

PEND OREILLE COUNTY SAFETY PROGRAM AND POLICIES

1. SAFETY POLICY

All occupational injuries and illnesses can be prevented, and it is the responsibility of management and employees to ensure safety is a priority. The goal is to eliminate any foreseeable hazards that may result in personal injury/illness, property damage/loss, and business interruptions caused by accidents, fires, and other hazards, to ensure that County operations do not adversely impact the community and environment. To this end, Pend Oreille County will comply with all federal, state, and local safety and health regulations.

Accidental losses can be controlled through good management in combination with active employee involvement. All employees are responsible for minimizing accidents within our facilities and for following established policies and procedures. Employee safety responsibilities are considered paramount to the individual job responsibilities. Accident prevention is a cooperative effort for everyone's benefit.

2. RESPONSIBILITY

Management and employees will establish and maintain a safe and healthy working environment by following the procedures and programs in this policy. Each department is responsible for assuring compliance to all Occupational Safety and Health Administration (OSHA) and Washington Industrial Safety and Health Act (WISHA) regulations that affect the department.

County Officials will:

- Ensure that safe methods and techniques are adopted.
- Ensure that sufficient employee time, supervisory support and funds are budgeted for safety equipment and training to carry out this safety policy.
- Be responsible for their departments' overall safety, and ensure implementation of this safety policy.
- Ensure that all applicable health and safety rules, WISHA/OSHA regulations, policies, and procedures are understood and observed.
- Ensure that each employee has received an initial orientation before beginning work by completing the Safety Orientation Checklist. *See Appendix A.*

Supervisors will:

- Implement the safety policy.

- Ensure that each employee has received an initial orientation before beginning work by completing the Safety Orientation Checklist. *See Appendix A.*
- Ensure that each employee is competent and receives training on safety operation of equipment or tasks before starting work on that equipment or project.
- Ensure that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE.
- Ensure that all applicable health and safety rules, WISHA/OSHA regulations, policies, and procedures are understood and observed.
- Observe the employees they supervise while they are working. Promptly correct any unsafe behavior and acknowledge correct behavior. Provide training and take corrective action as necessary.
- Field Supervisors shall be required to hold and document a safety session at least monthly and hold a safety session at the start of a new project.
- Ensure that the selected employee representative participates in safety committee meetings.
- Report all injuries to the Safety Officer within 24 hours by submitting an Employee Work Injury Report. *See Appendix B.*

Employees will:

- Review, understand, and follow Federal, State, and County's safety and health rules and apply the principles of accident prevention to day-to-day duties.
- Promptly report any job-related injury, illness, or property damage to the supervisor, and seek medical treatment promptly when needed. Complete the Employee Work Injury Report within 24 hours after injury. *See Appendix B.*
- Report hazardous and unsafe practices to the supervisor, County Official, Safety Officer, or safety committee member.
- Not remove or defeat any safety device or safeguard provided for employee protection.
- Make suggestions to their supervisor, safety committee representative, or management about changes that will improve employee safety.
- Not use intoxicating beverages or drugs in or around the workplace or

enter the workplace while under the influence of intoxicating beverages or drugs.

Pend Oreille County believes that a safety program and policy is unenforceable without some type of disciplinary policy. The County believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all County, State and Federal Safety and Health Regulations as they apply to the specific job duties required. Violation of this policy may result in a disciplinary action, up to and including termination.

3. SAFETY COMMITTEE

Employee involvement in preventing workplace injuries and illnesses is critical. To assure employee participation, an employee/management Safety and Health Committee has been established. Members are elected annually by their peers to serve on the committee for a term of one year. The committee is comprised of 7 employees (with alternates) and 2 employer-appointed (with alternates) members.

Committee members will elect a chairperson and determine when and where the committee will meet.

Duties of the Safety Committee members include, but are not limited to:

- Reviewing safety and health inspection reports to help correct safety hazards.
- Evaluating the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
- Evaluating the workplace accident and illness prevention program and discussing recommendations for improvement, if needed.
- Conducting a monthly departmental safety inspection.
- Communicating with the employees they represent on safety issues.
- Encouraging safe work practices among co-workers.
- Recording meetings
 - Document attendance
 - Write down subjects discussed
 - Prepare minutes from each safety committee and:
 - Preserve them for one year
 - Make them available for review by safety and health consultation personnel of the Department of Labor & Industries
- Update and maintain the safety bulletin boards.

- Keep their building's first aid kit stocked and maintained.

4. SAFETY BULLETIN BOARD

A safety bulletin board is located inside every County building and is used to post notices required by law and other information to enhance workplace safety. Employees should check this board regularly for new notices. The following are some of the posters and information displayed on the safety bulletin board:

- Job Safety and Health Law
- Employee Rights and Responsibilities-Under The Family and Medical Leave Act
- Emergency Telephone Numbers
- OSHA 300A Log Summary of Injuries and Illnesses (Posted according to OSHA guidelines in the Commissioners' Office)
- Notice to Employees (Department of Labor and Industries' Workers' Compensation Program)
- County Caregivers
- Safety Committee Members and the monthly Safety Committee Meeting Minutes

5. FIRST AID

In order to assure that all County employees can be afforded quick and effective first aid attention in the event that an injury occurs on the job, specified County personnel have obtained first aid certification. Employees who work in the field must possess a valid Basic First Aid and CPR card. All employees are encouraged to obtain CPR cards.

A first aid kit with supplies shall be provided in each building. The kit must be readily and easily accessible for use. Safety committee members are responsible for obtaining first aid supplies and restocking the kits whenever an item(s) is used, through the Buildings and Grounds Department.

All blood should be assumed to be infectious. Employees are not required to perform first aid as part of their job duties. In the event of a bleeding injury where first aid is needed, use gloves if possible to prevent exposure to blood or other potentially infectious materials. The injured person can often be helped by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first aid or bio-hazard kits. If you are exposed to blood while giving first aid, wash immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated, including medical evaluation, counseling, Hepatitis B vaccine, and blood testing of the source person if possible. See section

10 of this policy and the County's Bloodborne Pathogens Exposure Control Plan.

Please see the Pend Oreille County Personnel Policy, section 150, for employee "Good Samaritan" guidelines.

6. GENERAL SAFETY RULES AND PRACTICES

Every employee shall learn and use safe work habits in every task performed. Before beginning each task the employee should anticipate, as fully as possible, what may occur. The employee should observe the surrounding conditions, remain mentally alert at all times and be aware of what others in the vicinity are doing and what is going on.

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor, County Official, Safety Officer or your safety committee representative.
- Do not remove or disable any safety device.
- Never operate a piece of equipment unless you have been trained and authorized.
- Use personal protective equipment (PPE) whenever it is required.
- Obey all safety warning signs.
- Employees or guests shall not enter any designated or restricted area until admitted by authorized personnel and will use PPE if required.
- Working under the influence of alcohol or intoxicating drugs or using them at work is prohibited.
- Employees on medication that may impair judgment or response time while operating equipment or machinery shall inform an appropriate supervisor and follow the guidelines in the County's Drug and Alcohol Policy (section 9). Non-compliance may result in disciplinary action up to and including termination.
- Smoking is only permitted outside in County-designated areas, 25 feet from entrances, exits, windows that open, and ventilation intakes (RCW 70.160.075). Pend Oreille County Resolution 2014-8 treats E-Cigarettes, like and kind, in the same manner.
- Horseplay, running, and fighting are prohibited.
- Practice good housekeeping. Immediately clean up spills and replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Items should not be placed in traffic areas. Close file cabinet drawers when not in use.

- Use proper lifting techniques. "Team lift" heavy objects. When lifting, use the muscles of your legs rather than the muscles of your back, get a firm grip, secure good footing, place the feet a comfortable distance apart, keep the load close, keep your back straight, bend your knees and lift with your legs.
- Use ergonomic techniques while sitting at a desk and/or working on a computer. Keep your shoulders aligned with your hips and your back straight. View the monitor at a distance of at least 20 inches (50 cm), and position the monitor to achieve the appropriate viewing angle, which is generally directly in front of you. The use of wrist rests and anti-glare devices are recommended. Rest your eyes periodically by focusing on objects that are farther away (for example, a clock on a wall 20 feet away). Stop, look away, and blink at regular intervals to moisten the eyes. Alternate duties with other non-computer tasks such as filing, phone work, or customer interaction.
- Use care in placing heavy items on shelves and place heavy items on lower shelves.
- Never use broken or defective equipment or tools.
- Jewelry and other accessories worn should be appropriate to the type of work the employee is performing. Caution should be exercised by persons in manual or physical activities, or working around revolving machinery (including paper shredders).
- Compressed air should never be directed at anyone or at yourself. The practice of blowing off one's clothes with an air hose is prohibited.
- When using a ladder, always maintain three points of contact with the ladder to ensure stability. Never use a ladder in any other way than what the manufacturer intended it to be used for. Choose the right ladder for the job, and use a ladder with the correct weight capacity. Ladders should never be placed in front of a door that is not locked, blocked, or guarded.
- All drivers and passengers in county vehicles or operating or riding in private vehicles on county business must wear a seat belt in accordance with law RCW 46.661.688. The use of cell phones without a hands-free device by drivers is prohibited by laws RCW 46.61.667 and 46.61.668. All drivers should be aware of an increased risk of an accident in the use of cell phones when operating a motor vehicle.
- Employees and volunteers should recognize the increased risk of an accident with the use of two-way radios while operating moving equipment or machinery.

- Take extra precaution in your surroundings due to extreme weather conditions. Surfaces may be slick due to ice, rain, or snow.
 - Keep hydrated in hot *and* cold weather conditions.
 - Use fall protection devices and equipment when required.
 - If you receive a bomb threat, use the Bomb Threat Checklist. *See Appendix C.* Plan on how to get another employees attention to call 911 and to initiate the evacuation plan. While evacuating a building, avoid standing in front of windows or other potentially hazardous areas. Do not touch any suspicious packages.
 - In case of a fire, do not use the elevators.
 - Always use the handrails when descending/ascending stairs.
 - Burning candles are prohibited on County premises.
- ❖ Inspections- The Safety Officer will conduct and document an annual inspection of every building, work station, shop, warehouse, and yard, with the assistance of certain safety committee members and shop supervisors.

A list outlining the hazard(s) or problem(s) is sent to the individual County Official if it is something they are able to correct. If it involves a building, a maintenance or IT issue, the list is sent to the Public Works Director or the IT Director. The Safety Officer requests a written response within 30 days outlining the abatement plan.

7. PERSONAL PROTECTIVE DEVICES (PPE)

Protective equipment shall be provided and used to prevent injury or occupational illness wherever hazards from processes or environment cannot be contained or eliminated at their source. Protective equipment includes, but not limited to: shields, barriers, gloves, goggles, ear plugs, restraints, ballistic vests, and equipment for protection of any part of the body. Protective equipment or apparel required for safe employment shall be furnished, used, and maintained in a sanitary and reliable condition. Personal protective equipment shall be worn and used in a manner which will make full use of its protective properties. Appropriate high temperature protective clothing shall be worn by workers who are exposed to possible contact with molten metals.

Each department shall maintain a regular system of inspection and maintenance of personal protective equipment furnished to workers. Defective personal protective equipment shall not be used. Where the need for their use is indicated, protective covering, ointments, gloves, or other effective protection shall be provided for and used by persons exposed to materials which are hazardous to the skin. Clean water in ample quantities shall be immediately available where caustic or corrosive materials are handled.

Workers engaged in construction, operation, and maintenance of electrical equipment apparatus and circuits shall use the protective equipment which is required in Washington Administrative Code (WAC) and WISHA/OSHA's Electrical Workers Safety Rules.

➤ Work Clothing

Clothing shall be worn which is appropriate to the work performed and conditions encountered. Loose sleeves, ties, lapels, cuffs or other loose clothing shall not be worn near moving machinery. Clothing with exposed metal buttons, metal visors or other conductive materials shall not be worn around exposed electrical conductors. Clothing saturated or impregnated with flammable liquids, corrosive or toxic substances, irritants or oxidizing agents shall be removed immediately and not worn again until properly cleaned.

➤ Head Protection

Employees working in areas where there is possible danger of head injury from impact or from falling or flying objects or from electrical shock and burn, shall be protected by approved protective helmets that meet WISHA standards in accordance with the WAC chapter on Occupational Head Protection.

Employees who are exposed to power-driven machinery or to sources of ignition shall wear caps or other head covering which completely covers the hair. This standard is not intended to negate requirements for guarding power-driven machinery.

➤ Eye and Face Protection

Suitable eye protectors shall be provided where machines or operations present the hazard of flying objects, glare, liquids, injurious radiation or a combination of these hazards. In such cases, employers shall make conveniently available a type of protector suitable for the work to be performed and employees shall use such protectors. Suitable screens or shields which insulate the hazardous exposure may be considered adequate safeguarding for nearby workers.

Face and eye protection equipment shall be kept clean and in good repair. The use of this type of equipment with structural or optical defects shall be prohibited.

➤ Hearing Protection

Workers shall be protected with the appropriate ear protective devices from the effects of noise exposures which exceed the noise levels deemed to be safe as defined in WISHA Safety and Health Core Rules. Ear protectors which must be inserted within the ear canal shall be initially fitted by a person trained in the procedure who shall explain the technique for insertion to the employee.

In all cases where the noise levels in any area exceed the limits prescribed in WAC Chapter 296-817 a continuing effective hearing conservation program shall be administered. See section 18 for details on the Hearing Conservation Program.

➤ Respiratory Protection

In the control of those occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays or vapors, the primary objective shall be to prevent atmospheric contamination. This shall be accomplished by accepted engineering control measures as feasible (for example, enclosure or confinement of the operation, general and local ventilation and substitution of less toxic materials). When effective engineering controls are not feasible, or while they are being instituted, appropriate respirators which fit properly shall be used. NOTE: Beards or facial hair will not be worn when they interfere with the respirator-to-face seal and prevent the respirators from fitting properly. A copy of the written Respiratory Protection Program is kept in the Commissioners' Office and the Public Works Department.

➤ Hand Protection

Hand protection suitable for the need shall be worn wherever the nature of the work requires extra protection to the hands. Gloves shall not be worn by persons whose hands are exposed to moving machinery, equipment, or tools in which they could be caught.

➤ Foot Protection

Defective footwear, or footwear which is ineffective in preventing or limiting injury, shall not be worn where workers are exposed to conditions which may cause foot injuries. Special types or designs of shoes or foot guards are required where conditions exist that makes their use necessary for the safety of workers. Leggings or high boots of leather, rubber, or other suitable material shall be worn by persons exposed to hot substances or dangerous chemical spills.

➤ Lock Out-Tag Out

To avoid accidental activation of machinery, electrical devices or other equipment which could create a hazardous condition while performing maintenance, repair, cleanup or construction work, the main disconnect(s) (line circuit breakers) shall first be locked out and tagged in accordance with the following provisions:

Padlocks or other equivalent protective devices shall be used for locking out the main disconnect(s) (line circuit breakers) of machinery, electrical devices or other equipment that is shut down while maintenance, repair, cleanup, construction work or other types of work is done to the equipment. Tags shall be used to supplement the padlocks or other equivalent protective devices and shall be used only for information purposes.

Padlocks, tags or equivalent protective devices are to be supplied by the employer. Employee(s) shall use as many padlocks or other equivalent protective devices as necessary to effectively lock out all affected equipment.

An effective lock out plan is kept in the Commissioners' Office and in the Public Works Department. This plan contains specific procedures for locking out equipment, information to be contained on supplemental tags and specific procedures for unlocking equipment after repairs, cleanup, etc. have been completed.

8. HAZARDEROUS CHEMICALS:

All affected departments will adhere to the Pend Oreille County Hazardous Communications Program located with their department's Safety Data Sheets (SDS). Employees will be trained to recognize when a product is hazardous and how to obtain information for proper and safe use of the product. The Noxious Weed Control Board keeps a detailed Hazard Communication Policy for their department.

- Solvents and other chemicals have been purchased to do specific jobs. All department employees will be informed when new hazardous chemicals are brought into the department for use.
- All departments will ensure the correct material is used and that adequate ventilation and personal protective equipment is provided and properly used.
- Every container of hazardous chemicals must be clearly labeled as to its contents and hazard (i.e. poisonous, flammable, corrosive) along with the protective clothing requirements to be worn by the employee using the chemical.
- Safety Data Sheets (SDS) will be kept current for all hazardous substances and available for all employees in each affected department at all times.
- Storage and transportation of flammable liquids shall be in compliance with OSHA regulations. Volatile explosive fluids shall be kept in safety cans with WISHA approved flashback arresters.
- A current list of all chemicals stored will be posted on an outside door leading to the storage area for emergency service personnel use (i.e. fire fighters).

9. DRUGS AND ALCOHOL

Pend Oreille County is obligated to provide our employees and the citizens of Pend Oreille County with an alcohol and drug free workplace. The County is committed to its workforce being healthful, safe, and efficient.

While the County is cognizant and respectful of individual rights to personal privacy in their off-duty lives, Pend Oreille County also recognizes that on-and off-the-job use of alcohol and drugs could adversely affect job performance and the work environment and often poses a hazard to the safety and welfare of the affected employee, other employees, and the public.

All employees may be subject to drug/alcohol testing, including *reasonable suspicion* and a post-accident/incident. Any employee refusing to comply with a request for a drug/alcohol test will be regarded as grounds for termination.

"*Reasonable Suspicion*" is defined as specific articulable observations by a supervisory employee concerning the work performance, appearance (including noticeable odor of an alcoholic beverage), behavior, or speech of the employee. Any accident involving a County employee performing County business which results in physical injury to any person or property damage may be considered as constituting reasonable suspicion for testing for drugs and alcohol.

Employees found with the presence of a *covered substance* in the body, whether tested by breath or blood, at a detectable level of 0.02 or greater, or a confirmed positive drug blood or urine test using the recommended levels by the Department of Health and Human Services, without adequate medical explanation, will be regarded as testing "positive" in violation of this policy.

"*Covered substances*" means:

- Legally obtained drugs (prescription and non-prescription remedies) when used to alleviate a specific condition.
- Illegal drugs, by Federal standards, including:
 - Drugs which are illegally obtained.
 - Drugs which are legally obtainable but have not been obtained legally.
 - Drugs which are legally obtained, but are knowingly used for other than the prescribed purpose or in other than the prescribed manner.
 - So-called "designer drugs" or drug substances not approved for medical or other use by the State Board of Pharmacy, the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration.
- Unauthorized substances, including any substance that is intentionally used and which causes impairment of physical and/or mental functioning.
- Drugs included but not limited to:
 - Marijuana metabolites
 - Cocaine metabolites
 - Phencyclidine (PCP)
 - Opiate metabolites
 - Amphetamines and Methamphetamines
 - Methylenedioxymethamphetamine (MDMA) also known as Ecstasy
 - Benzodiazepines (e.g., Ativan, Azine, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Versed, Halcion, Pacipam, Restoril, Centrax)

- Barbiturates (e.g., Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotunate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Phrenilin, Triad)
- Propoxyphene (e.g., Darvocet, Darvon N, Dolene, etc.)
- Methadone (e.g., Dolophine, Methadose)
- Methaqualone (Not by legal prescription)
- 6-Acetylmorphine
- Alcohol (ethyl alcohol)

All County employees should be aware that:

- Involvement in activity pertaining to the illegal use, manufacture, sale, purchase, offer, or possession of an illegal substance (according to Federal Law), controlled substance, or alcohol, on County premises or property, or during work time, or while representing the County in any work-related fashion, is strictly prohibited.
- Being under the influence of a drug or alcohol while on duty may result in being reported to the appropriate law enforcement agency(s) and/or ordered off County property.
- In the event of an accident, the County may obtain a breath, blood and/or urine sample for testing as soon as possible.
- Violation of this policy may result in a disciplinary action, up to and including termination.
- The County reserves the right to inspect and/or search any employee's personal property on County premises if the County reasonably believes that this policy has been violated. Refusal to submit to any such inspection or refusal to cooperate in any investigation will result in disciplinary action that could include termination.

In addition, the County is subject to the regulations of the United States Department of Transportation (DOT). Under those regulations, the County is required to establish certain rules and follow certain procedures regarding drugs and alcohol. Accordingly, the County has adopted a Drug and Alcohol Policy, which applies to all employees who drive a commercial motor vehicle or otherwise perform safety-sensitive functions. Employees covered by the DOT policy are also covered by the County's general Drug and Alcohol policy.

Furthermore, the Department of Public Works has established a cross-the-board guideline for all Road Department employees possessing Commercial Drivers Licenses, in requiring random urinalysis drug and breath alcohol tests. This policy states in part: (See the Department of Public Works Policies & Procedures for full details.)

"In the event of an accident involving a Pend Oreille County commercial vehicle where any of the following occur:

- *An accident with damage exceeding \$700 and occurring on a public road system;*
- *The loss of human life;*
- *A citation is issued in the result of the accident;*
- *Medical treatment away from the scene is required for any person as a result of the accident;*
- *Any vehicles involved incur disabling damage as a result of the accident and must be moved away from the scene by another vehicle;*

Pend Oreille County will require both a breath alcohol test and a drug urinalysis. These tests will be performed in accordance with current federal requirements which mandate an alcohol screening test, and if the results of the alcohol screening test are 0.02 or above, a confirmatory test must be given using an Evidentiary Breath Test device operated by a qualified technician."

❖ DOT Prohibited Conduct

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater.

No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.

No driver shall use alcohol while performing safety-sensitive functions.

No driver shall perform safety-sensitive functions within four hours after using alcohol.

No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.

Drivers shall inform the County of any therapeutic drug use. Such information should be reported to Human Resources.

No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

No driver shall refuse to submit to a post-accident, random, reasonable suspicion, or follow-up test.

No driver shall adulterate, substitute, or in any other way alter a test specimen.

❖ Consequences for Engaging in Prohibited Conduct:

A driver who has engaged in prohibited conduct shall not be allowed to perform safety-sensitive functions, including the driving of a commercial motor vehicle.

If a driver engages in prohibited conduct, the driver will be immediately removed from performing any safety-sensitive functions. The County shall advise the employee of resources available for the evaluation and resolution of problems associated with the misuse of alcohol and the use of controlled substances. The County shall provide the employee with the names, addresses and telephone numbers of substance abuse professionals.

Any driver who is returning to work after engaging in prohibited conduct and who has been identified as needing assistance in resolving problems associated with alcohol misuse or controlled substances use, shall undergo return-to-duty testing for alcohol and/or controlled substances before the employee is allowed to return to performing safety-sensitive functions.

In addition to the above and completely separate from its rights and responsibilities under the DOT's regulations, the County reserves its right to take disciplinary action for a violation of this policy. This may include termination of employment.

The County also reserves the right to involve law enforcement officials for any conduct which it believes might be in violation of State or Federal law.

Any employee who has questions regarding these issues should discuss them with Human Resources.

10. BLOODBORNE PATHOGENS (BBP)

At risk employees will view the Pend Oreille County Workplace Bloodborne Pathogens video at their New Hire Orientation.

A copy of Pend Oreille County's Bloodborne Pathogens Control Plan will be kept in each County Department along with an annual review of the plan by the County Commissioners as required by OSHA. A biohazard kit will be kept in selected County departments and maintained by a safety committee member.

If there is an exposure to blood or other potentially infectious materials, certain job category employees have received training to assist in an exposure incident. The caution here is to have only those with BBP training do any cleanup and for employees to not take the clean-up upon ourselves. Those job categories that have received training are referenced in Section (2) of the Bloodborne Pathogens Control Plan.

11. INJURY AND ACCIDENT REPORTING

All accidents are to be reported immediately to the supervisor. In addition, all accidents that result in personal injury whether requiring medical care or not, shall be reported on the Employee Work Injury Report and submitted to Human Resources within 24 hours after injury. If it is impossible for the employee involved in the accident, or the reporting supervisor to complete the form, another person may fill out the form, but he/she shall indicate why the employee/supervisor did not complete it.

The employee will seek medical attention when necessary. The employer will assist the employee if needed.

County Officials are to ensure that each employee who operates a County vehicle is trained in accident reporting procedures. All vehicle/equipment accidents must be reported to Risk Management and Human Resources.

12. EMERGENCY PROCEDURES

All County offices will post an Evacuation Plan (map and procedures) near the entrance of their department and be visible to employees. A review of this Plan with their staff on an annual basis is recommended. A copy of this plan shall be kept in the Commissioners' Office with this policy.

A fire/evacuation drill will be conducted annually.

For details on emergency topics including:	Training on Emergency Procedures Evacuation Plan and Procedures Fire Plan, Prevention, Control and Evacuation Bomb Threat Plan-
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See the Pend Oreille County Personnel Policy 190
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13. FIRE EMERGENCY

Employees will be trained on how to use a fire extinguisher as part of their orientation. If you discover a fire, tell another person immediately. Call or have them call 911 and a supervisor.

If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher. If the fire grows or there is thick smoke, do not continue to fight the fire.

Tell other employees there is a fire and initiate evacuation procedures. Go to the designated assembly point outside the building where employees will be accounted for. If an employee is

missing, do not re-enter the building. Notify the responding fire personnel that an employee is missing and may be inside.

Burning candles are prohibited on County premises. Reference the Personnel Policy 190.

14. EARTHQUAKE EMERGENCY

During an earthquake:

If you are inside a building:

- Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
- When the shaking stops, supervisors are to check for damage and available evacuation routes, then begin an evacuation of their area to the designated assembly location.
- Evacuation should proceed as quickly as possible since there may be aftershocks.
- Supervisors must account for each employee in their work group as quickly as possible.
- First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If you smell gas, tell a supervisor to turn off the gas at the main. Open windows.
- Supervisors and first aid employees must not re-enter the building once evacuation is complete.
- Do not approach or touch downed power lines or objects touched by downed power lines
- Do not use the phone except for emergency use.
- Turn on a radio and listen for public safety instructions.

If you are outside: Stand away from buildings, trees, telephone and electric lines.

If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

15. WEAPONS

Unauthorized possession of explosives or weapons on County premises, in a County vehicle, or at any job site, is strictly prohibited and could lead to disciplinary action including termination.

16. VIOLENCE IN THE WORK PLACE

The Commissioners recognize the need for a violence free work environment for all County employees and the public. The Commissioners will not tolerate violence in the workplace and they are committed to maintaining an environment clear of all forms of violence, including verbal or physical threats as well as forms of intimidation such as sexual harassment or abusive language. Employees are expected to report all threats and violence, physical or verbal, to their supervisors.

See the Pend Oreille County Personnel Policy 150, section 25, for the full County policy on violence in the workplace.

17. HARRASSMENT/SEXUAL HARRASSEMENT

The County seeks to eliminate and prevent harassment as well as to alleviate any effects such harassment may have on the working conditions of employees. The policy of the County is that every employee has a fundamental right to be free of such harassment. In response to formal reports of harassment, the County will seek to protect all parties involved from retaliation, false accusations, or future harassment, and where indicated, will take prompt and adequate remedial measures. All such harassment is forbidden.

Refer to the Pend Oreille County Personnel Policy 150, section 19, for the full County policy on harassment/sexual harassment.

18. HEARING CONSERVATION PROGRAM

The Hearing Conservation Program is designed to protect the hearing of Pend Oreille County employees from the hazardous effects of exposure to excessive noise levels, should they exist in the workplace; comply with current federal and state regulations, and protect the employer from unwarranted claims and liability. Hearing protection is required where posted and encouraged generally throughout the County.

WISHA has adopted a PEL (permissible exposure limit) of an eight-hour TWA (Time Weighted Average: the average of the sound levels to which an employee is exposed over an eight-hour period) of 85 decibels for noise, which is designed to guard against unnecessary hearing damage. Values equal to or below these levels are considered acceptable for industrial noise exposure without the use of hearing protection. Any exposure above the ceiling level, mandate the use of hearing protection regardless of the exposure duration. For continuous noise, the ceiling level is anything above 115 decibels; and impact/impulse noise, the ceiling is at or above 140 decibels.

Whenever employee noise exposures equal or exceed an eight-hour TWA of 90 decibels, feasible administrative or engineering controls shall be utilized (i.e., noise abatement measures, rescheduling employee activities to minimize exposure time).

All affected employees shall be provided with personal hearing protection and are required to wear it in designated high-noise areas. Employees are personally accountable to wear appropriate hearing protection. Failure to wear hearing protection within identified exposure areas will result in disciplinary action. Supervisors are responsible to ensure hearing protection is properly worn where needed.

Signs shall be posted at entrances to or on the periphery of all well-defined work areas in which employees may be exposed to noise levels at or above 115 decibels. Warning signs shall clearly indicate that the area is a high noise area and that hearing protectors are required.

A mandatory audiometric testing program will be maintained for all employees whose exposures equal or exceed an eight-hour TWA of 85 decibels. A history shall be obtained from each employee prior to testing to assess conditions other than current occupational noise exposure that could contribute to hearing loss.

Employees in positions for which the job descriptions requires the employee to perform duties falling within criteria for noise levels as outlined herein are required to complete annual hearing conservation training specified by the County. A written description of the training program shall be maintained by the Pend Oreille County Human Resources Department and Risk Management. Copies of the WISHA Hearing Loss Prevention (Noise) Program shall be made available to affected employees or their representatives.

Training of supervisors is required annually, emphasizing that enforcement is the responsibility of supervisors, and their use of hearing protection when required will serve to encourage employee participation in the Hearing Loss Prevention Program. Supervisors will also be instructed to report all suspected overexposures and complaints of employees to the head of their respective department, to the Human Resources Department, and to Risk Management for evaluation and follow-up.

19. HEAT-RELATED ILLNESS

Heat-related illness is influenced by several risk factors: climatic conditions, the work environment, demands of the work, clothing, and/or personal factors. The goal is to minimize the detrimental effects of excess heat on County employees who are required to work outdoors or within indoor environments with elevated temperatures. Effective measures to prevent heat related illness vary by work unit, job duties and the work environment.

Supervisors are required to provide initial heat stress training for each employee who works outdoors or in environments with extreme heat. Documentation of this initial training shall be placed into the official training files. Supervisors are required to review their work unit's HMP (Hazards Management Plan) Job Safety Analysis with their staff annually or whenever relevant work procedures change. During the warm season, supervisors should closely monitor staff to ensure that the work units' heat stress Job Safety Analysis is being followed, and evaluate if any additional measures are needed.

Cool water should be immediately available to any employee who is required to work outdoors or within indoor environments with excessively hot temperatures.

Employees who work outdoors or within indoor environments with elevated temperatures have the responsibilities of participating in the work unit's heat stress training, learn the signs and symptoms of heat stress, as well as the risk factors. Employees should take extra care when there is a high risk. When taking medication, always check with the doctor to see if there is an increased risk because of the effects of the medications.

Employees should wear appropriate clothing, stay hydrated, monitor themselves and co-workers for signs and symptoms of heat-related illness, and promptly report to the supervisor any known or suspected unsafe conditions, or unsafe procedures. Signs of heat-related illness include: red face; mental status changes such as disorientation, confusion, or irritability; hot dry skin; erratic behavior; collapse; shivering; body temp > 104F; blurred vision; or fainting.

20. COUNTY RESPONSE TO PANDEMIC EVENTS

A pandemic is an epidemic of infectious disease that has spread through human populations across a large region; for instance multiple continents, or even worldwide. A widespread endemic disease that is stable in terms of how many people are getting sick from it is not a pandemic.

This policy applies to all County employees, including volunteers.

This policy addresses strategies for screening and preventing the transmission of a pandemic illness/disease should employees become ill with a pandemic illness/disease strain. It is intended to be consistent with the guidance issued by the Center for Disease Control and Prevention and will be updated as CDC guidance change. Therefore, employees are expected to comply with the current and future guidelines.

Suspected or probable pandemic illness/disease cases involving County employees will be restricted from work as soon as identified and will be asked to follow guidelines supplied by the Tri-County Health Department, Washington State Department of Health, and the CDC. Employees with suspected or probable pandemic illness/disease must be medically cleared upon resolution of symptoms with and according to the guidelines from the Tri-County Health Department before returning to work. Under no circumstance will an employee be allowed to return to work without such medical release.

An employee arriving from a Travel Advisory (notification by CDC that a disease is occurring in a particular area and a recommendation against non-essential travel) area must contact the Tri-County Health Department for medical clearance *before* arrival at County facilities. Appropriate screening for symptoms must take place prior to arrival on County premises for any purpose.

It is the intent that employees will be given every opportunity to use all possible leave banks during this time so as not to reach the point of leave without pay. It remains within the discretion of the County Commissioners to adjust leave policies to best respond to the needs caused by the pandemic at the time of the problem.

The County Commissioners or their designee will invoke the following steps to respond to a pandemic event. These steps are listed in order of increasing severity, but steps do not have to be instituted in order. As each step is invoked, the associated box will be initialed by the County Commissioners or their designee and an effective date recorded. The action shall remain in effect until repealed by a specifically written new executive administrative order.

By order of the County Commissioners and in response to a pandemic event, Pend Oreille County employees are hereby directed as follows:

Authority's initials	Step	Effective date	Action
	1		Heightened respiratory hygiene and hand washing/hand sanitizing precautions are in effect. All coughs and sneezes must be covered.
	2		Employees who come to work with symptoms of fever and/or coughing or sneezing, are requested to go home or are required to wear a mask while at work. If they go home, their sick leave/annual leave bank will be charged.
	3		Employees and family members are encouraged to be vaccinated against the pandemic illness/disease if possible. The County will pay for the employee vaccinations received at the County's request.
	4		Employees who come to work with symptoms of fever and/or coughing and/ or sneezing will be sent home. Their time will be charged to administrative leave for that day and sick leave for any subsequent days.
	5		Employees who have sick family members will not be allowed on County premises. Their time will be charged to sick leave, vacation and compensatory time before leave without pay will be granted.
	6		Emergency declared by Tri-County Health Department.
	7		Emergency declared by Pend Oreille County Commissioners
	8		Vaccination is mandatory. Proof of vaccination will be required before any employee may report to work. Employees who are not vaccinated will not be allowed to work and must use sick leave, vacation and compensatory time before leave without pay will be granted.
	9		Employees will be screened upon reporting for work and in the event they display signs and symptoms of illness (based upon Health Department Guidelines) will be sent home. They will be charged to paid administrative leave on the first day and sick leave/vacation leave on any subsequent days.
	10		All employees, except those who are crucial to basic County emergency services or emergency operations management, will be sent home and not allowed to return to work until directed by the County Commissioners. Their time will be charged to paid administrative leave.

Pend Oreille County SAFETY ORIENTATION CHECKLIST

Directions: The following are safety topics supervisors should cover with new employees based on their job and type of appointment. Please check items below when completed or indicate "N/A" where not applicable. If there is information which is not noted here, but would be valuable to the employee's safety and health, please provide accordingly.

Employee Name: _____ Date Hired: _____

Employee's Title _____ Supervisor's Name _____

This checklist is a guideline for conducting safety orientations for employees new to the
_____ Department.

Check to indicate that the subject has been covered:

- ☐ Explain the department safety program and County policies, including:
 - a. Department Safety and Health Policy
 - b. Injury/incident reporting and investigation
 - c. How to report unsafe conditions and practices
 - d. Function of the Safety Committee and Safety Meetings
- ☐ Explain the department personal protective equipment (PPE) policy, including:
 - a. Job requirements
 - b. Use, maintenance, care and selection
 - c. Training
- ☐ Line of communication and responsibility for immediately reporting incidents. Report all illnesses/injuries to supervisor immediately.
- ☐ Review of the Hazard Communication Policy.
- ☐ Pertinent safety rules of the Department and Washington State Safety and Health Codes.
- ☐ First aid supplies/Bio-hazard kit, equipment, and training:
 - a. Location of first aid supplies/Bio-hazard kit
 - b. Names and locations of specified employees who have obtained First Aid and Bloodborne Pathogens (BBP) Certification
- ☐ Emergency plan:
 - a. Exit locations and evacuation routes
 - b. Location and use of fire extinguishers
 - c. Specific procedures (medical, fire, bomb threat, earthquake)
- ☐ Hazard Communication Program, to include the hazardous material that will be used by the employee. Each new employee orientation will include the following information

and training:

- a. An overview of the requirements contained in the Hazard Communication Standard. (Right to Know)
- b. Hazardous chemicals present at his/her workplace(s).
- c. Physical and health risks of the hazardous chemicals.
- d. The symptoms of overexposure.
- e. How to determine the presence or release of hazardous chemicals in the work area.
- f. How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- g. Steps the department has taken to reduce or prevent exposure to hazardous chemicals.
- h. Procedures to follow if members/employees are overexposed to hazardous chemicals.
- j. How to read labels and review Safety Data Sheets (SDS) to obtain hazard information.
- k. Location of the SDS file and written hazard communication program.

☐ Vehicle safety:

- a. Use of seat belts
- b. Departmental procedures
- c. Reporting of vehicle accidents
- d. Use of cell phone

☐ Personal work habits:

- a. Good housekeeping practices
- b. Proper ergonomic techniques - lifting, computer work
- c. Smoking policy
- d. Inattention and safety
- e. Employee responsibilities

The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and member/employee accept responsibility for maintaining a safe and healthful work environment.

Date

Supervisor's Signature

Date

Employee's Signature

Note: Please return a copy of this signed, completed checklist to Human Resources to be placed in the employee's personnel file. The supervisor and employee shall both keep a copy.

EMPLOYEE WORK INJURY REPORT

No. _____

NOTE: This Employee Work Injury Report Must Be Received By The Safety Officer Within 24 Hours After Injury.**COMPLETED BY EMPLOYEE:**

Name _____ Department _____
 Job Title _____ Shift Worked: Hours From _____ To _____ Days From _____ To _____
 Date of Injury _____ Time of Injury _____ Witnesses _____

Describe Accident (Where Were You? What Were You Doing? What equipment or machines were you using? What was the object or substance involved?) Please be as detailed as possible. Use the back of this sheet if necessary.

Date, Time And To Whom Reported? _____

Was medical attention needed? _____ If so, name of hospital or physician seen. _____

Note to employee: If no physician is consulted but you find it necessary to see one at a later date, please notify the Safety Officer.

Possible preventative measures that could have been taken or should be taken. _____

Employee's Signature: _____ Date: _____

COMPLETED BY DEPARTMENT HEAD OR SUPERVISOR:

Date and time accident was reported to you: _____

Describe in full how the injury occurred _____

Do you expect time loss? _____ If so, how many hours or days? _____ Is medical treatment required? _____

CAUSE: In the following list of conditions and acts identify the basic cause with an 'X'. Identify a contributing cause with an 'O'.

Unsafe Conditions

- ☐ Inadequately Guarded
☐ Unguarded
☐ Defective Tools, Equipment or Substance
☐ Unsafe Design or Construction
☐ Hazardous Arrangement
☐ Unsafe Illumination
☐ Unsafe Ventilation
☐ Unsafe Clothing
☐ Insufficient Instruction

Unsafe Acts

- ☐ Operating Without Authority
☐ Operating at Unsafe Speed
☐ Making Safety Devices Inoperative
☐ Using Unsafe Equipment or Equipment Unsafely
☐ Unsafe Loading, Placing, Mixing
☐ Taking Unsafe Position
☐ Working or Moving on Dangerous Equipment
☐ Distraction, Teasing, Horseplay
☐ Failure to Use Personal Protective Devices

GUIDES TO CORRECTIVE ACTION: Based on the cause checked above, I am taking the following corrective action:

Unsafe Act: ☐ Stop the Worker ☐ Study the job ☐ Instruct (tell, show, etc) ☐ Follow-up ☐ Enforce
 Unsafe Condition: ☐ Remove ☐ Guard ☐ Warn ☐ Supervisory training

If Supervisor can't handle, then recommend to: ☐ Own boss; ☐ Safety Committee; ☐ Maintenance Dept.; or ☐ _____;

Further Recommendations: _____

Supervisor's Signature: _____ Date: _____

Bomb Threat Checklist

Exact time of call:

Exact words of caller:

Questions to Ask:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

Caller's Voice (circle all that apply)

Calm	Slow	Crying	Slurred
Stutter	Deep	Loud	Broken
Giggling	Accent	Angry	Rapid
Stressed	Nasal	Lisp	Excited
Disguised	Sincere	Squeaky	Normal

If voice is familiar, whom did it sound like?

Were there any background noises such as music, machinery, or other sounds?

Remarks:

Person receiving call:

Telephone number call received on:

Date: