tools in pockets.
- E. Wear eye protection when using impact tools on hard, brittle material.
- F. Return tools to their proper place after using them.
- G. Do not lay tools on the tops of stepladders or other places that could cause them to fall.
- H. Use tools that are the right size and type for the job.
- I. Use tools made of non-sparking material where fire is a hazard.
- J. Use tools with insulated handles for electrical work.
- K. Do not use the blunt edge or end of a hand tool to perform the function of a hammer.
- L. Do not push metal or wood chisels toward any part of the body.
- M. Inspect each tool used to make sure it has a secure fitting handle.
- N. Keep tools clean and free of oil or grease to prevent slipping.
- O. Do not use a pipe or other extension on the handle of a tool to get more leverage.
- P. Ensure that the handle of a tool is smooth, free from splinters and fits tightly in the head.
- Q. Do not use tools with mushroomed heads.
- R. Do not use tools with split handles.
- S. Do not throw or toss a tool to another person. Pass it over with the handle forward.

11.02 Picks, Axes, and Shovels

- A. Avoid striking toward or close to the feet.
- B. Make sure that there is sufficient clearance between the user and others.
- C. Make sure that the handle is smooth and well fastened.
- D. Do not allow tools to lie around where they might trip or cut workers or the public.

SECTION 12 - SHOP AND GARAGE SAFETY

12.01 Housekeeping

- A. Keep floors, aisles and work storage spaces clean and orderly.
- B. Clean up grease or oil spilled on the floor.
- C. Put oily and greasy rags in a metal OSHA/DWD approved container.
- D. Pile materials so that they cannot tip or fall.

12.02 Gasoline

- A. Do not allow gasoline to stand in open containers.
- B. Keep gasoline in a red OSHA/DWD approved can.
- C. Do not use gasoline to clean machinery parts. A nonflammable cleaner will be furnished and should be used.
- D. Do not weld on gas tanks.
- E. Store gasoline/fuel in shop areas in an OSHA/DWD approved cabinet.

12.03 Smoking

Smoking is not permitted where restricted by OSHA/DWD regulations or by County ordinance.

12.04 Goggles

Wear OSHA/DWD approved goggles when welding, grinding, chipping, drilling, etc.

12.05 Machinery

Keep machinery guards in place at all times except when the machine is being repaired.

12.06 Operating Drills and Drill Presses

- A. Do not wear gloves or loose clothing while operating a drill press.
- B. Clamp material, or otherwise fastened it to the drill press bed; do not hold it in the hands.
- C. Wear protective eyewear.

12.07 Grinding Machines

- A. Do not operate grinding wheels without a guard.
- B. Adjust the tool rest to within 1/8th of an inch of the wheel. Do not adjust while the wheel is in motion.
- C. Do not grind on the flat side of the wheel.
- D. Wear protective eyewear,

12.08 Welding, Burning

- A. Wear proper protective gloves, eyewear and clothing.
- B. Provide adequate ventilation.
- C. Store and transport compressed gas cylinders in an upright position to secure them from falling or damage. Store oxygen and acetylene cylinders separately.
- D. Store cylinders not in use away from the welding areas and other combustible processes.
- E. Store and label empty cylinders separately from full ones.
- F. Store cylinders away from sparks and contact with electrical wires.

- G. Protect cylinders from damage by moving vehicles and falling objects.
- H. Label defective valves as "defective" and do not open them by force.
- I. Do not allow oil to accumulate on oxygen cylinders or line fittings.
- J. Close cylinder and torch valves when not in use.
- K. Inspect welding equipment prior to use. Report defective equipment to a supervisor for evaluation and possible repair or replacement.
- L. Store cylinder hoses in a confined and protected area to prevent tripping hazards and damage to the hoses.
- M. Ensure that approved fire extinguishers are accessible and in operating condition.
- N. Screen welding operations to prevent ignition of combustible materials and to shield work from other workers.
- O. Keep cables for arc and gas welding equipment separate where both are used.
- P. Store used welding rods in a designated container.

12.09 Tire Repair

- A. When a tire is to be replaced on a rim, work must be done with the tire in a protective cage or other protective device.

12.10 Jacks and Hoists

- A. Use proper blocking to support a load. Do not depend on jacks or hoists alone.
- B. Do not lean over a jack handle when the jack is under the load. Remove handle, if possible.
- C. Ensure that a vehicle is in park, the emergency brake is on and the chocks are in front of and behind the wheels before jacking up a vehicle to change a tire.

12.11 Flammable Materials

Label all flammable materials per OSHA/DWD regulations.

12.12 Gasoline or Diesel Motor

Do not operate gasoline or diesel motors in a shop or other enclosed places, unless the exhaust is connected to the proper outlet.

SECTION - 13 SPRAY PAINTING

- A. Provide approved fire extinguishers near painting stations.
- B. Properly ventilate painting areas. Wear respirators.
- C. Do not smoke in a painting area. Post "No Smoking" signs.
- D. Store quantities of flammable and combustible liquids in excess of a one day supply in an OSHA/DWD approved cabinet.
- E. Dispose of waste materials in an OSHA/DWD approved container.
- F. Do not use open flames or spark-producing equipment in painting areas.

SECTION 14 - ROADWAY AND CONSTRUCTION SITE SAFETY

- A. Wear reflecting yellow safety apparel while working on any public roadway.
- B. Wear hard hats when there is a possibility of head injury from impact, fall or flying objects or from electrical shock and burns.
- C. Properly sign and barricade areas of construction or resurfacing.
- D. Watch for low wires when running heavy equipment.
- E. Implement Digger's Hotline Network procedures before excavating.
- F. Stay clear of heavy equipment when working around construction sites.
- G. Use flagmen as dictated by work zone safety rules.
- H. Be watchful of potential cave-ins when working in trenches, open pits or other confined spaces.
- I. Use vehicle strobe lights while working on public roadways.

SECTION 15 - LADDERS AND SCAFFOLDING

- A. Inspect ladders periodically for warping, cracks, loose rungs, splinters and general condition.
- B. Store ladders on supporting racks or in a specially designated area.
- C. Do not use defective ladders or scaffolding. Report defective equipment to a supervisor for evaluation and possible repair or replacement.
- D. Do not have more than one person on a ladder at a time.
- E. Do not use metal ladders when working with or near electricity.
- F. Do not load scaffolds in excess of the workload for which they are designed.
- G. Use guardrails and toe boards on open-ended scaffolding and sides of platform more than 10 feet above the ground.
- H. Ensure that the distance between the foot of the ladder and the wall it rests against is equal to about 1/4 the ladder length. When necessary, secure ladders in place with ropes, hooks, spikes or other anti-slip devices.
- I. Avoid setting ladders within the arc of a swinging door or near blind corners.
- J. Do not paint ladders or scaffold planking because defects may be concealed.
- K. Face ladders when ascending or descending.
- L. Ensure that scaffold planking meets the minimum standards of OSHA/DWD regulations. Minimum length must be eight feet and the maximum must be fifteen feet with at least an eight inch overhang.

SECTION 16 - FIRST AID

- A. County vehicles and buildings are equipped with first aid kits. Know the location of first aid kits in your building and familiarize yourself with the supplies and their usage.
- B. Each department or facility should have procedures to inventory and replenish first aid kits periodically. Check with your supervisor regarding these procedures.
- C. All injuries, however small, should be treated to prevent infection.
 - 1. If skin is broken and the wound is minor, wash well with soap and water.
 - 2. Contact a physician or the Public Health Department to determine need for tetanus booster.
 - 3. If an employee is bitten by an animal (stray, wild or domestic), make an immediate report to the Law Enforcement Department for animal control and a physician for rabies protection.
- D. Report an injury to a supervisor, no matter how insignificant it may seem at the time.
 - 1. Complete Employee Accident/Injury/Incident Report and give it to your supervisor.
 - 2. Follow the procedures outlined in the Blood Borne Pathogen Control Plan if an employee sustains a significant exposure to blood or other body fluids through:
 - a. Non-intact skin (dermatitis, acne, chapped skin, scratches, abrasions, cuts, etc.)
 - b. Puncture by a needle, lancet, capillary tube, etc.
 - c. Mucous membranes (splash to lining of mouth, nose or eyes)
 - d. Exposure to saliva as a result of a bite during which the skin is broken.
 - e. Provision of cardiopulmonary resuscitation with inadequate or lack of barrier protection.
- E. In case of a serious injury requiring ambulance transport, follow the procedures listed below:
 - 1. Call 911.
 - 2. Keep the injured party warm and as comfortable as possible.
 - 3. Never move an injured person, unless it is necessary to remove him/her from danger. Moving an injured person could result in further injury.
 - 4. Qualified personnel may give the ABC's before the ambulance arrives:
 - a. Airway: keep it open so injured can breathe.
 - b. Breathing: breath for person if they have stopped.
 - c. Circulation: check pulse and start CPR.
 - d. Shock: treat for shock, keep warm and do not move the person.
- F. If an injury requires medical attention but does not warrant ambulance transport, the injured employee should be taken to a medical facility by an appropriate means.
- G. Departments with employees who may reasonably anticipate exposure to bodily fluids must have a Blood borne Pathogen Control Plan and review the plan annually.

SECTION 17 - CONFINED ENTRY PROCEDURES

17.01 Definition of Confined Space

- A. Confined Space: A space that has limited openings for entry and exit, unfavorable natural ventilation that could contain or produce dangerous air contaminants, and that is not intended for continuous employee occupancy. Confined spaces include, but are not limited to: storage tanks, silos, vats, boilers, ventilation and exhaust ducts, manholes, catch basins, tunnels, underground utility vaults, pipelines, sewers, and culverts.
- B. Non-Permit Required Confined Space: A confined space with an oxygen content of 19.5% or more, a hydrogen sulfide content of less than 10 parts per million and a combustible gas content less than 20% of the lower explosive limit. The only source of contamination likely to affect the atmosphere is the employee's presence or activities.
- C. Permit Required Confined Space: A confined space with an atmosphere which falls within one of the following conditions:
 - 1. Contains or has a potential to contain a hazardous atmosphere.
 - 2. Contains a material that has the potential for engulfing an entrant.
 - 3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly sloping walls or by a floor that slopes downward and tapers to a smaller cross section.
 - 4. Contains any other recognized serious safety or health hazard.

17.02 Procedures for Entry

- A. Fill out and file a "Confined Space Entry Permit" with your supervisor and arrange for the necessary equipment and manpower.
- B. Do not enter a Non-Permit Required or Permit Required confined space unless certified by a supervisor through training or other demonstrative approved method.
- C. Do not smoke in a confined space or near entrance/exit area.
- D. Have a watchman present during confined space entries.
- E. Maintain constant visual or voice communication between the watchmen and employee entering a confined space.
- F. No bottom or side entry will be made or work conducted below the level of any hanging material or material that could cause engulfment.
- G. Test confined areas with a gas detector to determine whether the atmosphere is hazardous or not. A properly operating detector will sound an alarm if insufficient oxygen, toxic gases or explosive gases exist.
- H. Protect openings to confined spaces by a barricade when covers are removed to prevent injury to others. Set up signs, cones, barricades and/or flashers if the confined space is in a street or traffic area. Use a flagman if traffic is limited to a single lane.

17.03 Non-Permit Required Confined Space Entry

- A. Continuously monitor the atmosphere within the immediate area while in a confined space. Do not use forced ventilation in lieu of monitoring devices.
- B. Exit the confined space if the atmosphere falls outside of the established limits.

17.04 Required Confined Space Entry

- A. Mark permit required confined spaces as “Confined Space – Entry Permit Required.”
- B. Monitor air and oxygen before entering any permit required confined space. Ensure that oxygen levels in a confined space are between 19.5 and 23.5%. Use a self-contained breathing apparatus or other approved air supplied respirator if the levels are above or below requirements. Additional monitoring of ventilation and oxygen levels is required when welding is performed. The monitoring will check oxygen levels, explosive gas levels and carbon monoxide levels. Do not permit entry if explosive gas is detected above one-half the lower explosive limit (LEL).
- C. Continuously monitor the atmosphere within the immediate area while in the confined space. Do not use forced ventilation in lieu of monitoring devices.
- D. Exit the confined space if the atmosphere falls outside any of the limits, except if equipped with a self-contained positive pressure apparatus or airline respirator.
- E. Exit the confined space if the air quality falls outside the limit for combustible gas.
- F. Do not enter a confined space without at least one watchman stationed at the entrance of the confined space, except in a rescue attempt. Do not use a flagman directing traffic as the watchman stationed at the entrance.
- G. Set up a winch for rescue attempts prior to entry where entry to a permit required confined space is by means of a manhole or a top opening.
- H. Maintain constant visual or voice communication with the watchman and employee while in a permit required confined space.
- I. Wear a full body harness secured to a lifeline when entering vertically into a confined space. Ensure that the full body harness has a waist belt, shoulder straps, leg straps, and "D" ring or shoulder ring attached no lower than the shoulder blades. Attach the lifeline to the winch drum or secure by some other method.
- J. An employee making horizontal movement into a confined space, such as in a sewer, or having to descend in such a manner that renders a winch useless for a rescue attempt must:
 - 1. Be equipped with a self-contained positive pressure breathing apparatus or an air line respirator; and
 - 2. Wear a full body harness having a waist belt, shoulder straps, leg straps, and a "D" ring or shoulder rings attached no lower than the shoulder blades.
- K. Must be equipped with at least one self-contained positive pressure breathing apparatus or air line respirator if inside the confined space.
- L. Ensure that where an airline respirator unit is used, the unit is equipped with an escape air tank.

17.05 Confined Space Entry Permits

Complete confined space entry permits before entering a permit required confined space. Permits must be completed and signed by an authorized member of management before entry. Permits expire before the completion of the shift or if any pre-entry conditions change. Permits will be maintained on file for 12 months.

17.06 Procedures Following Entry

Follow these procedures after leaving the confined area:

- A. Safeguard the entrance to the confined area by closing the opening or barricading it.
- B. Wash exposed body areas to remove contaminants and report all scrapes, cuts or injuries to a supervisor and seek treatment.
- C. Clean the equipment for the next use.
- D. Replenish any used breathing apparatus or equipment (i.e. first aid kits, etc.)
- E. Return all cleaned and replenished equipment to its storage location.

SECTION 18 - USE OF RESPIRATORS

Each department that uses respiratory equipment should have a program in place covering the proper selection, use and care of respirators. Some of the basics of such a program are provided in this section of the Handbook. For more specific information regarding the respirator program and forms used in monitoring the program within your department, see your supervisor.

18.01 Employer Responsibility

- A. Respirators are provided to protect the safety and health of an employee who must enter a hazardous atmosphere.
- B. Respirators must be suitable for the purpose intended.
- C. The employer will establish and maintain a respirator protection program.
- D. The employer will keep respirators in good operating condition.

18.02 Employee Responsibility

- A. The employee must use the provided respiratory protection in accordance with instructions and training provided.
- B. The employee should report any malfunction of respirators to a supervisor.

18.03 Training in Use of Respirators

- A. Supervisors and employees required to wear respirators should be given adequate training to ensure proper use of the respirators. Training should cover:
 - 1. The need for respiratory protection.
 - 2. The nature, extent and effects of respiratory hazards to which the person may be exposed.
 - 3. The reason a particular respirator is selected for a specific respiratory hazard.
 - 4. Operation, capabilities and limitations.
 - 5. Inspecting, fitting and wearing respirators.
 - 6. Maintenance and proper storage of respirators.
 - 7. Recognizing and coping with emergency situations.
- B. Records should be kept with the names of persons trained and the dates when training and refresher training courses occurred. Refresher training should be conducted annually.

18.04 Selection of Respirators

Only respirators having NIOSH/MSHA/DILHR approval will be selected. The selection of a proper respirator will be determined by the following:

- A. Location of the hazard.
- B. Physical characteristics, capabilities and limitations of the respirators.
- C. Warning properties of contaminant.
- D. Physical and chemical properties of contaminant.
- E. Whether the environment to be encountered is immediately dangerous to life or health.

18.05 Respirator Sealing Test

- A. Check the seal of a respirator equipped with a face piece prior to each entry into a hazardous atmosphere.

- B. Do not wear respirators when conditions prevent a proper seal to the wearer, such as temple bars of glasses, facial hair, scars, facial deformities or any other material that may pass between the sealing surface of the respirator and the face of the wearer.

18.06 Respirator Fitting Test

- A. Use a respirator fit test to determine the ability of each individual respirator wearer to obtain a satisfactory fit.
- B. Keep records of respirator fitting tests for each wearer. Records will include the:
 - 1. Name of person tested.
 - 2. Name of test operator.
 - 3. Date of test.
 - 4. Type of respirator test used.
 - 5. Type of respirator used in test.
 - 6. Results of respirator fitting test.

18.07 Inspection of Respirators

- A. Inspect the respirator to ensure that it is in good operating condition immediately prior to use.
- B. Inspect, at least once a month and after each use, respirators used for emergency purposes. Keep records of inspection dates and maintenance of respirators.
- C. Clearly mark respirators to indicate date when last serviced.

18.08 Cleaning and Disinfecting

Clean and disinfect respirators maintained for emergency use after each use in the following way:

- A. Remove the breathing regulator from the face piece.
- B. Disinfect the face piece by using the manufacturer approved disinfectant provided.
- C. Reattach breathing regulator.

18.09 Storage

- A. Store respirators in accordance with any applicable manufacturer instructions to protect them against dust, sunlight, heat, extreme cold, excessive moisture or damaging chemicals.
- B. Storage compartments must be in a convenient location and clearly marked.

I have read the Dunn County Employee Safety Handbook and understand my responsibilities as an employee.

Responsibilities of Employee

- A. Be knowledgeable of and comply with the guidelines/work rules/policies and requirements of the Employee Safety Handbook, including any additional guidelines developed for the employee's specific department or work area.
- B. Assist in training new employees in safety guidelines and safe work procedures when requested by the supervisor or department head.
- C. Report all job related injuries, accidents, illnesses or incidents to supervisors immediately, or as soon as feasibly possible.
- D. Report all safety rule violations in writing to the immediate supervisor and the County Safety Coordinator.
- E. Assist supervisor and Safety Coordinator in compiling information needed to file complete and accurate Employee Accident/Injury/Incident reports.
- F. Report potentially hazardous work situations, including suggestions for correcting the condition(s), to supervisors.
- G. Use and maintain safety equipment and immediately report defective or dangerous equipment to supervisors.
- H. Adhere to safe work procedures on the job.

I understand that violations of safety rules and regulations are considered just cause for discipline in Dunn County.

Employee's Signature

Supervisor's Signature

Date: _____

Date: _____

NOTE: Please sign, date, make a copy of this page and return to Administration Office.

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