



# Safety Manual

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## **1.00 SCOPE AND PURPOSE**

The development and implementation of the Martin County Safety and Health Loss Control Program and its assigned responsibilities are in accordance with the Occupational Safety and Health Act (OSHA) and other State and Federal regulations.

The justification to these guidelines and requirements is essential for a Safety and Health Loss Control Program to complete its primary objective of reducing injuries to employees and damages to County property.

This Safety and Health Loss Control program adopts all required Federal, State, and local laws and regulations.



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## 1.01 OBJECTIVES

The objectives of the Safety and Health Loss Control Program are:

- Reduce Employee Injuries
- Reduce Workers' Compensation Losses
- Reduce Property Losses
- Reduce Self-Insurance Funding Requirements
- Reduce Insured Losses And Resultant Insurance Premiums
- Reduce The Impact Of Losses On The Operating Budget
- Avoid Civil And Criminal Sanctions Relating to Non-Compliance with Environmental Regulations



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## **2.00 SAFETY POLICY STATEMENT**

People are our most important asset - their safety our greatest responsibility. This safety program, developed to assure compliance with Federal, State, and Local regulations, is our commitment to protect our employees against occupational injury or illness, and to prevent property damage and interruption of operations. This commitment extends to the protection of those we serve, the general public.

Management and supervisory personnel will be accountable for the safety of the employees working under their supervision. Supervisors are expected to see that all operations are conducted in a safe manner at all times.

As employees, we have the responsibility for our own safety, and also for the safety of our family, fellow employees, and the community. All employees are expected to follow safe procedures and take no unnecessary chances. It is required that all safeguards and safety equipment provided be used, and that we make safety a part of our job.

Good safety records reflect the quality of management, supervision and the work force. Our policy is to accomplish work in the safest possible manner consistent with good work practices. Management at every level is charged with the task of translating the policy into positive action.

Approved November 1, 2003

By:

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Administrator  
Martin County Board of County Commissioners



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## **3.00 SAFETY PROGRAM RESPONSIBILITY**

### **3.01 HUMAN RESOURCES DIVISION**

The Human Resources Division is responsible for the coordination and implementation of the Safety Program under direction of the Risk Management/Human Resources Coordinator and will oversee all necessary actions are taken to produce a positive reduction in accidents and their causes.

The Human Resources Division will:

1. Provide technical guidance and direction to personnel in all levels of management in the implementation of the safety program.
2. Coordinate with departments on design and use of equipment and safety standards.
3. Oversee the inspections of facilities to detect existing or potential accident and health hazards, and recommend corrective or preventative measures where indicated.
4. Review the investigation of accidents and injuries.
5. Provide management with accident data for use in promoting accident and property damage prevention programs.
6. Recommend adequate protective clothing and equipment for use by personnel requiring such items.
7. Coordinate the monthly Safety Team meetings, distribute current publications and reports to all departments promoting prevention of occupational injuries, occupational diseases, vehicular collisions, and damage to equipment and materials.
8. Coordinate periodic audits of each department to evaluate compliance with the safety program.
9. Take appropriate action to stop hazardous jobs when safety precautions are not being enforced.

### **3.02 DEPARTMENT DIRECTOR**



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Each Department Director has the full authority and responsibility for maintaining safe and healthful working conditions whether it be in the field, in the shop, or in the office. Although personal exposure to hazards varies widely from department to department, it is expected that an unrelenting effort will be directed toward controlling injuries, liabilities, and waste of material.

Each Department Director will conduct a pro-active departmental safety program as described below:

1. Provide leadership and positive direction essential in maintaining firm loss control policies as a prime consideration in all operations. Set an example of safe work habits and follow all safety regulations.
2. Hold each manager fully accountable for the preventable injuries that occur to employees under their supervision.
3. Hold departmental safety meetings at least once per month in accordance with Section 5.00 "Departmental Safety Meetings" of this manual.
4. Ensure department representation at County Safety Team meetings.
5. Ensure required safety inspections are conducted.
6. Ensure that all safety policies and procedures are complied with by all personnel under his/her direction at all times.
7. Demonstrate a personal concern for each worker who has been involved in a vehicular collision or job related injury.
8. Ensure that personnel are trained and retrained when necessary in safety procedures and existing policies for each job they must perform.
9. Ensure all employees are instructed and understand the use and need for personal protective equipment, and ensure all necessary safety equipment and protective devices are available and used properly.
10. Encourage employees to make suggestions and written comments in regard to safety and follow-up as appropriate.
11. Ensure that all accidents are thoroughly investigated, recorded, and promptly reported and that prompt corrective action is taken whenever hazards are recognized or unsafe acts are observed.



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12. Conduct an annual safety evaluation of each supervisor under his/her supervision based on the performance of the duties and responsibilities listed in Section 3.03 "Supervisory Personnel" of this manual.



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## **3.03 SUPERVISORY PERSONNEL**

A supervisor has full responsibility for the actions of his/her employees in the safe performance of the jobs within his/her operating area. The supervisor has full authority and must enforce the provisions of this safety program.

Each supervisor will conduct a pro-active departmental safety program as described below:

1. Assume full responsibility for safe working areas for his/her employees, and ensure that all safety policies and programs are fully implemented.
2. Conduct thorough employee orientations for all new employees and prepare appropriate documentation.
3. Be fully accountable for injuries regarding his/her employees.
4. Demonstrate a personal concern for employees under his/her supervision who have been involved in a job related injury or a vehicular collision.
5. Take the initiative in recommending corrective actions for hazards at County facilities, or in work procedures, employee job knowledge, or employee attitudes.
6. Enforce all work policies and procedures, being impartial, and take disciplinary action against those who fail to conform and give prompt recognition to those who perform well.
7. Ensure that each employee is fully trained for the job that he/she is assigned to and that he/she is familiar with published work rules.
8. Ensure that untrained employees are not permitted to operate any mechanical or electrical equipment involved in operations.
9. Inspect work areas, tools, and equipment on a regular basis. Correct unsafe acts and unsafe conditions immediately when noted.
10. Provide instructions to all employees regarding the proper reporting of all accidents and incidents.
11. Conduct thorough accident investigations of all accidents and injuries involving his/her employees. Offer corrective suggestions and follow-up





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on all corrections and changes made.

12. Hold safety meetings at least once per month in accordance with Section 5.00 "Departmental Safety Meetings" of this manual.
13. Set an example of safe work habits and follow all safety regulations.



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## 3.04 EMPLOYEE

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injury to themselves or others.

Each employee will:

1. Report all unsafe conditions and acts to their supervisor.
2. Be individually responsible to keep themselves, fellow employees, equipment, and the general public free from incident.
3. Keep work areas clean and orderly at all times.
4. Follow prescribed procedures during an emergency.
5. Report all accidents immediately to their supervisor.
6. Be certain that they understand instructions completely before starting work.
7. Learn to lift and handle materials properly.
8. Avoid engaging in any horseplay and avoid distracting others.
9. Review the educational materials posted on bulletin boards or distributed in their work areas.
10. Know how, and where, medical help may be obtained.
11. Do not damage or destroy any warning or safety device, or interfere in anyway with another employee's use of them.
12. Operate only machines and equipment authorized by their supervisor.
13. Use only the prescribed equipment for the job and handle it properly.
14. Wear required protective equipment when performing their job duties. Dress safely and sensibly.
15. Set an example of safe working habits and follow all safety regulations.



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## 3.05 ENFORCEMENT

Enforcement is necessary to make sure workers do their part in protecting their own safety.

- All inspections will be conducted at least once a year to make sure energy control procedures are being carried out.
- Enforcement of safety rules will be fair and uniform.
- You will be informed of the penalties for failure to follow written procedures.



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## **4.00 SAFETY TEAM**

### **4.01 PURPOSE**

To provide a pro-active safety program that will insure a safe and healthful workplace for all employees of Martin County by promoting education and accident prevention while maintaining compliance with all Federal and State safety regulations.



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## **4.02 TEAM MEMBERSHIP**

Membership should reflect organizational diversity and full departmental representation is required. Team composition should include equal representation by management and the general employee population. Membership may be comprised of employee volunteers and/or departmental designees.

Department Directors are responsible for insuring departmental representation at all meetings.



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## **4.03 INCIDENT REVIEW**

The Team will be guided by the principle that damage or injury is PREVENTABLE if the opportunity existed for alternate action which could have been reasonably taken in an effort to prevent the injury or damage. In addition, the Team will also give full consideration to the occupational hazards inherent in the nature of where the work was performed by the employee.

- After carefully reviewing and evaluating the facts, the Team will determine whether or not the accident, injury, or damages were preventable.
- Recommendations will be directed to the individual Department Director.
- The Department Director will have thirty (30) days to respond to the recommendations.
- If the Department Director fails to respond within the specified time frame, the recommendation will then be forwarded to the County Administrator for further action.



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## **5.00 DEPARTMENTAL SAFETY MEETINGS**

All Departments will be required to conduct safety meetings at least quarterly. Due to the higher risk of exposure to hazards, the Operating Divisions (Field Maintenance, Vehicle Maintenance, Building Maintenance, Park Maintenance, Utilities, Solid Waste, Fire/Rescue and Marine Safety) will be required to conduct monthly safety meetings. The meetings will provide employees with up-to-date safety information. Supervisors will discuss various aspects of job safety, as it pertains to the work to be performed. In addition accidents that have occurred within the department during the previous month will be reviewed, and a discussion will follow with regard to corrective action that must be taken to prevent recurrence.

An effective safety meeting must be planned and prepared in advance. All meetings must be divided into two (2) sections; First, the presentation itself. Then a question and answer period.

Safety issues to be discussed will include:

1. Unsafe conditions and outstanding deficiencies noted in safety inspections.
2. Accidents that have occurred including cause and corrective action taken.
3. Site audits that have taken place and the results.
4. The discussion of upcoming activity and required training.
5. Monthly safety objective is to be reviewed.

The supervisor will enter on an attendance log the date, his/her name, and topics discussed. Each employee will sign the attendance log and a copy of the log will be sent to the Human Resources Division for record retention. The original will remain with the supervisor.



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## **6.00 EMPLOYEE SAFETY TRAINING AND ORIENTATION**

Each employee who reports to work will be given a general safety orientation as part of the general hiring practices prior to being allowed to actually go to work. A positive attitude toward working safely will be stressed, and the employee will be advised that safety is a condition of employment. On reporting to his/her department a further orientation will be provided by the Supervisor. The Safety Program will be explained and safety responsibilities will be clearly defined. Each supervisor conducting the orientation will complete the new employee checklist and maintain a copy of this checklist in the employee personnel file.





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## 6.01 NEW EMPLOYEE SAFETY TRAINING CHECKLIST

The Supervisor should tour department and related facilities with employee and discuss hazards of their work area and the following:

- .. Rules regarding lunch and break periods.
- .. Where to keep tools, personal belongings; such as lunch, outerwear, and clothes changes if required.
- .. Location of first aid and/or medical facilities.
- .. Location of fire extinguishers and fire exits.
- .. How to report fires and other emergencies.
- .. Procedures for emergency evacuation of the work site.
- .. Personal protective equipment issued and why required on this job.  
Procedures for obtaining, cleaning, repairing, replacing personal protective equipment and clothing.
- .. What to do in the event of an injury/illness.
- .. What to do in the event of a non-injury accident (incident).
- .. How to handle unsafe/unhealthy conditions.
- .. Personal clean-up rules.
- .. Departmental housekeeping rules.
- .. Specific safety and health rules applicable to the department or area (including reasons for having the rules).
- .. Special materials handling, where required.
- .. Hazard Communication, Right to Know and location of MSDS sheets
- .. Confined Space Entry, and other permits, where required.
- .. Disciplinary policy for violation of safety rules.
- .. Provide new Employee with copy of Safety Manual
- .. No Smoking Areas.
- ..

Other: \_\_\_\_\_

Employee Name: \_\_\_\_\_

(Please Print)

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

(Please Print)



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Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **7.00 ACCIDENT REPORTING & INVESTIGATION**

All accidents/incidents having either an immediate or potential effect on the safety and well being of employees or citizens must be reported and recorded immediately following the accident/incident. These accidents/incidents must be reported to the immediate supervisor or to the Human Resources Division.

When an accident/incident occurs prompt and appropriate attention and assistance must be provided to the party or parties involved. Supervisory personnel will immediately conduct investigations to obtain details of the accident, and take precautions to prevent recurrence.

When an accident occurs in which there is either an injury or a suspected injury appropriate medical attention must be obtained for the injured party or parties. It is the employee's responsibility to report all injuries or illnesses immediately so that appropriate medical attention can be provided and appropriate report forms completed.

The supervisor in the area in which the accident occurred must immediately determine the factors that led to it, and take the necessary precautions to prevent recurrence. The supervisor and the employee (if available) must then complete the Notice of Injury, DWC-1, as well as the Accident Investigation Report.

Failure to report injuries or illnesses immediately following the occurrence may result in loss of benefits.

The Notice of Injury, when completed, must be forwarded to the Human Resources Division within 24 hours.



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## 7.01 RECORD KEEPING

Records provide the information that enables management to determine where the accidents are occurring and the types of accidents that are most costly. By reviewing and analyzing this information on a monthly basis, management can direct its efforts in accident prevention by concentrating on the locations and the types of accidents causing the highest frequency so that control measures can be implemented.

Records of all accidents must be maintained. These records must provide:

- A. Date, time, and location of accident
- B. Person(s) involved
- C. Nature of the accident
- D. Damage/injury
- E. Cause(s) of the accident
- F. Corrective action taken
- G. Safety Equipment

These records must be kept current to within seven (7) days and reviewed monthly for trends.

All records and logs of Notice of Injury reports, as well as investigative reports, will be maintained in accordance with all applicable State and local rules and regulations.



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## **7.02 ACCIDENT INVESTIGATION AND INJURY REPORTING PROCEDURES**

### **SCOPE**

This section applies to all Departments of the County and covers all accidents/incidents involving County employees, and/or the general public.

### **PURPOSE**

This section establishes uniform procedures for investigating and reporting accidents and injuries.

These procedures will provide the information needed to identify causes of accidents and injuries in our operations and enable management to develop methods for preventing them from recurring.

### **AREAS OF APPLICATION**

This section requires the investigation and reporting of the following:

- Near-miss incidents - Major incidents only.
- Workers' Compensation cases - Employee work related injuries or illnesses:
- First-Aid cases - (Reporting only) Any one time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care.
- Medical Treatment cases - Includes treatment of injuries that required a physician or registered professional person. Injury does not require lost work time.
- Restriction of Work - The number of workdays on which, because of injury or illness, the employee was assigned to another job on a temporary basis or the employee worked at a permanent job less than full-time, or the employee worked at a permanently assigned job, but could not perform all of the duties normally connected with it.



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- Lost Workdays - The number of workdays on which the employee would have worked but could not because of occupational injury or illness.
- General Liability cases - Bodily injury (non-employee) or damages to the property of others, not connected with a motor vehicle.
- Automobile Liability cases - Bodily injury (non-employee) or damages caused to property arising out of ownership, maintenance, or use, including loading or unloading of any motor vehicle.
- Property damage cases - Damage caused to property by employees, general public or natural occurrences.

Accident investigation reports, Notice of Injury Forms, and/or General Liability/Automobile Loss Notices shall be completed by the location management for all accidents/incidents listed in this section.

## **RESPONSIBILITY**

The immediate supervisor is responsible for the work area where the accident occurred and must immediately submit a written accident report on the prescribed accident report form to the Department Director on all types of accidents.

The Department Director will review and approve all written reports and submit them to the Human Resources Division within 24 hours after the accident/incident occurs.

It may not be necessary to conduct a meticulous on-site accident investigation for minor cases. The Department Director shall determine the extent of the investigation necessary, based on the severity of the accident/injury and the circumstances surrounding the accident/injury.

The Human Resources Division shall be responsible for reviewing, analyzing, and then submitting all Accident Investigation Reports, Notice of Injury Forms, and/or Liability Loss Notices to the Third Party Administrator (TPA). All correspondence, contacts, and inquiries will be made via the Human Resources Division representative handling these claims.



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## **7.03 INVESTIGATION PROCEDURES - Workers** **Compensation/General Liability**

1. Investigate the accident/incident as quickly as possible.
2. Determine extent of injury (if any) and medical treatment required.
3. Talk with the injured individual, if possible, and/or others who saw the accident. Stress getting the facts - not placing blame or responsibility.
4. Inspect the area where the accident occurred, if possible. Listen for clues in the conversation of others.
5. Review and analyze the situation to determine the immediate cause and all underlying causes.
6. Review operating procedures, equipment, training, etc. for adequacy.
7. Take corrective action if it is within your authority. If corrective action requires higher authority, communicate this need to the Department Director immediately.
8. Proper Reports/Forms/Notices:
  - A. Near Miss Incidents:
    - Supervisor Accident Investigation Report - (to be determined by Department Director or Human Resources Division).
  - B. Workers' Compensation Cases:
    - LES Form SAF 200 (Division of Safety) to be maintained
    - Supervisor Accident/Injury Investigation Report (Blue)
    - Notice of Injury Form DWC-1
    - Wage Statement Form DWC-1a
  - C. General Liability Incidents:
    - Supervisor Accident Investigation Report (Yellow)



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9. All Completed Reports/Forms/Notices should be directed to the Department Director for review, approval, and immediately delivered to Human Resources to be forwarded to the TPA "Third Party Administrator.
10. If assistance is needed, immediately contact the Human Resources Division at (772) 288-5515.



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## **7.04 INVESTIGATION PROCEDURES - Auto Liability**

1. Driver Accident Investigation & Reporting:
  - A. Follow instructions in the ACCIDENT REPORTING KIT located in each vehicle.
    1. **STOP.** Do not move vehicle until police arrive.
    2. **PROTECT THE SCENE.** Turn on 4-way flashers. Set out warning devices.
    3. **NOTIFY HUMAN RESOURCES DIVISION** at (772) 288-5515. If necessary, complete **ACCIDENT NOTIFICATION CARD** and ask someone to call for you.
    4. Make **No Statement** about who was at **FAULT.** **DO NOT SIGN ANYTHING.** Make no promises about payment of damages.
    5. If the other driver admits being at fault, ask him/her to complete the **EXONERATION CARD.**
    6. Give your name, address, license number and insurance card to other involved parties and police.
    7. Ask witnesses to complete the **WITNESS CARDS.**
    8. Complete **MEMORANDUM ACCIDENT REPORT** at the scene.
    9. If your vehicle cannot be moved, take steps to minimize damage and to prevent theft.
    10. Give the complete report and cards to County personnel **ONLY** .
  - If a driver damages a vehicle or property and cannot locate the owner, the driver must leave his/her name and address, plus County information, in a conspicuous place.
2. Management Investigation:





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- A. Automobile Liability Reports and Notices:  
The Accident Investigation Report (yellow form ) should be completed by the supervisor, and the driver if available.
- B. For all motor vehicle incidents, a County representative designated by the Department Director will be sent immediately to investigate the scene of the accident. If warranted, the Human Resources Division will be notified and will proceed to the scene of the accident.
- C. All completed reports/notices (including the information in the Driver's Accident Reporting Kit) should be forwarded to the Department Director for review and then forwarded to the Human Resources Division.
- D. If assistance is needed, immediately call the Human Resources Division (288-5515).



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## **7.05 IMMEDIATE REPORTING PROCEDURES - (All types of incidents)**

1. The Department Director will ensure that immediate reporting of all incidents by telephone is made to the Human Resources Division to the following telephone numbers:

Telephone: (772) 288-5515  
Beeper: (772) 457-9185  
Fax: (772) 463-3218 (24 hours)

2. **All Notice of Injury Forms**, (DWC-1), must be forwarded within **24 hours** to the Human Resources Division via "fax" and followed up with hard copy via inter-office mail. The Department Director must review and initial all Notice of Injury Forms. The Human Resources Division will forward the forms to the Third Party Administrator "TPA" for claim processing.
3. All **other** Reports/Notices must be submitted to the Human Resources Division within 48 hours, via fax, and followed up in hard copy via inter-office mail.
4. If a Report/Form/Notice cannot be finalized within the specified time frame, a preliminary report shall be issued based on available information and facts and identified as such. Do not wait for all the information to send the Report/Form/Notice to the Human Resources Division. Notification must be made to the TPA within 7 days, or a penalty is or will be issued per State statute.
5. The designated Accounting/Payroll individual shall prepare and submit the "Wage Statement" (DWC-1a) for Workers' Compensation cases to the Human Resources Division.
6. Management can hand deliver all Reports/Forms/Notices within the prescribed time period to the Human Resources Division.
7. In the event of a serious injury, the County Administrator or his designee will notify members of the employee's family. Notification will not include a medical evaluation of condition; this will be left up to the medical professionals.



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8. A copy of all correspondence from insurance companies, doctors, lawyers, claimants, etc., received by County Departments must be sent to the Human Resources Division in order to maintain updated records for the County and assure information is forwarded to the TPA.



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## **7.06 TREATMENT OF INJURIES**

1. Self-administered first-aid can be conducted by the injured person for minor injuries only.
2. Whenever an employee sustains an injury or illness which requires medical treatment off premises, the following shall apply:

A. Ambulatory Injury Cases (Able to Walk)

1. Determine the extent of the injury. If the injury appears severe, such as a head injury, sharp pains, or labored breathing, request an ambulance.
2. Provide the necessary first aid care for the injured by a qualified first aid person.
3. Contact and advise the treatment center of the patient's name and injury.
4. Transfer the injured employee to the treatment center by an escort.
5. Notify the Department Director as soon as possible.
6. Contact the County Human Resources Division at (772) 288-5515.

B. Non-Ambulatory Injury Cases (Not able to walk)

1. Determine the extent of the injury.
2. Request an ambulance.
3. Provide the necessary first aid treatment for the injured by a qualified first aid person.
4. Have a County representative escort the employee to the hospital or treatment center to act as a liaison for the County and immediate family.
5. Contact the County Human Resources Division at (772) 288-5515.

- C. When an employee is treated by an outside medical establishment and has been released, a written statement from the treating physician authorizing his/her ability to return to work must be obtained before the employee is allowed to return to work. A copy of this release must be forwarded to the Human Resources Division.



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## Martin County Board of County Commissioners Accident/Incident Investigation Report **WORKERS COMPENSATION**

<b>COMPLETE AND SUBMIT TO HUMAN RESOURCES - WITHIN 24 HOURS OR NEXT BUSINESS DAY</b>		
<b>Check One:</b> <input type="checkbox"/> Reporting Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Sent to Doctor <input type="checkbox"/> Sent to Hospital		
Employee's Name:	Date of Accident/Incident: ____/____/____ Time: ____ a.m. ____ p.m. Injured part of the body:	
Medical Treatment Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Department:	Location of accident:	
Department/Location #:	Run # _____ Station # _____	
Describe accident in detail: (Attach additional sheet if necessary.)		
Forward any other additional reports (police, fire incident, etc.) as soon as possible. Provide all photographs with captions showing date and name of photographer.		
Witnesses:	Address:	Telephone #
Explain conditions you feel contributed to this accident: (Structures, equipment, tools, materials, etc.)		
Were safety rules and regulations being followed while performing this job? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain:		
What actions have been taken or will be taken to prevent recurrence of this or any similar accident? (Examples: Reviewed proper procedures with employee, held safety meeting, enrolled employee in SMILE training, Equipment repaired, Cleaned area and reviewed housekeeping procedures, etc.)		



\* Original forms are printed blue.  
\* (Back of form)

**EMPLOYEE - WRITE YOUR DESCRIPTION OF EXACTLY WHAT HAPPENED, USE ADDITIONAL SHEETS IF NECESSARY.**

*o In addition to Department Recommendations:*



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To: ☐ Safety Team Member ☐ Department Director ☐ County Administrator ☐ Other

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Department Response (If Requested):

Signature of Supervisor:

Date:

Signature of Department Director:

Date:

\*Original forms are printed blue.

Revised 08/2003

\* (Front of Form)

\*VMR# \_\_\_\_\_

Martin County Board of County Commissioners

## ACCIDENT/INCIDENT INVESTIGATION REPORT

**COMPLETE AND SUBMIT TO HUMAN RESOURCES - WITHIN 24 HOURS OR NEXT BUSINESS DAY**

**Check One:**

☐ Vehicle ☐ Damage To County Property ☐ Damage To Others (s) ☐ Other

**Date of Occurrence:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Time of Occurrence:**

\_\_\_\_ am \_\_\_\_ pm

**Department/Division:**

**Employee's Name** (only if employee was involved):

**Telephone #:**

**Name of Claimant(s)**

**Address:**

**Telephone #:**

**Was anyone injured in this accident/incident?**

**Name of Injured Person(s)**

**Type of Injury:** i.e. sprain/cut/bruise



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<input type="radio"/> YES <input type="radio"/> NO		
<b><u>If a Martin County Vehicle involved and/or damaged you MUST contact Vehicle Maintenance (288-5698) to obtain a VMR # and complete this section:</u></b>		
County Vehicle ID# _____ Year: _____ Make: _____ Model: _____		
Vehicle Identification (VIN) # _____		
Estimate of cost to repair/replace: \$ _____ Account # to Reimburse: _____		
Describe damages: _____		
Location of accident: _____ Run # _____ Station # _____		
Describe accident in detail: (Attach additional sheet if necessary.)          		
Forward any other additional reports (police, fire incident, etc.) as soon as possible. Provide all photographs with captions showing date and name of photographer.		
Explain any conditions you feel contributed to this accident (Structures, equipment, tools, materials etc..)		
Witnesses:	Address:	Telephone #
<b>What actions have been taken or will be taken to prevent recurrence of this or any similar accident?</b> (Examples: Reviewed proper procedures with employee, held safety meeting, enrolled employee in SMILE training, Equipment repaired, Cleaned area and reviewed housekeeping procedures, etc.)		
Print Name Report Prepared by:	Signature:	Date:
Print Title:	Signature:	Date:
Print Supervisor Name:	Signature:	Date:
Print Title:		Date:
Signature of Department Director:		Date:

\* Original Form Printed Yellow

Revised 08/2003

\* (Back of form)

**MUST BE SUBMITTED TO HUMAN RESOURCES WITHIN 24 HOURS OR NEXT BUSINESS DAY**

**EMPLOYEE - WRITE YOUR DESCRIPTION OF EXACTLY WHAT HAPPENED, USE ADDITIONAL SHEETS IF NECESSARY.**





# Safety Manual

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Forward any other additional reports (police, fire incident, etc.) as soon as possible. Provide all photographs with captions showing date and name of photographer.

## ===== Human Resources =====

☐ Concur with Department Recommendations  
☐ Preventable ☐ Not Preventable ☐ Unavoidable

☐ In addition to Department Recommendations:

To: ☐ Safety Team Member ☐ Department Director ☐ County Administrator ☐ Other

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Department Response (If Requested):

Signature of Supervisor: \_\_\_\_\_



# Safety Manual

*Signature of Department Director:*

*Date:*

*Date:*

Original Form Printed Yellow

## 8.00 INSPECTIONS AND AUDITS

### 8.01 AUDITS

A formal safety audit of each Department will be conducted periodically. Emphasis will be placed upon condition of facilities, equipment and machines, as well as implementation of the overall Safety Program, such as:

- A. Housekeeping
- B. Use of safety equipment
- C. Compliance with published safety regulations
- D. Condition of vehicles
- E. Proper maintenance of electrical equipment
- F. Proper guarding of open pits, ditches, and tanks
- G. Proper storage of flammable and combustible liquids
- H. Fire extinguishers, first aid kits, and emergency lighting
- I. Proper condition of power and hand tools
- J. Excessive dust levels
- K. Administrative compliance with the Safety Program and other pertinent regulations

Facilities and equipment noted to be unsafe for use will be tagged on the spot. Personnel who continue to use any item that has been tagged, or who willfully removes the tag before the unsafe condition is corrected, will be subject to disciplinary action.

Supervisors will inform all employees of any unsafe conditions that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent accidents.

Checklists and other appropriate material will be used for the areas being inspected. Emphasis will be placed upon standards adopted by Florida Statutes and other appropriate agency standards.

A follow-up inspection will be performed to ensure corrective action has been taken with regard to any recommendations promulgated as a result of the safety inspection.



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## **8.02     DEPARTMENTAL INSPECTIONS & AUDITS**

The Human Resources Division will coordinate periodic audits of each Department to assist them in the implementation and enforcement of the Safety Program.

Supervisors are expected to conduct daily inspections of their areas for the purpose of hazard identification and correction. The supervisor's inspection should include an inspection for physical hazards and employee work habits to determine if unsafe conditions are present or any unsafe acts are being committed by employees. Immediate corrective action on all hazards noted must be taken. A monthly report should be forwarded to the Human Resources Division on the status of the corrective actions taken of the identified hazards.

Department Directors are expected to ensure that all department managers and supervisors conduct a formal monthly safety observation audit of their areas, immediate corrective action is taken on all hazards noted, and a monthly audit forwarded to the Human Resources Division for review and follow-up.



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## **9.00 FIRST AID**

Emphasis is placed on the prevention of accidents and injuries. However, when an accident resulting in injuries occurs, prompt and knowledgeable treatment will, in many cases, prevent minor injuries from becoming major ones, and sometimes save lives.

The following first aid rules are established:

- A. All injuries, no matter how minor, are to be reported to the immediate supervisor.
- B. First aid kits will be maintained in all buildings. First aid kits will be carried on vehicles and equipment as needed.
- C. Supervisors will check first aid supplies on a periodic basis and replenish as needed per original contents.
- D. There may be cases in which an injured employee, while needing professional attention, could be transported to the hospital or physician by vehicle. There may be cases, however, in which it is important that the injured employee be transported by ambulance. If there is any doubt in the mind of a supervisor, foreman or crew leader in charge, it should be resolved by calling for Rescue. As an example, the following conditions would definitely indicate Rescue and ambulance service:
  - 1. Signs that the employee may be in shock or unconscious.
  - 2. Apparent fracture or break
  - 3. Hemorrhaging
  - 4. Severe abdominal cramps and/or vomiting
  - 5. Other symptoms of internal injury
- E. All animal bites, because of the possibility of rabies, must receive prompt medical attention. If someone is bitten, an attempt should be made to confine the animal. A report of the injury must be made as soon as possible.

## **10.00 GENERAL SAFETY RULES**



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1. Report all injuries, unsafe acts and/or conditions to your supervisor immediately.
2. Constantly observe work conditions, equipment, and tools for the purpose of preventing accidents.
3. Comply with all job safety instructions. Request help when unsure how to perform task safely.
4. Use all safety equipment which is required on the job. All prescribed safety and personal protective equipment should be used when required, and maintained in a working condition. No employee shall remove, displace, damage, destroy, or alter any safety device or safeguard furnished or provided nor shall anyone interfere in any way with the use thereof.
5. Advise supervisor of any faulty tools or equipment. Defective machines, tools, etc. will be reported and taken out of service at once.
6. Stop work if conditions are such that there is immediate danger to life, limb or property.
7. The safe way to do a job must always be found before going ahead. Contact your supervisor when in doubt.
8. Practice good housekeeping in your work area. Pick up your tools. Do not leave materials and scrap where they will be hazardous to others.
9. For your protection, obey all warning signs.
10. Fighting or horseplay will not be tolerated.
11. Whenever you are involved with any accident that results in personal injury or damage to property, no matter how small, the accident must be reported to the immediate supervisor. Get first aid promptly.
12. When lifting, use the proper lifting technique. (See section 10.03).
13. Know the nearest means of reporting a fire and the location, type, and how to use all fire extinguishers at your job location.

**VIOLATIONS OF SAFETY RULES OR SAFETY STANDARDS MAY  
RESULT IN DISCIPLINARY ACTION**



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14. Reporting to work under the influence of intoxicants, tranquilizers, narcotics, or other dangerous drugs, or possession of such, not prescribed by a doctor is prohibited and will result in disciplinary action. Report all medications prescribed by your doctor that may affect your work performance to your supervisor.



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## **10.01 HOUSEKEEPING**

### **GENERAL**

1. Good housekeeping is an important element of accident prevention and must be a primary concern.
2. Good housekeeping must be planned and carefully supervised.

### **STORAGE AREAS**

1. All materials shall be maintained in neat, stocked piles for easy access. Aisle ways and walkways must be kept clear and free of all materials and tools.

### **WORK AREAS**

1. All loose material and waste must be cleaned up immediately. The work area must remain free and clear of debris build-up so as to provide easy walking areas for all employees.
2. Spills of oil, grease or other liquids must be removed immediately or sprinkled with sand or oil dry.
3. Combustible waste, such as oily rags, paper, etc. must be stored in a safe place such as a covered metal container and disposed of according to Hazmat guidelines.
4. Adequate lighting must be provided in and around all work areas, passage ways, stairs, ladders and other areas used by personnel.
5. There must be free and clear access at all times to such areas as electrical panels, safety disconnect switches, fire extinguishers, emergency exits, eye wash stations, safety showers, etc.





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## **10.02 OFFICE SAFETY**

### **MACHINES**

1. Machines should not be placed near the edge of tables or desks.
2. Machines that creep or vibrate during operation should be secured in a manner to prevent movement.

### **FILE CABINETS**

1. File cabinets should be placed against walls or columns.
2. Do not overload drawers. Open only one drawer at a time to prevent the cabinet from tipping over.
3. Do not leave file drawers open.

### **FLOORS**

1. Floor finishes and/or carpet should be selected for anti-slip qualities. Well maintained floors/carpet will provide protection against slips and falls.
2. Defective tile or carpet should be reported for immediate repair.

### **PASSAGEWAYS/AISLES**

1. A minimum width of four (4) feet should be established for aisles. Obstructions such as waste baskets, telephone and electrical outlets, low tables, and office equipment must be kept where they do not present tripping hazards.
2. Stairways should be protected with anti-slip materials.
3. Doors should not open into the path of employee travel.
4. Assembly rooms should contain at least two exits which are clear of obstructions and usable in an emergency situation.



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## **ELECTRICAL**

1. Electrically operated machines and extension cords require that outlets and extension cords be arranged to avoid tripping hazards. If extension cords are required, they must be secured and covered to eliminate tripping hazards.
2. Circuits providing power must be adequately sized and covered so that no wires are exposed.
3. Do not overload wall outlets.

## **MATERIAL STORAGE**

1. Material should be stored so that in gaining access to these materials, normal traffic does not have to be crossed.
2. Materials should be stored neatly so that they will not fall or cause a tripping hazard.
3. Flammable or hazardous liquids used in offices must be stored and dispensed from approved safety containers. Bulk storage must be in a properly constructed fireproof room or cabinet.

## **LIGHTING AND VENTILATION**

1. Adequate lighting and ventilation must be provided in accordance with applicable standards.

## **LADDERS/STOOLS**

1. Ladders and stools used for reaching high storage should have non-skid safety feet attached, or be equipped with brakes that automatically lock when weight is applied.
2. Desk or chairs should not be used as stools for reaching high storage objects.

## **FIRE PROTECTION, PREVENTION AND EMERGENCIES**

1. Good housekeeping is essential in preventing fires.
2. Portable fire extinguishers must be conspicuously located and labeled. Extinguishers must be inspected and tagged annually, and maintained in a fully



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charge condition. Smoke detectors and/or alarm systems should be checked. Any malfunction should be immediately reported to the Building Maintenance Division.

4. A fire emergency procedure and a basic emergency plan must be developed. An emergency evacuation route should be posted. Evacuation must be practiced in accordance with current requirements.
5. The emergency telephone number for fire, police or medical emergencies is **911**.



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## 10.03 LIFTING SAFELY

To handle materials safely, lift everything **TWICE** (mentally and physically).

### 1. MENTAL LIFTING

Lift the load mentally and plan every step before physically lifting the load.

#### A. Size up the load:

- How much does the load weigh?
- Do the heft test
- How high is the load?
- Will it obstruct your view?
- Are there any sharp edges or slippery surfaces on the object to be carried?

If the object is too heavy or too bulky

**GET HELP**

**OR**

**FIND A BETTER WAY**

#### B. Check your travel pathway:

- How far do you have to carry the load?
- Check the path for:
  - obstacles underfoot or overhead
  - spills
  - lighting
  - traffic
  - (vehicle and people)
  - changes in elevation
- Prepare the pathway and always choose a clear route over the flattest surface.

### 2. PHYSICAL LIFTING



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1. Place your feet close to the object to be lifted, 8 -12 inches apart for good balance.
2. Bend your knees to a comfortable level.
3. Using your whole hand, grasp the object firmly. Hug it to your body!
4. Keep your back upright and use your leg muscles to lift the load.
5. Lift the load straight up, smoothly and evenly into the carrying position.

## **DO NOT TWIST OR TURN WHILE LIFTING!**

6. Once in the carrying position, to turn your body, change the position of your feet in the direction you want to go.
7. Setting the load down is just as important as picking it up. Using your leg muscles, comfortably lower the load by bending your knees. Remember to keep the load close to your body. When the load is securely positioned, release your grasp.



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## **10.04 PERSONAL PROTECTIVE EQUIPMENT**

### **GENERAL**

1. Each employee will wear suitable clothing for the job they are performing at all times. Suitable clothing means clothing that will minimize danger from moving machinery, hot or cold substances, sudden burns, etc.
2. When the use of personal protective equipment has been specified for hazardous work, its use will be mandatory as a condition of employment.
3. The Florida Workers' Compensation Law states as follows in Section 440.09 (4): "When injury is caused by the willful refusal of the employee to use a safety appliance or observe a safety rule required by statute, or lawfully promulgated by the division, and brought prior to the accident to his/her knowledge, the compensation as provided in this Chapter shall be reduced 25 percent (25%)."

### **HARD HATS**

1. Hard hats are required to be worn when employees are exposed to falling objects and overhead hazards. Hard hats that have been altered by drilling or cutting will not be permitted. The hard hat will be worn with the brim facing forward at all times.

### **GLOVES**

1. Work gloves are required where needed. Gloves are expected to be in good condition and suited for the type of work involved. If you are required to operate or work around drill presses, power saws and similar rotating machinery, you should not wear gloves. Use of special type gloves such as neoprene or rubber gloves will be required when handling chemicals.

### **SHOES AND BOOTS**

1. The wearing of sneakers, sandals, and shoes that are made of canvas or have holes or cuts in them are not permitted.
2. A leather work shoe/boot or safety shoe is required for use. These shoes or boots should provide support for the foot and ankle and also protection. Shoes and boots must be kept in good repair and those with worn heels or thin worn soles should be repaired or replaced.



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## **EYE AND FACE PROTECTION**

1. Approved eye and face protection must be worn wherever warranted by the work exposure.
2. Full face shields must also be worn when doing such work as grinding or chipping, or as appropriate for the task being performed.
3. Welders must wear a welders hood with lenses which have the correct color density for the type of welding involved. Welders helpers must wear the same, or at the minimum wear burning goggles with the correct color density lens.

## **HEARING PROTECTION**

When subject to sound levels exceeding the standard permissible exposure limit, hearing protection will be provided and used to reduce sound levels.

## **PROTECTIVE EQUIPMENT FOR SPECIFIC USE**

- A. Respirators  
Respirators will be provided for appropriate hazards and will be worn when there is an exposure to airborne contaminants such as fibers, dust, smoke, vapors, mist with levels exceeding the standard permissible exposure limit. The wearing of respiratory protection must be in compliance with OSHA Standard 29CFR1910.134.
- B. Safety Belts/Harnesses and Lanyards  
Safety Belts/Harnesses with Lanyards must be worn when working at elevated levels over ten (10) feet which are not protected by standard handrails or when working from suspended scaffolds.
- C. Floatation Vest  
United States Coast Guard approved floatation vests must be worn when required to perform work over water.
- D. Traffic Vests  
When required to work on the roadway in the immediate vicinity of moving traffic, as a minimum, a fluorescent orange or red traffic safety vest will be required to be worn.

## **10.05 HAND TOOL SAFETY**



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## **GENERAL**

1. Use hand tools only for the purpose for which they were designed.
2. Use tools that are in good condition. Worn or broken tools must be repaired or replaced.
3. Always use appropriate safety equipment.
4. Store tools that are not in use. Proper storage includes tool boxes, tool racks, and cabinets.
5. Do not leave tools on overhead work areas where they may fall and strike someone below.
6. Do not carry a sharp or pointed tool in pockets or belts unless the point or edge is protected with a cover.

## **HAMMERS AND SLEDGES**

1. Always wear appropriate eye protection.
2. Check behind you before swinging a hammer or sledge.
3. Keep your eyes on the object to be hit.
4. Never use a damaged hammer or sledge.

## **CHISELS AND PUNCHES**

1. Always wear appropriate eye protection.
2. Use a hammer or mallet with a striking face at least 3/8" larger than the punch or chisel face.
3. Keep chisels sharp and in good condition. Repair or replace dull or damaged tools.
4. Strike blows squarely; aim chisel/punch away from your body
5. All mushroom heads of chisels and punches shall be ground down to prevent spalling.





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## **WRENCHES**

1. Never use a "cheater" to increase leverage.
2. Whenever possible, pull on the wrench handle rather than push. Adjust your stance to avoid a fall if the wrench slips.
3. Repair or discard any worn or damaged wrenches.
4. Never use a hammer on a wrench unless it is the striking face type.

## **PLIERS**

1. Do not use pliers for cutting hardened wire unless specifically made to do so.
2. Never use pliers as a striking tool.
3. Use dielectric pliers and shut off power when working with electricity.

## **SCREWDRIVERS**

1. Use a screwdriver with the right type of blade, and one that properly fits the size screw.
2. Never use a bent or damaged screwdriver.
3. Do not use a screwdriver as a pry bar or a chisel.
4. Keep handles free of grease and oil.

## **HAND SAWS**

1. Always wear appropriate eye protection.
2. Keep saw blades sharp; re-sharpen, or replace blades that have lost good cutting teeth.
3. Lubricate hacksaw blades with light machine oil to prevent heat build-up which can cause the blade to break.
4. Store saws so that there is no chance for someone to fall onto or bump into the blade.



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## **10.06 POWER TOOL SAFETY**

### **GENERAL**

1. Follow all manufacturer's instructions regarding the safe storage, operation, and maintenance of power tools.
2. Do not use a power tool unless you have been trained on how to use it properly and safely.
3. All guards must be in place before operating the tool.
4. Appropriate eye protection must be worn when operating or working near power tools.
5. Do not wear loose fitting clothing or jewelry when using power tools.
6. Disconnect the tool before changing blades, bits, etc.
7. Remove chuck keys, etc. before using a power tool.
8. Disconnect power tools from the power source by pulling out the plug - do not pull on the power cord.
9. Make sure that tools are either double-insulated, or have three (3) prong plugs with grounded extension cords and receptacles.
10. Keep your finger off the trigger and make sure the switch is "off" before plugging in a tool.
11. Do not use electric tools that have worn or damaged plugs or cords.
12. Secure small pieces of work with a clamp, or in a vise.
13. When using power tools, keep the work area free of any trip hazards, or slippery conditions.
14. Never use compressed air to blow off equipment or clothing; use a brush.

### **SAWS**



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1. Do not jam or force saws into the work.
2. Portable saws should have a spring loaded operating switch.
3. Stay out of the saw's line of cutting.
4. Start and stop the saw outside the work piece.

## **CIRCULAR SAWS**

1. Wear appropriate eye protection.
2. Do not retract the lower guard while the blade is moving.
3. Use the retracting handle or safety lift lever to move the lower guard.
4. Do not clamp or tie the guard open.
5. Do not operate the saw if the guard is not working properly.
6. Keep your hand away from the blade while using the saw.
7. Keep the power cord out of the line of the saw cut.

## **DRILLS**

1. Wear appropriate eye protection.
2. Do not use dull or chipped bits.
3. Let the bit cool down before changing or adjusting.
4. Do not excessively force the drill into the work.

## **PNEUMATIC TOOLS**

1. Wear appropriate eye and hearing protection.
2. Pneumatic power tools must be securely attached to the compressed air hose.
3. Do not make adjustments to pneumatic tools until you are sure that no air pressure is being supplied to the hose or tool.



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4. Do not hoist, lower, or carry a tool by the hose.
5. Pneumatic impact tools must have safety clips or retainers to retain toolbits.
6. Follow the manufacturer's guidelines for safe operating pressures.
7. Locate all air hoses so they do not present a tripping hazard.

## **GRINDERS**

1. Wear appropriate eye protection.
2. Grinding wheels must be covered with a safety guard.
3. Tool rests must be well supported and be no more than 1/8" from the wheel.  
Never adjust a tool rest while the wheel is in motion.
4. Do not grind on the side of the wheel unless it is designed to be used as a side grinder.
5. Never leave a running grinder unattended.
6. Make sure the work area around the grinder is clear before starting it up. Stand off to one side of the grinder at start-up.



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## **10.07 LADDER SAFETY**

### **GENERAL**

1. Great care should be taken in the selection of the proper size and design of the ladder for the use intended.

### **STRAIGHT LADDERS**

1. Ladders must be selected to be of sufficient length to extend not less than thirty-six inches (36") above any platform or landing which they serve.
2. All portable straight ladders must be equipped with approved safety shoes.
3. Metal ladders should be marked with signs reading "CAUTION: DO NOT USE AROUND ELECTRICAL EQUIPMENT."

### **STEP LADDERS**

1. Step ladders must have positive locking spreaders which will be fully spread and locked when the ladder is in use.
2. Step ladders are not to be used as straight ladders. Workers are not allowed to work from the top two steps of a step ladder.

### **LADDER USAGE**

1. The feet of the ladder shall be placed approximately one-quarter (1/4) of its supported length away from the vertical plane of its top support.
2. Only light, temporary work should be performed from ladders.
3. Ladders shall not be placed in front of doors which open toward the ladder unless the door is locked or otherwise guarded.
4. Ladder feet shall be placed on a firm base, and the area in the vicinity of the bottom of the ladder shall be kept clear.
5. When using straight ladders, both the top and bottom of the ladder shall be secured to prevent displacement. Use ladder shoes, stakes, or other means of securing the ladder.
6. Ladders leading to landings, walkways, platforms, etc. must extend thirty-six



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(36") inches above this point and must be securely fastened to prevent moving.

7. Long ladders must be braced at intermediate points as necessary to prevent springing.
8. When ascending or descending ladders, face the ladder and use both hands to hold onto the side rails. If material must be moved from one level to another, a rope, block and tackle or other means must be used. Materials are not to be hand carried on ladders.

## **LADDER INSPECTION**

1. All ladders must be inspected frequently for deterioration and damage. Close visual inspection is recommended.

## **LADDER MAINTENANCE**

1. Wood ladders should be periodically treated with clear preservative such as varnish, shellac, or linseed oil. Ladders must not be painted as painting covers up structural defects. All metal fittings on wood ladders should be carefully checked for rusting or corrosion.
2. Metal ladders should have the rungs cleaned to prevent accumulation of materials that might destroy their non-slipping properties, and all metal fittings should be carefully checked for rusting or corrosion.
3. When not in use, all types of ladders shall be stored under suitable cover protected from the weather. Ladders stored horizontally should be supported at both ends and at intermediate points to prevent sagging of the middle section which tends to loosen the rungs and warp the rails.



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## **10.08 WELDING AND CUTTING**

### **GENERAL**

1. Never use oil or grease on any fittings or apparatus in contact with oxygen.
2. Blow out the cylinder valves before attaching the regulators to the cylinders.
3. Release the adjusting screw prior to opening the cylinder valves.
4. Never stand directly in front or in back of a regulator when opening the cylinder valve; stand so that the cylinder valve is between you and the regulator.
5. Always open the cylinder valves slowly. If a wrench is used, keep it on the valve.
6. An acetylene cylinder should never be opened more than one full turn.
7. Always purge the oxygen and fuel passages individually before lighting the torch.
8. Light the fuel gas first before opening the oxygen valve on the torch.
9. Follow the procedures as outlined. Do not take short cuts or use defective equipment.
10. Never begin any welding or cutting without removing all flammable and combustible materials from the area and using flash curtains where appropriate. A hot work permit must be issued when performing hot work in a confined space. (See section 12.00 Confined Space/Vessel Entry)
11. Always check to see that you have appropriate fire protection equipment immediately available before doing any welding or cutting.
12. Do not wear flammable or disposable type clothing.

### **PROTECTIVE CLOTHING**

1. Wear appropriate welding helmets, long sleeve shirts, leathers and welders gloves.
2. If grinding, chipping or buffing is done, a face shield must be worn.

### **EQUIPMENT AND INSPECTION**

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1. Equipment must be industrial rated, in good condition and conforming to OSHA requirements governing application, installation and operation of arc welding and cutting equipment.
2. Before each use, the following items must be inspected:
  - \* All leads for broken or cut insulation;
  - \* Electrode holders for broken insulators or worn holders;
  - \* Oil and fuels on gas or diesel powered units;
  - \* Both power and return leads to ensure they are the same lengths so that the return lead can be attached as close as possible to the work.

## **STORAGE OF COMPRESSED GAS CYLINDERS**

1. Inside of buildings, cylinders shall be stored in a dry, well-ventilated, well-protected location at least 20 feet from highly combustible materials such as oil, solvents, etc.
2. Assigned storage spaces shall be located where cylinders will not be knocked over or damaged by passing or falling objects, or be subject to tampering by unauthorized persons.
3. Cylinders shall not be kept in un-ventilated enclosures such as lockers and cupboards.
4. Empty cylinders shall have their valves closed.
5. Storage of empty cylinders shall be separated from charged cylinders. Storage racks shall be identified as to compressed gas cylinder content and condition ("Full," "Empty").
6. Valve protection caps, where cylinder is designed to accept a cap, shall always be in place, hand tight (except when cylinders are in use or connected for use).
7. Protection from solar radiant heat shall be provided where cylinders are directly exposed to sunlight.
8. Compressed gas cylinders shall be secured in an upright position at all times,





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including when being hoisted or transported.

9. Retention chains or straps will be provided on storage racks and carts so that compressed gas cylinders will be secured against falling.
10. Small, hand held compressed gas cylinders used for propane torches, gas detector test cylinders, etc. may be stored without use of retention chains or straps. However, attention should be given to storing these cylinders away from open flames or sources of heat, and in a manner that will protect the cylinder from being knocked over or damaged by work activities.

## **COMPRESSED GAS CYLINDER STORAGE AREA**

1. A 20 pound ABC rated fire extinguisher (minimum) shall be placed no closer than 25 feet, but not further than 75 feet to fuel gas storage areas.
2. Warning signs shall be conspicuously placed and shall read, "Danger-No Smoking, Matches or Open Lights or Flames," or other equivalent wording.
3. Inside buildings, cylinders (except those in actual use or attached for use) shall be limited to a total gas capacity of 2,000 cubic feet or 300 pounds of liquefied petroleum gas.
4. Oxygen cylinders in storage shall be separated from fuel/gas cylinders or combustible materials (especially oil or grease) a minimum of 20 feet, or by a noncombustible barrier at least five feet high having a fire resistant rating of at least one-half (1/2) hour.



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## **10.09 GROUNDS EQUIPMENT SAFETY**

1. Do not operate equipment until operator is trained and documentation is on file.
2. Equipment shall never be left unattended with motors running.
3. Whenever a machine is left unattended, make sure the key is removed from the ignition switch and the parking brake is set.
4. Areas to be mowed must be inspected for foreign objects. Wires, stones, bottle caps, sticks, etc. should be removed before mowing.
5. If a cutting unit strikes a solid object or vibrates abnormally, stop immediately, turn engine off, wait for all motion to stop, remove spark plug wire, and inspect for damage. A damaged reel or bed knife must be repaired or replaced before operation is continued.
6. Do not run the engine in a confined area without adequate ventilation. Exhaust fumes are hazardous and could be deadly.
7. Bystanders should be warned by the operator, whenever possible, of the danger of flying objects. **EXTREME CAUTION MUST BE EXERTED WHEN THERE ARE CHILDREN IN THE IMMEDIATE AREA.**
8. Become familiar with the controls and know how to stop the engine quickly.
9. Keep all shields, safety devices, and decals in place. If a shield, safety device or decal is defective or damaged, repair or replace it before operating the machine.
10. Do not carry passengers on the machine, and keep everyone away from the areas of operation.
11. Keep hands and feet away from the undercarriage of the mower.
12. Always wear substantial shoes. Do not operate machine while wearing sandals, tennis shoes, or sneakers. Do not wear loose fitting clothing because it could get caught in moving parts and possibly cause personal injury.
13. Always wear safety glasses, work boots, long sleeve shirt, and long pants, as appropriate, when operating equipment.
14. Mow only in daylight or when there is good artificial lighting.



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15. Check the safety interlock switches daily for proper operation. If a switch should fail, replace the switch before operating the machine.
16. All mowers must be equipped with approved hand and foot guards when in use.
17. Raise the cutting units when driving from one work area to another.
18. Do not touch engine, muffler, or exhaust pipe while engine is running or soon after it is stopped because these areas could be hot enough to cause burns.
19. Before servicing or making adjustments to the equipment, stop the engine, remove key from switch, and pull high tension wire off spark plug to prevent accidental starting of the engine.
20. To assure entire machine is in good operating condition, keep all nuts, bolts, screws, and hydraulic fittings tight.
21. To reduce potential fire hazard, keep the engine area free of excessive grease, grass, leaves, and accumulation of dirt.
22. If the engine must be running to perform a maintenance adjustment, keep hands, feet, clothing, and any other parts of the body away from the cutting units and any moving parts, especially the screen at side of the engine. Keep everyone away.
23. Engine must be shut off before checking oil or adding oil to the crankcase.
24. After mowing is completed, disconnect spark plug wire from the spark plug; remove dirt, grass, etc. from the top of the mower; place the mower in a dry location undercover.
25. Never refuel equipment while it is running.
  - a. Use an approved gasoline container.
  - b. Do not remove cap from fuel tank when engine is hot or running.
  - c. Do not smoke while handling gasoline.
  - d. Fill fuel tank outdoors and not over one inch from the top of the tank, or filler neck.



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- e. Wipe up any spilled gasoline.
26. Never attempt to lift or load a mower by yourself.



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## **10.10 TREE TRIMMING AND CHAIN SAW SAFETY**

### **GENERAL**

1. Before starting any tree operations, time should be taken to check the trees in the surrounding area for any dangerous conditions.
2. Except in case of emergency, tree work should be avoided when trees are wet during high winds, or storm situations.
3. Ask for assistance only from employees on the crew, never from bystanders.
4. Only physically fit persons should be allowed to climb.
5. Ropes shall be used for raising and lowering tools.
6. Ropes of suitable length should be used for lowering limbs.
7. Safety or climbing ropes should not be used for lowering limbs.
8. Ladders should not be used for tree trimming.
9. Ladders should be inspected frequently for damage.
10. Always call a warning before lowering limbs.
11. Never leave tools in trees during breaks, lunch hour, or overnight.
12. Special precautions should be taken when working around live wires.
13. All wires broken during tree work should be reported to the proper utility company.
14. Fallen wires should be guarded until servicemen arrive.
15. In case of contact with live wires, do not touch victim. Separate the victim from the wire by use of non-conductive materials. Call the Fire Department (Rescue).
16. Never walk with a chain saw running.
17. Always stand at the end of the saw when cutting, never at the side.
18. Avoid using the tip of the saw for cutting.



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19. Never replace chain on guide rail groove while motor is running.
20. Clean and check saw thoroughly and lubricate daily as required. Maintain a proper tension on the chain. Always inspect the saw for sharpness, as a sharp saw will reduce maintenance cost, and result in faster, safer, and easier cutting.
21. Goggles are mandatory when using chain saws.
22. Hard hats are mandatory when working overhead.
23. Never refuel chain saws while they are running.
24. Chaps should be worn when operating chain saws.
25. All chain saws must be equipped with a chain brake and anti-kickback devices.



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## **10.11 ELECTRICAL SAFETY**

1. Make sure all electrical tools and equipment are properly grounded or double insulated. Visually inspect daily for kinks, cuts and cracked jackets.
2. If an electrical tool sparks or tingles, take it out of service and tag for repair.
3. Always disconnect tools from power source before making adjustments or attachment changes. Follow lock-out, tag-out procedures.
4. Use three wire conductor ground receptacles and extension cords. Do not use cords with ground pins missing.
5. Protect cords from damage caused by traffic, sharp corners and pinching.
6. Do not use electrical power tools or equipment while standing in water.
7. Keeps cords out of puddles.
8. Do not splice cords.
9. Temporary lighting must have guards over the bulbs.
10. Do not use metal ladders near high powered electricity (assume all wires are "live" even when you have been told they are not).
11. Place cords so that they will not trip the operator or other personnel.
12. Disconnect by pulling the plug, not the cord.
13. Never use water to extinguish an electrical fire. Use a multipurpose-purpose dry chemical fire extinguisher or one with a "C" rating on the label.



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## 11.00 LOCK-OUT/TAG-OUT

### General

1. Most industrial accidents are caused by the uncontrolled release of hazardous energy. Many of these accidents can be prevented by proper Lock-Out/Tag-Out procedures.
2. Lockout/Tag-Out should be done when performing service or maintenance around any machine where you could be injured by the unexpected start up of the equipment or release of stored energy.

### Six (6) Step Procedure

1. Preparation for shut down

Before you turn off any equipment, in order to lock it or tag it out, you must know:

- a. The types and amounts of energy that power it.
- b. The hazards of that energy.
- c. How the energy can be controlled.

2. Equipment shut down

- a. Shut the system down by using its operating controls.
- b. Follow whatever procedure is right for the equipment so you do not endanger anyone during shut down.

3. Equipment isolation

- a. Operate all energy isolating devices so that the equipment is isolated from its energy sources.
- b. Be sure to isolate all energy sources - secondary power supplies as well as the main one.





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- c. Never pull an electrical switch while it is under load.
- d. Never remove a fuse instead of disconnecting.

## 4. Applying lockout/tagout devices

- a. All energy isolating devices are to be locked and tagged.
- b. Only the standardized devices that we supply are to be used for the lockout/tagout, and they are not to be used for anything else.
- c. Use a lockout device if your lock cannot be placed directly on the energy control.
- d. When lockout is used, every employee in the work crew must attach his personal lock.
- e. More than one employee can lockout a single energy isolating device by using a multiple lock hasp.
- f. For big jobs, a lockout box can be used to maintain control over a large number of keys.
- g. Tags should be attached at the same point as the lock or as close to it as possible.
- h. Fill tags out completely and correctly.

## 5. Control of Stored Energy

Take any of the following steps that are necessary to guard against energy left in the equipment, after it has been isolated from its energy sources.

- a. Inspect the system to make sure all parts have stopped moving.
- b. Install ground wires.
- c. Relieve trapped pressure.
- d. Release the tensions on springs or block the movement of spring driven parts
- e. Block or brace parts that could fall because of gravity



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- f. Block parts in hydraulic and pneumatic systems that could move from loss of pressure
- g. Drain process piping systems and close valves to prevent the flow of hazardous materials

## 6. Performing The Work

Look ahead, and avoid doing anything that could re-activate the equipment. Don't bypass the lockout when putting in new piping or wiring. Always Test and Try Out energy sources to verify all stored energy has been released.

## REMOVING LOCKOUT/TAGOUT

Make sure the equipment is safe to operate.

- Remove all tools from the work area.
- Be sure the system is fully assembled.

Safeguard all employees.

- Conduct a head count to make sure everyone is clear of the equipment.
- Notify everyone who works in the area that lockout/tagout is being removed.

Remove the lockout/tagout devices.

- Except in emergencies each device must be removed by the person who put it on.

In some workplaces, the last person to remove his lock may have extra duties.

- He may have to remove the hasp and lockout device.
- Tags should be removed, signed, and turned in.
- In some companies, the supervisor always removes last.



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## **12.00 CONFINED SPACE/VESSEL ENTRY**

### **PURPOSE**

The purpose of this program is to prevent entry of unauthorized personnel from entering confined spaces and to ensure employee safety when authorized entry into a confined space becomes necessary. When entry is scheduled, necessary and authorized, employees must be trained in each aspect of the job or task required of them. The employee must be trained before the first assigned duties under this section, each time the employee changes jobs or assigned duties, whenever there is a change in permitted spaces operation, or whenever the employer has reason to believe that there has been deviations from established entry procedures or inadequacies in the employee's knowledge of confined space entry. If the employee changes jobs in a confined space, the employee must be trained and qualified in that specific job in order to perform the new job.

### **GENERAL REQUIREMENTS**

Every area which meets all three of the following criteria is considered a confined space:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work
2. Has limited or restricted means for entry or exit
3. Is not designed for continuous employee occupancy.

### **INTRODUCTION**

A disturbing trend of accidental injury and death in the construction and industrial work area, associated with entering, working and exiting confined spaces, has necessitated a need for the Occupational Safety and Health Administration (OSHA) to develop a confined space entry program. The OSHA standard will make workers aware of the hazards associated with confined spaces and allow safe work practices when working in those areas. OSHA has determined that not only the injured worker, but many of the rescuers fall victim to the hazards of confined spaces. Between 250 and 300 fatalities and 13,000 injuries are attributed to Confined Space Entry each year. Over 60 % of the fatalities are attempting rescues. Prior planning is a necessity for proper procedural attempts at rescue.

This program will set the standard for Recognition, Testing, Evaluation, Monitoring and Entry of Confined Spaces and Rescue of Workers.

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Based on a review of confined space entry accidents, asphyxiation is the leading cause of death.

## **Sequence of Confined Space Entry**

1. Before entering a tank or other confined spaces, supervisory authorization must be obtained and a CONFINED SPACES ENTRY PERMIT must be initiated.
2. Prior to issuance of the permit, appropriate tests of the atmosphere must be made by authorized personnel from outside of the confined space to determine if established air contaminant limits are exceeded, or if the oxygen concentrations are less than 19.5 percent by volume. Tests must be made with the appropriate monitoring equipment. The person authorized to monitor the atmosphere must be trained in the proper use, calibration and care of the monitoring instruments and must remain at the site until all monitoring is completed.
3. If tests indicate the atmosphere is initially safe, but the work may produce a hazardous atmosphere from such processes as cutting and welding, distributing of accumulated sludge, or use of solvents, entry without respiratory protection will only be permitted subject to additional atmosphere testing by authorized personnel.
4. If tests indicate that the atmosphere is unsafe, the confined space must be ventilated until the hazardous atmosphere is removed, prior to employee entry.
5. If after ventilating the space, tests indicate a non-respirable atmosphere (less than 19.5 percent oxygen) or levels of toxic contaminants hazardous to health, no person will be allowed to enter unless equipped with an approved air-line respirator or a self-contained breathing apparatus, safety harness, and lifeline and has been properly trained in the use of that equipment.
6. The employee entering the space must wear protective clothing if the contaminant can cause dermatitis, chemical burns or can be absorbed through the skin.

## **The CONFINED SPACE ENTRY PERMIT will not be issued unless provisions have been made for:**

1. Constant communication and/or observation with an employee in the immediate area who is not in the confined space.
2. The training of personnel to inform Martin County Fire/Rescue of pending 'PERMITTED' CONFINED SPACE ENTRY work and completion status.



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3. Someone to be readily available who has been trained in cardiopulmonary resuscitation (CPR).
4. The contents to be drained and cleaned out and doors opened where provided. Further, all lines/pipes serving the confined space must be isolated by positive means which may include, but is not limited to, blanking, misaligning, and securing valves in a closed position. Closure of double valves with lock and tagout is preferred over single valve closure. All remote operated valves (ROVs) must be locked and tagged out and their energy source isolated and drained.

## **Special Considerations**

1. In potentially explosive or flammable atmosphere, non-sparking tools and portable vapor proof electric lighting not exceeding 12 volts must be used. Smoking, open flames and cutting or welding will be prohibited.
2. Personal protective equipment, such as coveralls, impervious gloves, boots, face and eye protection, must be used as required by the nature of the operation to be performed.
3. In the event of a sudden life threatening or otherwise potentially dangerous situation requiring immediate action which involves entry into a confined space as defined in this procedure, and in the absence of time to complete testing and ventilation procedures, the atmosphere will be considered as unsafe to enter without the use of an approved air-supplied breathing device.

## **Equipment**

1. A combination combustible gas/oxygen meter which samples for combustible vapors and oxygen deficiency simultaneously, is required. However, individual meters to sample for combustible atmospheres and oxygen deficiency may also be used.
2. Supplied air breathing apparatus, such as a self-contained respirator with full face piece operated in pressure demand mode (SCBA), or a supplied air respirator with full face piece operated in pressure demand mode with an



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emergency backup SCBA or escape bottle operated in a pressure demand mode must be used in atmosphere immediately dangerous to life and health (IDLH).

3. A supplied air TYPE C respirator, in either continuous flow or pressure demand mode may be used in areas which are not immediately hazardous to life and health (IDLH) and from which the user can readily escape.
4. **Harness and Lifelines:** A harness should be capable of retrieving an inert body in an upright position. A parachute type harness with a single lifting ring attached to the upper back, or with dual lifting rings attached to the shoulder straps, is recommended for work in open areas. Where egress through narrow openings is necessary, wristlets with attached lifting rings are required in addition to a body harness. Sufficient lifelines of at least one half inch manila must be provided to insure constant connection between the worker in the confined space and the attendant outside.
5. When using hose line supplied air units, breathing air must be delivered through a filter board. The air quality of compressor supplied air must meet the requirements as reflected in OSHA 29 CFR 1910.134.
6. **Ventilation:** A portable blower with a minimum capacity of 600 cfm at 1.5 inches static pressure should be used to supply air and ventilate the enclosed space prior to and during occupancy. If the space is large enough, additional air volume may be required.

## **Confined Space Definition**

Means a tank, vessel, silo, vault, pit, open topped space more than 4 feet (1.2m) deep, pipeline, duct, sewer, tunnel, (1) having limited means of egress and/or (2) not designed for continuous employee occupancy, and/or (3) has one or more of the following characteristics:

1. Less than 19.5% oxygen.
  2. Flammable/combustible, explosive atmospheres present or able to be generated or enter into an area.
  3. Toxic atmospheres present or able to be generated or enter into an area.
  4. Areas not protected against entry of water, gas, sand, gravel, ore, grain, coal, biologicals, radiation, corrosive chemicals, or any other substance which could possibly trap, suffocate or harm a person.
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5. Poor ventilation.
6. Restricts entry for rescue purposes.

## **Qualified Person**

A person designated by the employer, in writing, as capable (by education and/or specialized training) or anticipating, recognizing, and evaluating employee exposure to hazardous substances or other unsafe conditions in a confined space. This person shall be capable of specifying necessary control and/or protective action to ensure worker safety.

**MARTIN COUNTY UTILITIES  
CONFINED SPACE ENTRY PERMIT AND CHECKLIST**

Location: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_\_

\*\*Person(s) Entering Confined Space: \_\_\_\_\_

Attendant: \_\_\_\_\_

Purpose for Entering: \_\_\_\_\_

Space: \_\_\_\_\_

Gas Detector Unit #: \_\_\_\_\_

1. Minimum of 19.5% of oxygen Yes \_\_\_\_\_ No \_\_\_\_\_

2. Minimum of 10 ppm Hydrogen Sulfide Yes \_\_\_\_\_ No \_\_\_\_\_

3. Minimum of 10% Flammability Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*Name of Person Conducting Atmospheric Monitoring: \_\_\_\_\_

4. Means Used to Summon Rescue: \_\_\_\_\_

5. Unusual Hazards Known or Expected: \_\_\_\_\_

6. Purging: Blower Used: Yes \_\_\_\_\_ No \_\_\_\_\_ Other \_\_\_\_\_

7. Personal Protective Equipment Used: (Check items used.)

Lifelines and Harness \_\_\_\_\_ Tripod \_\_\_\_\_ Goggles \_\_\_\_\_

Rescue Air Pack (Available) \_\_\_\_\_ Hearing Protection \_\_\_\_\_

Respiratory Protection \_\_\_\_\_ (Name: \_\_\_\_\_)

Full Body Protection \_\_\_\_\_

8. Description of Work: \_\_\_\_\_

9. Isolation:

Electrical Lockout: \_\_\_\_\_

Mechanical Lockout: \_\_\_\_\_

Valves Off: \_\_\_\_\_

Influent Lines Plugged: \_\_\_\_\_

**Authorization:**

I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this confined space.

Name: (print) \_\_\_\_\_

Signature \_\_\_\_\_

**CONFINED SPACE ENTRY PERMIT**

Company \_\_\_\_\_ Location \_\_\_\_\_



Date of Request \_\_\_\_\_ Person Requesting \_\_\_\_\_  
 Telephone Number \_\_\_\_\_  
 Emergency Telephone No \_\_\_\_\_  
 Description \_\_\_\_\_ of \_\_\_\_\_ Work  
 \_\_\_\_\_  
 \_\_\_\_\_

Procedures: Safety Program - Confined Space/Vessel Entry

Lockout \_\_\_\_\_

Rescue Equipment \_\_\_\_\_

### ATMOSPHERIC TESTS

Time	%Oxygen	%LEL	Tested By	Equipment Used

Respiratory Equipment to be Used \_\_\_\_\_

Ventilation Equipment to be Used \_\_\_\_\_

**This Confined Space has been tested and inspected, and entry is authorized only between the hours of \_\_\_\_\_ on this date \_\_\_\_ / \_\_\_\_ / \_\_\_\_**  
**This Permit is subject to use of approved Confined Space Entry Procedures.**

Issued By: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time: \_\_\_\_\_

## CONFINED WORK PLACE PERMIT

NUMBER: \_\_\_\_\_

Date Needed \_\_\_\_\_ Time \_\_\_\_\_ AM  
PM Circle A B C D Shift  
Supervisor \_\_\_\_\_ Foreman \_\_\_\_\_  
Building \_\_\_\_\_ Unit \_\_\_\_\_ Room \_\_\_\_\_ Elevation \_\_\_\_\_  
Nature of Work (Not Craft Name) \_\_\_\_\_

Hot Work? Yes \_\_\_ No \_\_\_ Use Paint, Coatings, Solvents? Yes \_\_\_ No \_\_\_  
MSDS's on Hand? Yes \_\_\_ No \_\_\_

Number of Men in Confined Space \_\_\_\_\_ Craft \_\_\_\_\_

1. Valid only for date and shift indicated
2. Remove and return to Safety Office
3. Read carefully and follow all instructions
4. Dangerous equipment or motors must be de-energized, locked & tagged out, blinded, or isolated

### Following Completed By Safety Department

#### Safety Equipment/Precautions

	Required	Not Required
1. Ventilation	_____	_____
2. Continuous Air Monitor	_____	_____
3. Harness or Wristlets and Rope	_____	_____
4. Respirator: Dust ___ Organic Vapor ___	_____	_____
5. Air Line ___ SCBA ___ Respirator ___	_____	_____
6. Trained Standby Attendant	_____	_____
7. Fire Extinguisher	_____	_____
8. Low Voltage or Plugged into Ground Fault Circuit Interrupter	_____	_____
9. Communication Ability Verified	_____	_____

### Air Samples Required

Oxygen \_\_\_\_\_ Flammable Atmosphere \_\_\_\_\_

Reading: Oxygen \_\_\_\_\_ LEL \_\_\_\_\_

Sample Date and Time \_\_\_\_\_ Safety Rep. \_\_\_\_\_



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## MARTIN COUNTY

### MINIMUM EQUIPMENT FOR WORKING IN CONFINED SPACES

- Fresh Air Blower with Large Diameter Flexible Hose
- Air Testing Equipment (Oxygen, Combustible, Toxic)
- Harness, Life Lines, and Tripod
- Self-Contained Breathing Apparatus
- Inhalator and/or Resuscitator
- Protective Clothing (Boots, Gloves, Rainwear, Hard Hats, Face Shields, and Goggles)
- Explosion Proof Lights
- Communication Equipment
- First-Aid Kit
- Barricades, Traffic Cones, Vests, Warning Signs, and Flags



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## MARTIN COUNTY STANDARD OPERATING PROCEDURES FOR MANHOLES & LIFT STATION WET WELLS

It is the policy of Martin County Utilities Collection Department to maintain a safe working environment. Therefore, the following procedure will be observed when entering a "Confined Space."

1. If work area is in the line of traffic, D.O.T. traffic control procedures must be followed.
2. Manhole or top of the wet well will be opened just enough so that the atmosphere in the confined space can be tested, before entering.
3. The confined space will be ventilated with a blower device for at least 15 minutes before entry.
4. Full body harness will be worn by anyone entering a "Confined Space." Snap hooks must be used.
5. Person wearing the full body harness will have it attached at all times to a line suitable to their rescue (ropes are unacceptable).
6. Gas monitors will be attached to the full body harness.
7. Tools will be lowered and raised in buckets and not handed, dropped, or thrown.
8. There will be at least two (2) persons on the job site at all times when anyone enters a "Confined Space."
9. Area will be kept clean so as to prevent tools or equipment from being kicked into the area where a person is engaged in work.
10. Tools and equipment will be cleaned with antiseptic soap and clear water after they come in contact with sewage.
11. Rubber gloves and raincoats are available and must be worn whenever contact with contaminated materials is likely.
12. Everyone in contact with contaminated materials must wash thoroughly with antiseptic soap after job is complete.

### **13.00 MOTOR VEHICLE GUIDELINES**



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## **SCOPE**

These guidelines apply to all locations in the County of Martin and to County employees authorized to operate County vehicles.

## **PURPOSE**

This standard establishes uniform procedures for the safe operation of County vehicles by authorized vehicle operators.

Government sector vehicles are easily identified as such and thus constitute a travelling billboard seen by many citizens. Relationships with other motorists and pedestrians, while operating these vehicles, control an important influence on good or bad relations with the public. By courteous, considerate driving habits, good public relations can be developed.

## **Authorization Guidelines**

Only County employees are authorized to operate County vehicles. Volunteer employees are considered employees of the County and may operate County vehicles under the approval or direction of the Department Director.

Intentional abuse or reckless and/or negligent operation of any County vehicle will result in the suspension of the employee's vehicle privileges and is grounds for further disciplinary action.

## **Responsibility of County Drivers**

Regardless of the employee classification and whether or not a County employee drives a County-owned vehicle, eight hours a day or just occasionally, employees are responsible for the proper care and operation of that vehicle. Every employee who operates a County-owned vehicle is responsible for obeying all traffic laws and for compliance with the rules set forth in this section.

## **Operators License**

A current Florida vehicle operators license must be in an employee's possession at all times while operating a County-owned vehicle. In the case of commercially rated vehicles, the proper license (CDL) for weight and class must be valid and in the possession of the driver.

An employee whose position requires them to operate motor vehicles and whose driving privileges are suspended or revoked by a court of law must report this fact to their



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immediate supervisor within the next business day. Failure to report the loss, suspension, or change in license status will result in disciplinary action.

## **Pre-Operation**

Before operation, the driver will check the vehicle for any damage to the body or interior that may have occurred since the last period of operation. Particular attention should be given the following items, parts and accessories to determine that they are in satisfactory conditions and good working order:

- |   |   |
|---|---|
| 1. Brakes, including parking brake;                     | 6. Tires;   |
| 2. Headlights, rear lights, brake lights, turn signals; | 7. Motor Oil and Transmission Fluid Levels;                           |
| 3. Horn and windshield wipers;                          | 8. Seat belts;  |
| 4. Steering mechanism and fluid level;                  | 9. Clutch Travel (if applicable);                                     |
| 5. Mirrors - side view and rear;                        | 10. Emergency Equipment, i.e. flares, cones, fire extinguishers, etc. |

A Daily Vehicle Safety Checklist (on specific vehicles) will be completed to document this requirement. The driver is also responsible for assuring that the proper oil level is maintained and that proper fluids are added whenever needed. These items should be checked each time fuel is added to the tank.

Any defects noted, which would affect safe operation of the vehicle, will be promptly reported to the driver's supervisor. No employee shall be asked to operate or shall operate a County-owned vehicle that is unsafe for off-road or on-road operations, or does not meet the minimum standards of Florida Statutes.



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## **GENERAL GUIDELINES**

### **Use of County Vehicles**

County-owned vehicles are to be used for official County business only. They will not be used by employees for personal reasons, except as provided for under the Vehicle Assignment Policy.

### **Out of Town Travel/Meeting Attendance**

All use of County vehicles for out of town or late evening trips must be approved by the Department Director or division head responsible for the vehicle involved. The Department Director or the division head should keep a dated record of exceptional uses, including justification for each use. County vehicles should not be taken outside the State of Florida.

### **Transporting Persons in County Vehicles**

Professional associates and private citizens will not be transported in County vehicles unless such persons are being transported on official business, law enforcement matters, or as approved by the Department Director. Persons transported as such should have the same destination as the County employee and such use should not require other County employees with the same destination to drive additional vehicles. Family members may not be transported in a County vehicle, except as authorized by the County Administrator.

### **Transporting Equipment or Property**

When items of equipment, property, supplies, etc., are being transported, the driver will assure that all items are properly secured or tied in place to prevent them from shifting or falling from the vehicle.

### **Riding on Fenders, Hoods or Running Boards**

No person shall be allowed to ride on running boards, fenders, hoods, tailgates, dump beds, flat beds or roof racks of vehicles, when the vehicle is operating.

### **Obstruction to Driver's View**

No driver shall drive any vehicle when it is so loaded that the load obstructs their view ahead, to the right or to the side, or interferes with their control of the vehicle. No more than three (3) people shall ride in the front seat of a vehicle at one time.

### **Striking Unattended Vehicles**



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If a moving County vehicle strikes a vehicle standing or unattended or other property, the driver shall immediately stop and endeavor to locate the owner. If the driver is unable to do so, the driver shall call 911 in order for a police report to be completed.

## **Flags on Projected Loads**

Any vehicle having a load, which extends more than four (4) feet beyond the rear, shall have the end of the load marked with a red flag which shall be at least a twelve (12) inch square.

## **Coupling Devices**

A driver whose vehicle is towing a trailer, dolly, or other equipment will assure that the trailer hitch is securely latched and that safety chains are properly attached.

## **Alcoholic Beverages or Narcotic Drugs**

No person shall drive or be required or permitted to drive a County-owned vehicle while in the possession of, or under the influence of, any alcoholic beverage or non-prescription controlled substance. Employees who take prescribed medication or over-the-counter medications that will affect their driving abilities will report the use of that medication to their immediate supervisor.

## **Operations in Public Way**

Whenever work requirements make it necessary for a County-owned vehicle to block or obstruct traffic, the driver will place warning devices and/or traffic cones to warn oncoming motorists of the obstruction. Warning devices/cones will be placed far enough from the standing vehicle to give oncoming motorists adequate time in which to stop safely. Distance should be determined by:

1. street and weather conditions;
2. speed limit in area;
3. whether the vehicle is standing on a straight or curved roadway;
4. vehicles so equipped will use revolving yellow lights or blinkers as additional warning devices.

## **VEHICLE PARKING**

The safety circle check is designed to help prevent accidents by having the driver of County vehicles visually check the vehicle before it is entered and moved. By inspecting around the vehicle, the driver will be aware of all hazards and will take the





# Safety Manual

necessary action to prevent an accident. These guidelines in no way change the procedures of work zone placement of safety cones/signals used to direct traffic around work locations where road construction or other work is in progress.

## **Use of Safety Restraints**

The County recognizes the proven effectiveness of seat belts in reducing fatalities and severity of injuries resulting from motor vehicle accidents. Accordingly, all County vehicles must be equipped with seat belts and all occupants of County vehicles must properly wear seat belts.

## **Backing of Vehicles**

- A. Whenever possible, the driver of a utility type vehicle (pickup, van, etc.) will position his/her vehicle so as to avoid the necessity of backing later. Before entering the vehicle, the driver shall check the rear clearance of the vehicle. The driver shall not back the vehicle unless such movement can be made with reasonable safety and without interfering with other traffic.
- B. The driver of a **large truck or similar large vehicle with an obstructed view to the rear** shall not back such vehicle unless an observer signals that it is safe to do so.
- C. Before and during backing movements, the driver will: (1) check blind zones for objects not visible in rear-view mirrors; (2) watch both sides for proper clearance; and (3) back very slowly.

## **Special Equipment**

- 1. Special equipment such as tractors, Hi-Lifts, graders, plows, cranes, or any unit which has special devices added for specific types of work will require formal instructions prior to use by a driver. This special training will include the following:
  - A. Explanation and demonstration of all control devices.
  - B. Explanation and demonstration of all safety equipment.
  - C. Knowledge of maintenance items such as fuel, water, oil, or other minimum operating needs of the unit.



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- D. Demonstration of operation.
  - E. New driver operation under supervision with testing.
  - F. Instruction in driving to and from, or on or off a trailer, parking procedures and method for securing. A report of this training is to be submitted to the Human Resources Division.
- 2. Passengers will ride only in seats so designed for passengers and special equipment.
  - 3. Operators of special equipment with an obstructed view to the rear will always look around and have a person guiding them when backing.
  - 4. Construction-type equipment will travel at less than 20 miles an hour without exception. This equipment will use the right lane except when a left turn is required. Right-of-way will be given to all other motor vehicles. Headlights will be on at all times when driving. Triangular orange colored slow moving vehicle signs will be displayed on the rear of the vehicle.
  - 5. Use of special equipment without training on record and authorization will result in disciplinary action.

## **Accident Control**

Vehicular collisions are potentially the most costly losses that can incur when one considers the cost of property damage, bodily injury, fatalities, and liability lawsuits. Unless perfect driving is the rule, the cost of insurance can amount to proportions that will adversely affect every department in efforts to accomplish its mission and maintain good public relations.



# Safety Manual

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## **Responsibilities**

Supervisors having drivers working for them will assume the following responsibilities:

1. Full responsibility for the driving record of their employees while they are on duty.
2. Establish a firm requirement for personnel to fully adhere to established policies.
3. Enforce firm policies on disciplinary actions to be taken against employees who show a disregard for good driving practices and ensure that it is applied consistently.
4. Insist that all assigned vehicles are maintained and inspected for safe operations.
5. Perform a periodic inspection of assigned vehicles for safety discrepancies, malfunction, signs of abuse, unreported damage, and cleanliness and have these repairs made as soon as possible.
6. Review each vehicle collision and unsafe driving report with the employee and emphasize management's intolerance of irresponsibility behind the wheel.
7. Enforce the wearing of seat belts for all drivers and their passengers.
8. Ensure that only authorized personnel are allowed to operate all vehicles.

## **Employee Responsibility**

1. Employees are required to follow all defensive driving practices at all times.
2. Maintain a current valid and proper Florida State Drivers License and report any change in license status.
3. Conduct a daily check of their vehicle for operation of lights, directional signals, brakes and brake fluid, motor oil, windshield wipers and washers, tires, power steering, hydraulic systems, clutch, seat belts, etc.
4. Report all accidents immediately.
5. Follow all safety driving rules established.



# Safety Manual

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## **Procedures for Reporting Accidents/Breakdowns of Vehicles**

In the event that an operator of a vehicle is involved in a collision, regardless of the severity, the law enforcement agency **MUST** be called to the scene and required to prepare a report. The operator of the vehicle involved in the accident should provide all the necessary identification and insurance information to the other party involved.

Operators of vehicles should be sure that whenever a serious incident occurs, whether a breakdown, traffic collision, or vandalism, the Department Director is to be notified immediately.

## **Accident Review Procedures**

Because of the liability associated with motor vehicle accidents, County employee/drivers must understand the consequences of involvement in accidents. Every motor vehicle accident/incident involving an employee while operating a County-owned or leased vehicle will be reviewed by the Human Resources Division including: a review of the law enforcement officer's traffic accident investigation report, interviews with the driver(s) and witnesses, if any, and/or visit to the accident site.

If a vehicle driver is involved in an accident, the driver's driving privileges may be restricted until a determination can be made on whether the accident was preventable or not. An in-house departmental determination of the accident's preventability can be made on a temporary basis; however, the final judgment will be made at the monthly Safety Team meetings.



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## **APPENDIX I**

### **SAFETY CIRCLE CHECK**

#### **SAFETY CIRCLE CHECK - RESPONSIBILITIES**

1. Every County driver is responsible for safety circle checking his vehicle before it is entered and moved. The absence of safety cones does not relieve the driver of the responsibility of walking around the vehicle to observe for traffic hazards before entering and starting the vehicle.
2. Safety cones are not to be carried in the cab or in front of any vehicle, unless provisions have been made to secure it so that it remains immobile in the event of an accident. No line, rope or wire will be attached to the cone and attached to the vehicle.

#### **Use of Safety Cones**

1. Safety cones eighteen (18) inches high or taller, made of red-orange fluorescent plastic, will be used to remind the driver to check around the vehicle before it is moved.
2. The safety cones will be carried in the cargo area of all vehicles when not in use.
3. All drivers of County vehicles, including pickup trucks, utility trucks, flatbed trucks, dump trucks, boom trucks, etc., must adhere to these guidelines. County sedans and emergency vehicles are excluded from the usage of safety cones.
4. Supervisors are to ensure that the safety cones are being properly used and placed by the vehicle.
5. Failure to comply with the provisions of these guidelines will subject the employee to disciplinary actions.

#### **Parking Vehicles**

1. Vehicles are not to park in "No Parking" zones except in an emergency situation or in required performance of official duties. At those times a vehicle is parked in a "No Parking Zone", emergency blinkers will be on.

## **APPENDIX I (Continued)**



# Safety Manual

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## **SAFETY CIRCLE CHECK**

2. No vehicle is to be left unattended with ignition key left in the ignition.
3. All vehicles will be locked when not in use.
4. Except when working conditions require otherwise, parked vehicles must have motor stopped, emergency brakes set, and left in gear or park for automatic transmissions.
5. If on a down grade, turn front wheels towards the curb. If on an upgrade, turn wheels away from the curb. Set brakes and leave transmission in park or neutral for diesel vehicles.
6. Vehicles will not be parked on the wrong side of the street facing traffic except in the case of emergency.
7. Before leaving the curb, look to see that no cars are approaching from either direction and signal intentions.

## **SAFETY CIRCLE CHECK OF VEHICLE**

1. PARALLEL PARKING - Walk to the rear of the vehicle, facing traffic, pick up cone and place in truck. Then safety circle check completely by returning on the curb side around the vehicle to the driver's side before entering the vehicle
2. DIAGONAL, 90 DEGREE AND COMPOUND PARKING - When the front end is in, pick up the cone at the rear of vehicle and place in truck. Complete safety circle check by checking opposite side of the vehicle.

When the rear of the vehicle is pointed in, pick up the cone and place in the truck. Continue the safety circle check by walking around the entire vehicle.

## **MARTIN COUNTY**

### **SAFETY EQUIPMENT IN VEHICLES**



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Each service vehicle of Martin County Utilities shall carry the following safety equipment:

- A. 2 County Issued Fluorescent Colored Vests
- B. 2 D.O.T. Required Fluorescent Colored Traffic Cones
- C. 2 D.O.T. Required Fluorescent Colored Flags
- D. 1 County Issued Fire Extinguisher
- E. 1 County Issued First-Aid Kit
- F. 2 sets County Issued Ear Plugs

The driver of each vehicle shall be responsible for checking the service vehicle to make sure that the items are on the vehicle.

While the vehicle is parked on or near a street or highway or near other traffic, the following minimum procedures shall be used:

1. One traffic cone shall be placed at the front of the vehicle and one at the rear of the vehicle on the traffic side that the vehicle is parked.
2. Emergency flashers or yellow lights (if the vehicle is equipped) shall be left on the entire time that the vehicle is parked.
3. Flagman shall direct traffic when necessary by using red flags. Flagmen must wear fluorescent colored vests and comply with D.O.T. traffic work zone equipment.

The requirements listed above are to be used as minimum requirements. Be sure to provide additional protection when you feel that it is required. **PROTECT YOURSELF.**



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## **14.00 HAZARD COMMUNICATION/RIGHT-TO-KNOW**

### **SCOPE**

Martin County is firmly committed to providing each of its employees a safe and healthy work environment. It is a matter of County policy as well as a regulation under OSHA Hazard Communication Standard, 29 CFR, 1910.1200.

These standards were designed to provide employees with information about hazardous chemicals in the workplace and to inform employees that they have the right-to-know about the nature and hazard of these chemicals.

### **TRAINING PROGRAM**

The Martin County Human Resources Division has developed a Hazard Communication/Right-To-Know training summary for employees and a training outline for supervisory personnel in order to facilitate the dissemination of information to County employees.

### **WHAT IS A TOXIC SUBSTANCE?**

Any chemical substance or mixture in a gaseous, liquid or solid state that:

1. Appears on the "Florida Substance List".
2. Is manufactured, produced, used, applied, or stored in the workplace.
3. Causes significant risk to safety or health during any customary use.

### **WHAT IS AN MSDS....AND HOW ARE THEY OBTAINED?**

A Material Safety Data Sheet is a document containing standardized information about the properties and hazards of substances. MSDS sheets are kept in all departments and are available to all employees.

Under Florida's Right-To-Know Law manufacturers, importers and distributors of listed toxic substances are required to prepare and provide MSDS to their direct purchasers.





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## EMPLOYEE RIGHTS

1. The right-to-know of the listed toxic substances in the workplace.
2. The right to obtain a copy of the MSDS for each toxic substance present.
3. The right to refuse to work under specified circumstances if not provided a copy of the MSDS within five of the employee's working days.
4. The right to instruction within 30 days of employment and annually thereafter.
5. The right to obtain further information.
6. The right to protection against discharge, discipline or discrimination for having exercised any of these rights.

## HOW TO REQUEST A MATERIAL SAFETY DATA SHEET

Material Safety Data Sheets are kept in each department and are available to all employees. Should you request a copy of an MSDS sheet that is not available you should follow the following procedure:

Complete one (1) request form (see following page) for each product for which you want a Material Safety Data Sheet.

- Print date of request
- Print your supervisor's name
- Print your name and phone number
- Print trade name, manufacturer's name, address and phone number. This information can be found on the product label.
- Sign your name

Your supervisor will complete the bottom half of the MSDS Request form and return it to you. If an MSDS is not available for your immediate review, your supervisor and the Human Resources Division will request it from the manufacturer.

## MATERIAL SAFETY DATA SHEET REQUEST FORM

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

TO: \_\_\_\_\_  
(Name of Supervisor)

FROM: \_\_\_\_\_  
(Name of Employee) (Phone Number)

**Pursuant to Chapter 442, Florida Statutes, I am requesting a Material Safety Data Sheet for the following substance:**

Trade Name: \_\_\_\_\_

Chemical Name (if known): \_\_\_\_\_

Manufacturer's Product Number: \_\_\_\_\_

Manufacturer's Name: \_\_\_\_\_

Manufacturer's Address: \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip)

\_\_\_\_\_  
(Employee Signature)

### SUPERVISOR'S ACKNOWLEDGMENT OF MATERIAL SAFETY DATA SHEET REQUEST

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

TO: \_\_\_\_\_  
(Name of Employee requesting MSDS)

I acknowledge receipt of your request for the above Material Safety Data Sheet. [Check one]

\_\_\_\_ The substance for which you requested information is not found on the Florida Substance List and is not subject to the Florida Right-To-Know Law.

\_\_\_\_ The requested information is available for your review at \_\_\_\_\_  
(Location)

\_\_\_\_ The requested information is attached to this acknowledgment.

\_\_\_\_ The requested information is not available, and I have forwarded your request to the Human Resources Division who is making a diligent effort to obtain information.

\_\_\_\_\_  
Supervisor's Signature



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## **LABELS**

- Labels give valuable safety, health, and first aid information.
- ALWAYS read the label on every material or product you use at work.

## **INFORMATION ON MATERIAL SAFETY DATA SHEETS (MSDS)**

- Section 1: Manufacturer's Data - Product and manufacturer's names, emergency phone numbers and date prepared.
- Section 2: Hazardous ingredients - Name of hazardous chemicals and safe exposure limits.
- Section 3: Physical/Chemical Characteristics - Physical properties such as odor, color, taste, boiling, and melting points; chemical properties or how the chemical reacts with water, air and other materials.
- Section 4: Fire and Explosion Hazard Data - Flammability and explosion data; fire extinguishing media and special fire fighting procedures.
- Section 5: Reactivity Data - Conditions and materials to avoid.
- Section 6: Health Hazard Data - Ways substances enter the body and adverse effects; signs and symptoms of exposure and first aid procedures.
- Section 7: Precautionary Data - Precautions to be taken during handling, use, and storage for a spill. How to dispose of wastes.
- Section 8: Control Measures - Type of breathing, eye, and skin protection to be used. Ventilation requirements for use.

**Material Safety Data Sheets tell you the proper protective equipment to use for each hazardous product or material. Always read Material Safety Data Sheets and Labels before using or handling hazardous materials. Be sure you understand how to properly use each type of personal protective equipment. Follow safety procedures carefully.**



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## PROPER AND SAFE HANDLING PROCEDURES FOR HAZARDOUS MATERIALS

1. Do not enter areas where hazardous materials are used or stored unless you must work there.
2. Do not allow hazardous materials to come into contact with your skin or eyes.
3. Do not breathe hazardous vapors, fumes, mists, or smoke.
4. Do not attempt to clean spilled hazardous materials alone - always get help.
5. Do not mix hazardous materials except as directed on the label.
6. Do not dispose of unusable hazardous materials in dumpsters, sewers, canals, or the ground.
7. Do not mishandle or break hazardous material containers.
8. Do not overfill hazardous material containers.
9. Do not put hazardous materials into containers which may break, dissolve, or leak.
10. Do not fight chemical fires without full protective apparel including Self-Contained Breathing Apparatus.
11. Frequently check tanks and containers for leaks and corrosion.
12. Use eye protection to prevent hazardous dusts, mists, and gases from entering your eyes.
13. Use breathing protection (respirators and gas masks) when safe limits of exposure are exceeded.
14. Remove contaminated clothing and shoes before eating, smoking, drinking, or taking medications.
15. Immediately bathe at the end of each work shift after using or handling hazardous materials.
16. Thoroughly familiarize yourself with emergency response, first aid and small spill clean-up procedures.



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17. Learn the location and proper use of safety showers, eye washes, fire extinguishers, first aid kits, and absorbent materials in your work area.

## **GENERAL SAFETY RULES FOR GASES AND PRESSURIZED GAS CONTAINERS**

1. Do not drop, puncture or burn compressed gas containers.
2. Store gases in a secure, dry, well ventilated area away from sparks, heat, and flames.
3. Always use safety chains to prevent compressed gas containers from being accidentally knocked over.
4. Keep protective covers in place when gas is not being used or when moving compressed gas containers.
5. Use hand carts to move compressed gas containers.
6. Wear safety shoes and use appropriate personal protective equipment around compressed gases.
7. Frequently check for leaks and material failures.
8. Read the labels and Material Safety Data Sheets for each gas you use at work.

## **PERSONAL PROTECTIVE EQUIPMENT**

1. Safety goggles protect eyes from splashes and vapors.
2. Face shields protect eyes and faces from splashes but not from fumes, vapors, and mists.
3. Cartridge type respirators provide short term (15 minutes) protection against breathing harmful vapors, fumes, and mists: Be sure the respirator is properly fit to your face and that it contains the proper cartridge.
4. SCBA protect eyes and lungs against breathing harmful vapors, fumes, and mists. Be sure the gas mask is properly fit to your face and you are using the proper canister.
5. Aprons protect front of body from spills and splashes.



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6. Gloves protect the hands from hazardous materials.
7. Protective suits protect arms, legs, and body from spills, splashes, and vapors.
8. Fully protective apparel with Self-Contained Breathing Apparatus protect the entire body from hazardous materials.

## **EMERGENCY EQUIPMENT**

Emergency showers are used to wash gross contamination from the body.

Eye washes are used to wash contamination from eyes and under eye lids.

Fire extinguishers (type ABC) are used to put out small paper, wood, liquid, or electrical fires.

First-aid kits contain emergency medical supplies.

Absorbent materials (kitty litter, vermiculite, or sand) are used to pick up spilled hazardous substances.

**Learn the location and proper use of all emergency equipment in your work areas.**

## **GENERAL FIRST-AID PROCEDURES FOR HAZARDOUS MATERIALS**

1. Move victim to fresh air and call ambulance (911).
2. Remove contaminated shoes and clothing.
3. Administer Cardio-Pulmonary Resuscitation (CPR) if victim has no delectable pulse or heartbeat.
4. Administer artificial respiration if victim is not breathing. Make sure victim's mouth, nose, and throat are clear of obstructions.
5. Use direct pressure bandages to stop bleeding - Do not use tourniquets except when limbs are severely mangled or amputated.
6. Flush eyes including under the eyelids with water for at least 15 minutes - call the doctor.



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7. Flush skin with water for at least 15 minutes, wash with soap and dry. Call the doctor if irritation or blistering occurs.
8. Read label or MSDS and determine whether or not to give milk or water to dilute poison if swallowed or to make the victim vomit. Do not force unconscious victims to drink anything.
9. Keep victim warm and quiet until medical help arrives.
10. Monitor victim for delayed reactions.
11. MSDS should accompany victim during medical treatment.

**Always refer to labels and Material Safety Data Sheets for specific first-aid instructions.**



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## EMERGENCY RESPONSE PROCEDURE FOR HAZARDOUS MATERIALS

In the event of a spill or release of a hazardous material which can be harmful to people of the environment:

1. Evacuate all persons from the spill and effected areas.
2. Secure the spill and effected areas from accidental entry and disconnect ignition sources at the main panel.
3. Contact your supervisor and/or dial 911.
4. Begin first-aid treatment to exposed personnel. (Refer to labels and MSDS Sheets for first-aid procedures).
5. Provide the following information:
  - A. Your name, your employer's name, address, and location of emergency.
  - B. The telephone number from which you are calling.
  - C. The trade name and chemical name of substance, (and CAS number if known).
  - D. Volume of spill or release (i.e., 1 gallon, 5 gallons, drum, tank, etc.).
  - E. Known hazards of substance (i.e., flammable, corrosive, toxic, or reactive with water).
  - F. Identify other chemicals in spill or effected areas.
  - G. Report if spill or leak is near a ditch, canal, or storm sewer.
  - H. Report injuries, fire, and damages.
6. Assist your supervisor and authorities if your help is summoned.
7. DO NOT re-enter evacuated areas until they are declared safe.
8. Refer all questions from news reporters and regulatory agency representatives to the Human Resources Division (288-5515).





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## SMALL SPILL CLEAN-UP PROCEDURE FOR HAZARDOUS MATERIALS

**In the event of a small spill of a hazardous material which is not dangerous to people or the environment:**

1. Clear work area where spill or leak has occurred and get help. Do not try to clean up a hazardous materials spill alone.
2. Call your supervisor.
3. Notify the County's Human Resources Division (288-5515).
4. Put on appropriate protective equipment.
5. Absorb liquids with kitty litter, sand, or clay.
6. Pick up materials with a non-sparking (plastic or brass) tool.
7. Place material in a suitable storage container and label container.
8. Wash down effected area with large amounts of water.

## EMPLOYEE RESPONSIBILITIES

- Always read the label and Material Safety Data Sheet for each material and product you use or handle at work.
- Request a Material Safety Data Sheet whenever you are not completely familiar with the proper (and safe) procedures for using or handling hazardous materials.
- If you do not understand label and MSDS information ask your supervisor for help before using or handling hazardous materials.
- Immediately report all chemical exposure to your supervisor.
- Immediately report all safety violations to your supervisor.
- Immediately report all spills and leaks of hazardous materials to your supervisor.
- Learn the location and proper use of personal protective equipment and emergency equipment in your work area.

### **Availability of the written Right-To-Know Training Program Materials.**

More detailed information including, a Right-To-Know Training Manual, Material Safety Data Sheets, and other Chemical safety information will be made available to you upon request. Contact your supervisor or the Human Resources Division.



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## **15.00 HEARING CONSERVATION PROGRAM**

### **PURPOSE**

To provide a hearing conservation program which will protect the hearing of County employees.

### **DEPARTMENT COMPLIANCE ACTIVITIES**

#### **A. Area Monitoring**

1. Perform general survey to identify areas where noise levels are 85 dBA or greater.
2. Post signs requiring the use of hearing protectors in the area where noise levels exceed 85 dBA.

#### **B. For Employees Having Average Exposure Above 85 dBA (Eight (8) Hour Dose).**

1. Provide hearing protection.
2. Provide annual employee training which includes the effect of noise on hearing, the selection, fitting, use and care of protectors, and the purpose of audiometric testing.
3. Provide annual audiometric testing on affected employees. Baseline audiogram should be conducted within 30 days of hire date.
4. Determine feasibility of engineering or administrative controls. If feasible, implement controls. If not feasible, document reasons.

### **SELECTION OF PERSONAL HEARING PROTECTION DEVICES**

- A. Hearing protection selected must reduce noise exposure levels to a TWA of 85 dBA or less.
- B. Personal hearing protection devices must be used in areas where noise exposure is greater than 85 dBA TWA until such time engineering or administrative controls can reduce exposures to a TWA of 85 dBA or less.
- C. For employees who have experienced a significant threshold shift, hearing protector attenuation must be sufficient to reduce employee exposure to a TWA of an 85 dBA or less.



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D. The following is one evaluation method that may be used to determine the noise exposure reductions of various protective devices.

1. Convert the A-weighted dose to Time Weighted Average (TWA).
2. Subtract 7dBA from the noise reduction rating (NRR). The NRR value is supplied by the manufacturer and is shown on the hearing protector package.
3. Subtract the remainder from the A-Weighted TWA to obtain the estimated A-Weighted TWA under the ear protector.
4. Where both an ear muff and ear insert device are worn to increase hearing protection, an additional 5 dBA reduction, may be assumed.

E. **OTHER HEARING PROTECTORS SELECTION CONSIDERATION**

1. Hearing protectors are to be provided at no cost to employees exposed to an eight hour average level of 85 dBA or greater.
2. Employees shall be given a choice of hearing protectors.
3. Hearing protectors should fit properly so that maximum attenuation and comfort is provided. For this reason, employees should be fitted by a knowledgeable person who is familiar with the manufacturer's instructions. Due to a wide variation in ear canal shapes, more than one style or type of ear insert, ear plug, and muff may be needed to fit several employees.
4. Where ear inserts are to be worn, employees must be trained in proper insertion techniques and other applicable procedures, such as cleaning, storing, and replacing.
5. Where glasses must be worn, ear muffs should not be used because an adequate seal cannot be obtained.

**FOLLOW-UP PROCEDURES FOR EMPLOYEES HAVING SIGNIFICANT THRESHOLD SHIFT**

1. Inform affected employees in writing within thirty (30) days of the determination of the existence of a significant threshold shift.



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2. Require employees to wear hearing protectors to reduce their noise exposures below 85 dBA. They shall be fitted with protectors, trained in their use and care annually.

## **RECORD KEEPING**

The following records must be retained indefinitely as proof of compliance with this hearing conservation program.

1. Exposure Measurements
  - a. Retention  
Noise exposure measurement records shall be retained indefinitely.
2. Employee Notification of Exposure Measurements
  - a. Retention  
Records shall be retained for at least five years.
3. Audiometric Test Results
  - a. Content  
Name of the employee  
Identification Number  
Job Classification  
Date of Audiogram  
Employee's most recent noise exposure measurement
  - b. Retention  
Audiometric test records shall be retained indefinitely.



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## Training and Fitting Record

1. Content  
Name of Employee  
Date  
Trainer  
Hearing protection type  
Signature of employee
2. Retention  
  
Records must be retained indefinitely.



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## 16.00 RESPIRATORY PROTECTION PROGRAM

### **SCOPE**

The United States Government, under the Occupational Safety and Health Administration (OSHA), has established a Respiratory Protection Program for General Industry. This standard is defined in Section 1910.134 of the Code of Federal Regulations.

This standard applies to all users of respiratory protection equipment employed in the County of Martin and to outside personnel entering areas where such equipment may be required.

### **PURPOSE**

To ensure proper protection is provided for all employees exposed to potential respiratory hazards, such as harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors.

To ensure employees using respiratory protection are knowledgeable in the selection, application, limitation, inspection, maintenance and wearing of such equipment.

### **POLICY**

Control of employee exposure in the workplace shall be implemented, as feasible, by industrial hygiene methods such as enclosure and/or confinement, general and local exhaust ventilation, and substitution of less toxic materials.

Respiratory protection shall be provided as:

1. An interim measure pending installation of engineering controls.
2. When effective engineering controls are not feasible.
3. As a safeguard in addition to engineering controls.
4. For emergency response, during a chlorine or ammonia leak at our facilities.
5. For work in atmospheres where exposure levels are unknown or oxygen levels are deficient.



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## **RESPONSIBILITY**

The Department Director has the responsibility to implement a Respiratory Protection Program and to specify types of respiratory protection required within the guidelines of this standard.

Line supervision will assure that all employees, visitors and contractors within their area of control comply with this standard.

Employees have the responsibility to maintain their respiratory protective equipment in a clean condition, to wear their protective equipment properly in required areas, and to request replacement or repair from supervision when loss, damage, or wear occurs.

## **RESPIRATORY SELECTION**

Selection of respiratory protective equipment shall be based upon the American National Standards Publication, Practices for Respiratory Protection, ANSI Z88.2-1980 and the respiratory selection guide in 1910.134.

In order to specify respiratory protection equipment for other than emergency use, the potential exposure must be characterized with regard to the following:

1. Nature of the Hazard: In order to make subsequent decisions, the nature of the hazard must be identified to ensure that an overexposure does not occur. See Respiratory Selection for Routine Use of Respirator in 1910.134.
  - a. Oxygen Deficiency.
  - b. Toxic Contaminant.
2. Nature of Hazardous Operation: For proper respirator selection, it is necessary to know the details of operations which require workers to use respiratory devices. These include:
  - a. Operation or process characteristics.
  - b. Work area characteristics.
  - c. Materials used or produced during the process.
  - d. Workers' duties or actions.
  - e. Abnormal situation characteristics which may necessitate different respirator selection; i.e., unusual conditions or emergencies.
3. Location of the Hazardous Area.
4. Time Respiratory Protection is Required.



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5. Employee's Health.
6. Work Activity.
7. Respirator Characteristics, Capabilities, and Limitations.
8. Protection Factors.

**Air-Purifying Disposable Particulate Masks** will be selected when maintenance type work is conducted involving dust and/or mists that do not contain gases, vapors or non-absorbed contaminants. Protection will be against dusts and mists not less than 2 mppcf.

## **Self-Contained Breathing Apparatus (SCBA) Selection:**

1. The contaminant is above the Immediately Dangerous to Life or Health (IDLH) level.
2. There is less than 19.5% oxygen by volume in the area.
3. In areas containing unknown concentrations of toxic materials.
4. Fighting fires.

## **ISSUANCE OF RESPIRATORS**

The correct respirator (including cartridge, canister, filter, etc.) for each job shall be specified in writing by the Department Director of the specific area, showing the type(s) of exposure and the type(s) of equipment required.

- a. The correct respiratory protective equipment should be specified in operator log sheets, operating manuals, and job safety analysis (JSA).
- b. Respirator selections shall be reviewed at least annually or whenever process changes occur that could influence such selection.

Verification of the initially issued respirator to an employee shall be made by the employee's supervisor.

Where practical, respirators shall be assigned to individual employees for their exclusive personal use.





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Disposable type respirators will be used for the required length of time or until expended, and then disposed of properly.

Respirators shall not be issued to persons unless it has been determined by a doctor that they are physically able to perform the work and use the equipment. This medical determination will be conducted on an annual basis and documented in the employees medical files.

## **TRAINING**

Training of persons required to use respiratory protective equipment routinely or during emergencies shall be conducted initially and then annual thereafter. Training shall include a minimum, the following:

1. Respirator familiarization and fit test.
2. Discussion of engineering controls in use, and why respirators are also required.
3. Explanation of the nature of the respiratory hazard and potential effects if the respirator is not used properly.
4. Explanation of why a particular type of respirator has been selected.
5. Review of respirator limitations and instructions in how to recognize when the respirator is no longer working properly or that the ambient concentration exceeds the respirators capabilities.

Training shall be documented and the records maintained for the life of the company.

## **SPECIAL PROBLEMS**

1. A proper seal cannot be obtained if the temple bars of eyeglasses extend through the sealing edge of a full face piece. Where an employee requires corrective eye wear, proper brackets will be used for mounting lenses inside the face piece when routine use of respiratory protection is required.
2. Long side burns and beards extending through the sealing edge of any respirator make it impossible to achieve a proper seal. Any company employee or contract- or whose work requires the wearing of respiratory protective equipment, or voluntarily wears this type of equipment, will not have visible facial hair, such as a beard, mustache, or side burns crossing any sealing edge of the respirator face piece.



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## INSPECTION, MAINTENANCE, & STORAGE (NON-EMERGENCY EQUIPMENT)

All users will familiarize themselves with the company written standards for the routine and emergency use of respiratory protective equipment and OSHA Standard 29CFR 1910.134.

### I. Cartridge/Canister Type Respirator:

Respirator cartridges and canisters used will be replaced as follows:

1. Cartridges or canisters used for protection against gases or vapors that do not have adequate warning properties (i.e., smell, irritation) at concentrations at or below threshold limit value shall be replaced at the beginning of each shift.
2. Cartridges or canisters used for protection against gases or vapors that have warning properties (i.e., smell, irritation) at concentrations at or below the threshold limit value shall be replaced as necessary, based upon sensory perception of the warning property.
3. Mechanical filters shall be replaced whenever noticeable breathing resistance occurs.
4. Type N canisters used on gas masks provided for emergency use shall be replaced following each use, when the **indicator changes color, or annually**, whichever comes first.

Note: Cartridges, canisters, filters, etc., and respirators for which they are designed for, are approved as a unit. Interchange of parts among brands voids the approval and is expressly prohibited.



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## **Inspection:**

Visually inspect all components for damage or wear, especially rubber parts, every time the respirator is donned and/or on a monthly basis. Parts will be replaced as needed.

1. Check exhalation and inhalation valves to see that they are in place and not mis-shapen and that no dirt or lint is on the valve or valve seating surfaces.
2. Check the face piece body to see that it is clean and has not been unduly softened, hardened, or distorted by chemical agents, body oils, etc.
3. Check the condition and presence of gaskets and that the filter seating surfaces are not damaged.

## **Storage**

Store in a clean, dry place, inside the respirator's storage container. Rubber and elastomeric parts should not be crushed or stored folded as they will take on this abnormal shape causing a poor fit.

Do not expose the respirator, during storage, to excessive heat (above 140 degrees/F - 60 degrees/C), cold, moisture, contaminating gaseous substances or air-borne particulates.

## **Periodic Maintenance:**

The respirator will be cleaned after each day's use and/or on a monthly basis. Respirators that are re-issued to different employees shall be cleaned and disinfected before re-issuing.

1. Remove filter and face piece parts.
2. Immerse face piece for two minutes in a cleaner/sanitizer solution available from the manufacturer.
3. Rinse completely in clean warm water, then air dry in clean area.
4. Inspect all components per inspection procedures above.
5. Reassemble the face piece and store in its proper container.
6. All O-Rings and gaskets will be replaced at least once a year.



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## **II. Self-Contained Breathing Apparatus**

### **Inspection:**

1. Make certain that the apparatus is in good operating condition with a fully charged air cylinder. Cylinders will be tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of transportation (49 CFR Part 178).
2. Check the regulator to see that it is in proper working condition.
3. Check hose to regulator for cracks and loss of resiliency.
4. Check the face piece for cracked or discolored eyepieces and lack of elasticity and pliability.
5. Check the sealing edges of the face piece to see that they are clean and not unduly softened or distorted by chemical agents or body oils.
6. Check the cylinder harness to see that it is in proper condition to hold the cylinder.
7. Any malfunction of the reducing or admission valve shall be reported to the program administrator immediately. Malfunctioning equipment shall be returned to the manufacturer for repair.

### **Cleaning:**

Follow procedures described in Section I, Cartridge/Canister Type Respirators for the face piece only. Hoses may be cleaned in a mild soap solution, as necessary.



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## **FIT TESTING**

Requirements in 29CFR 1910.134(E)(5) state that respirators shall be fitted properly and shall be tested for their face piece to face seal. Also, 1910.134(E)(5)(i) states that respirators shall not be worn when conditions prevent a good face seal. Examples listed in the standard of conditions that may interfere with facial seal are:

1. Side burns and/or skull caps that project under the face piece.
2. Temple bars on glasses (especially when wearing full face respirators) and/or the absence of one or both dentures.
- I. Quantitative Fit Test is used to determine the proper fit and degree of integrity of the face fit under actual wearing conditions. It is intended to provide the best method of fitting the respirator or malfunction. This type of testing will not be conducted at the County of Martin due to the equipment requirements.
- II. Qualitative Fit Test involves testing a test subject's response (either voluntarily or involuntarily) to a chemical outside the respirator face piece. Since these tests are fast, easily performed and use inexpensive equipment, they will be adopted at the County of Martin.

These tests are based on the respirator wearer subjective response to the test chemical, therefore, duplication and accuracy will vary. Three (3) of the most popular methods are an irritant smoke test, an odorous vapor test, and a taste test.

The Odorous Vapor Test procedures are as follows:

1. The odorous vapor test relies on the respirator wearer's ability to detect an odorous material, usually Isoamyl Acetate (Banana Oil) inside the respirator.
2. The test is performed by passing an Isoamyl Acetate ampule around the outside of the respirator. If the wearer is unable to smell the chemical, a satisfactory fit is assumed to be achieved.
3. The use of Isoamyl Acetate as a test agent has the following limitations:
  - a. The odor threshold varies widely among individuals.



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- b. Olfactory fatigue may cause a person to fail to detect the odor.
- c. The test is dependent on the wearer's honest response. There is no involuntary reaction.
- 4. When an air purifying respirator is tested, it should be equipped with an organic cartridge or canister which removes the test vapor from the air.

The Irritant Smoke Test procedures are as follows:

- 1. The irritant smoke test is performed by directing an irritant smoke, usually either stannic chloride, or titanium tetrachloride, from a smoke tube towards the respirator being worn. If the wearer cannot detect the irritant smoke, a satisfactory fit is assumed to be achieved.
- 2. The respirator wearer will react involuntarily, usually by coughing or sneezing to leakage around or through the respirator. Since this is a qualitative test, the tester is interested in any response to the smoke. The degree of response is not important.

Note: The test substances are irritants to the eyes, skin, and mucous membranes. Therefore, the respirator wearers should keep their eyes closed during testing.

- 3. When air purifying respirator is tested, it has to be equipped with a high efficiency filter.
- III. Field test measures are two test that will be used in the field to check the seal of the respirator: **positive and negative pressure sealing test.**

**Each test will be performed every time a respirator is donned.**



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To don a respirator, the following steps should be followed or the manufacturer's instructions:

1. Visually inspect respirator for all components and the respirator is in good working condition.
2. Adjust the face piece head straps to their full outward position.
3. Grasp the head strap harness and with the thumbs through the bands, spread outward.
4. Push the top of the harness up the forehead and place the chin into the chin cup. Continue up and over the head until the harness is centered at the rear of the head.
5. Make sure the face piece is centered on the face and pull both lower head straps at the same time towards the rear.
6. Tighten the two upper head straps and any forehead straps.
7. Conduct Negative and Positive Pressure Seal Test.
8. Negative Pressure Seal Test:
  - a. The inlet opening of the respirator's canisters, cartridges, or filters is closed off by covering with the palm of the hands, so that it will not allow the passage of air.
  - b. The wearer is instructed to inhale gently and hold his breath for at least ten seconds.
  - c. If a face piece collapses slightly, no inward leakage of air into the face piece is detected, it can be reasonably assured that the respirator has been properly donned, and the exhalation valve and face piece are not leaking.
9. Positive Pressure Seal Test:
  - a. Exhalation valves or breathing tubes are closed off and the wearer is instructed to exhale gently.
  - b. The respirator has been properly donned if a slight positive pressure can be built up inside the face piece without the detection of any outward



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leakage of air between the sealing surface of the face piece and the wearer's face.

10. Negative and Positive Pressure Tests may be impossible to carry out on valveless respirators and on many disposable (single use) respirators.





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## **Donning and Wearing Face Piece:**

1. Check for proper air pressure.
2. Make sure the straps are in the extended position.
3. Check the pressure hose and mask hose.
4. Make sure the mask is clean (to be cleaned after each use).
5. Adjust the cylinder and regulator apparatus securely to body by harness adjustment.

## **For the "Up and Over Body" Method:**

1. Grasp the tank, pull it out of the cabinet and place your elbows through the straps.
2. Lift the tank up and over your body and then bend over.
3. Buckle the regulator first.
4. Tighten the shoulder straps then straighten up.

## **For the "Walk Away" Method:**

1. Back up to cabinet.
2. Place your arms through the shoulder straps and walk forward with the tank on your back and then bend over.
3. Tighten the shoulder straps and straighten up.

## **With Either Method:**

1. Buckle and adjust the waist strap.
2. Put the mask on.
3. Tighten the mask straps:
  - a. Bottom straps first;
  - b. Then the temple straps;



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- c. Top straps last.

Check the seal of the face piece before entering any area by either the negative or positive pressure method described:

- a. Close off the inlet opening of the canister by covering it with the palm of the hand or by taping. Inhale so that the face piece collapses slightly and hold breath for ten seconds. If the face piece remains in its slightly collapsed condition and no inward leakage of air is detected, the fit of the mask is satisfactory.
- b. Close off the exhalation valve and exhale gently so that a slight positive pressure is built-up in the face piece. If no outward leakage of air is detected at the periphery of the face piece, the face fit is satisfactory.

Note: If leakage is detected and is not attributable to a poor face fit, return the mask for proper maintenance.

Removal of the Self-Contained Breathing Apparatus (SCBA):

- a. Walk to an uncontaminated atmospheric area.
- b. Take off the mask.
- c. Turn off the air valve.
- d. Take off the air pack.
- e. Bleed off air pressure from the line.
- f. Remove the air tank and replace it with a full bottle; place it back in the cabinet.
- g. Place all of the straps to the fully extended position.
- h. Clean and disinfect the mask.
- i. After the mask is dry, store it appropriately in a clean and proper area. The mask and exhalation valves should rest in a normal position to prevent the rubber or plastic from reforming into an abnormal shape.



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## **GUIDELINES FOR PREVENTING THE TRANSMISSION OF**

## **TUBERCULOSIS FOR EMERGENCY RESPONSE DEPARTMENTS**

### **I. INTRODUCTION**

In response to major incidences of multidrug-resistant strains of Mycobacterium Tuberculosis (Mtb), the U.S. Centers for Disease Control and Prevention (CDC) issued new guidelines in 1994 for protecting emergency response personnel from exposure to active TB.

On June 8, 1995, The Department of Health and Human Services, Public Health Service, issued 42 CFR Part 84, Respiratory Protective Devices, defining certified respirators that meet the performance criteria recommended by CDC for protection against Mycobacterium Tuberculosis (Mtb).

### **II. OVERVIEW**

#### **A. Tuberculosis:**

Description: An infectious disease characterized by inflammation, lesions, necrosis, abscesses, fibrosis, and calcification. Most commonly affects the respiratory system (i.e. lungs), but other systems may be affected (i.e. gastrointestinal, bones, joints, and nervous system).

Agent: Mycobacterium Tuberculosis (Mtb)

Symptoms: Fever, fatigue, weight loss (early), chest pain, hemoptysis, and hoarseness (late).

#### **B. Mycobacterium Tuberculosis (Mtb) Transmission Process:**

The transmission of an infectious agent requires three (3) elements:

1. The source or carrier of an infectious agent. This can be an asymptomatic or symptomatic human source.
2. The host or receiver of the infectious agent. This is an individual who is unable to resist the infectious agent.



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3. Airborne transmission mode: Aerosolized particles, 1-5 microns in size, that contain the infectious agent. These particles may remain suspended in the air for long periods of time and can easily be drawn into the alveoli of the lungs.

## **C. TB Risk Assessment:**

The transmission of the Mycobacterium that causes TB is a recognized risk or emergency response personnel. Transmission is most likely to occur from patients with unrecognized TB and who are not on effective antituberculosis therapy. Environmental factors that may increase the possibility of transmission of the TB mycobacterium include; (1) exposure of susceptible employees to an infectious person in a relatively small and enclosed space, i.e. the back of an ambulance/police car, and (2) close contact with an infectious person during procedures such as endotracheal intubation and deep suctioning.

TB should be suspected in any person with a persistent cough (>2 weeks in duration), and one or more of the following other signs or symptoms compatible with TB. These include; complaints of bloody sputum, nightly sweats, weight loss, anorexia, fever, history of IV drug use, HIV infection, a history of past TB infection and verbal threats that the person(s) are infected.

## **III. MANAGEMENT OF PERSONS WHO MAY HAVE ACTIVE TB**

- A. Triage of persons should include vigorous efforts to promptly identify persons who may have active TB. Personnel should be trained to ask questions that will facilitate identification of persons with signs and symptoms suggestive of TB.
- B. Persons with signs or symptoms of suggestive TB should be evaluated promptly to minimize the amount of time they are in emergency response department care.
- C. A surgical mask should be placed, if possible, over the patient's mouth and nose (to reduce the expulsion of droplet nuclei into the air) and instructions to keep them on.
- D. Because administrative and engineering controls during emergency transport situations cannot be ensured, emergency personnel should wear N95 res-



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piratory protection per 42 CFR Part 84, when transporting such persons.

- E. If feasible, the windows of the vehicle should be kept open and the heating and air-conditioning system should be set on a non-recirculating cycle.
- F. Emergency personnel should be included in a comprehensive PPD screening program and should receive a baseline PPD test. They should also be included in the follow-up of contacts of a person with infectious (active) TB, Ryan-White Comprehensive AIDS Resource Emergency Act of 1990, P.L. 101-381, Infectious pulmonary TB notification and Section 395.1025, Florida Statute; Section 59A-3.131, Florida Administrative Code.

Note: Assume all persons are infectious, and routinely wear appropriate personal protective equipment.



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## **17.00 EMERGENCY ACTION PLAN**

### **SCOPE**

This plan applies to all departments and employees within the County, and covers those designated actions the County and employees will take to ensure employee safety during an emergency stated within this plan.

This plan is in compliance with 29 CFR 1910.38 Employee emergency plans and fire prevention plans.

### **PURPOSE**

To assure that on-site emergencies are pre-planned and drilled to minimize the impact of those emergencies to the community, environment and County employees/property.

### **PRE-PLANNING**

Pre-planning will be conducted for emergencies that can adversely affect the County. The items that will be included in the pre-planning are:

1. Fires and Explosions
2. Chemical Leaks or Spills
3. Natural Disasters - Hurricanes, Tornadoes, Floods
4. Bomb Threats
5. Nuclear Power Plant Incident (FPL - St. Lucie)

### **EMERGENCY MANAGEMENT COORDINATOR**

The County Emergency Management Coordinator duties in the event of an emergency, will be:

1. Coordinating the County's actions before, during and post emergency periods.
2. Reports directly to top management.
3. Ensures that the Incident Command Center is properly equipped and staffed.
4. Coordinates the activities of County groups such as:
  - a. Law Enforcement personnel
  - b. Parks personnel



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- c. Public Works
  - d. Utilities personnel
  - e. Building Maintenance personnel
5. Coordinates the activities with outside agencies such as:
- a. Police and Fire Department
  - b. Medical Services
  - c. Utilities (Phone, Electric, Cable)
  - d. Contractors
  - e. State (SERC, National Guard)
  - f. Federal (FEMA, Military)
  - g. Civil Defense, Red Cross
6. Coordinates evacuation and facility shutdown procedures.
7. Maintains a record of the activities during all stages of the emergency.
8. Notifies the Human Resources Department.

## **EMERGENCY NOTIFICATION - (Non-Operating Hours)**

During non-operating hours, the supervisor will notify the appropriate public agency (police and fire departments) via 911 of the emergency and then notify the Department Director. **See Notification Phone List.**

1. The Emergency Management Coordinator and/or the Department Director will respond and promptly report to the location and initiate the following:
  - a. Contact the appropriate personnel needed to handle the emergency (Public Services, Building Maintenance, etc.).
  - b. Initiate the portions of the Emergency Action Plan appropriate to handle the emergency in progress.

## **FIRES AND EXPLOSIONS**

Certain actions must be undertaken promptly to minimize the adverse affect of a fire or explosion. Usually, destructive fires originate as 'small fires', the types that can be positively controlled by in-house personnel.

However, once the fire begins growing beyond the 'small fire' stage or when the fire is involved from the start; it is time activate the Emergency Action Plan as follows:

1. Notify the Fire Department by dialing 911, (do not hang-up unless instructed to)



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and/or pull the manual fire alarm.

2. Notify the Department Director, who will then notify the Emergency Management Coordinator.
3. The on-site supervisor will initiate an orderly evacuation of non-essential personnel and evaluate any further fire fighting actions to be taken. (See Evacuation Procedures)
4. Shutdown all electrical power, pressurized lines, gas lines, etc., leading to the affected area.
5. Verify that the sprinkler system is in service and control valves are open.
6. All unnecessary traffic should be routed away from the premises to ensure that outside emergency vehicles have access.
7. Designate an individual to meet and direct the Fire Department to the fire area.
8. Station an individual at the sprinkler control valve for commands of shutdown and re-opening.
9. If the emergency involves a chemical spill or leak, see **Section - Chemical Leaks or Spills**.

## **CHEMICAL LEAKS OR SPILLS**

### **Definitions:**

1. Anhydrous Ammonia (NH<sub>3</sub>) is a colorless gas with a penetrating, pungent, suffocating odor. Ammonia is used for water treatment within the County. In sufficient concentration it is extremely toxic, and has an explosion potential.

Ammonia can affect the body if it is inhaled or if it comes in contact with the eyes or skin.

Short-term Exposure: Ammonia is a severe irritant of the eyes, respiratory tract, and skin. It may cause burning and tearing of the eyes, runny nose, coughing, chest pain, cessation of respiration, and death. Exposure of the skin to high concentrations of the gas may cause burning and blistering of the skin.

Long-term Exposure: Repeated exposure to ammonia gas may cause chronic irritation of the eyes and upper respiratory tract.





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2. Chlorine (Cl) is an amber liquid or greenish-yellow gas with a characteristic irritating and pungent odor. Chlorine is used for water treatment and pool sanitizing within the County. Exposure to a sufficiently high concentration can result in difficulty in breathing and, if prolonged, finally death through suffocation. Chlorine can affect the body if it is inhaled, or if it comes in contact with the eyes or skin.

Short-Term Exposure: Respiratory tract with tearing, runny nose, sneezing, coughing, choking, and chest pain. Severe exposures may be fatal. Liquid chlorine may cause eye and skin burns on contact.

Long-term Exposure: Repeated or prolonged exposure to chlorine may cause corrosion of the teeth and skin irritation.

When a chemical leak or spill is detected, usually through its strong odor or gaseous cloud, corrective actions must be taken immediately to insure the safety of personnel and to minimize damage.

1. Notify the Fire Department by dialing 911, do not hang-up unless instructed to.
2. Notify the Department Director, who will notify the Emergency Management Coordinator.
3. The on-site supervisor will initiate an orderly evacuation of non-essential personnel and organize the proper emergency response team.
4. Isolation of the area is critical.
5. Put on all necessary Personal Protective Equipment.
6. Lose supply and return lines to and from the leak area, respectively, and ventilate area.
7. Shut down the affected equipment and electrical power to the area, if necessary.
8. All unnecessary traffic should be routed away from the premises to ensure that outside emergency vehicles have access.
9. Designate an individual to meet and direct the fire department to the affected area.
10. Investigate and determine the cause of the leak/spill.



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- a. All emergency personnel entering area will utilize the proper chemical protection clothing and SCBA's/respirators.
  - b. Eliminate all spark or flame producing elements from the area.
11. Have qualified personnel repair leak.
  12. Check repairs by testing the system: Open all closed valves and restart equipment, if applicable.
  13. Commence clean up/neutralization procedures.

## **EMERGENCY EVACUATION PROCEDURES**

1. All staff will leave their office, close (but not lock) their office doors behind them, follow the specific escape route diagrammed at the office exit and in this plan.
2. Leave the building by using the staircase, **(Do Not Use The Elevator)**.
3. No one is to remain in the building.
4. When outside the building, all personnel will meet (at a pre-designated location) and report to a pre-designated Evacuation Leader.
5. The Evacuation Leader should appoint a designee when ever leaving the office.
6. If hazardous weather exists, everyone will meet (at an alternate location).
7. The Evacuation Leader will account for all personnel in the event of a building evacuation.
8. The Evacuation Leader will assign personnel to assist handicapped individuals to evacuate.
9. The Evacuation Leader will assign a Search Team to verify the office/facility has been evacuated.
10. The Evacuation Leader will notify emergency services personnel with the location of each handicapped person who was evacuated and any injured personnel.
11. **Do not re-enter the building until cleared by the Fire Department**



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Department/Facility Evacuation Leader: \_\_\_\_\_

Search Team Members: \_\_\_\_\_



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## BUILDING EVACUATION PLAN

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Department

Draw in floor diagram denoting exits and stairs

1. Turn off all electrical equipment.
2. Close all doors and leave them unlocked.
3. Walk to the stairwell nearest the elevator, if applicable.
4. If fire or smoke is in the area, go to the nearest exit.
5. Exit building and walk to a distance at least 300' from building to your designated assembly area.
6. In case of inclement weather, proceed to alternate location.
7. Do not return to building/facility until 'All Clear' signal has been given.

**If You Detect A Fire In Your Area, Sound The Alarm And Call 911.**

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## **NATURAL DISASTERS**

### **Definitions:**

**Tropical Depression:** A disturbance that has developed a rotary circulation at the surface and a constant wind speed of 38 mph or less.

**Tropical Storm:** Distinct rotary circulation with a constant wind speed ranging from 39 to 73 mph.

**Tornado:** A wind spout spawned by severe thunderstorms or hurricanes. Winds within the spout may approach 300 mph, with a ground speed of 35 mph.

**Hurricane:** Pronounced rotary circulation, constant wind speed of 74 mph or more. The National Weather Service rates hurricanes on the basis of wind speed and intensity, using the Saffir-Simpson Scale of Category 1 being the weakest and Category 5 the strongest.

1. Category 1: Maximum winds of 74 to 95 mph
2. Category 2: Maximum winds of 96 to 110 mph
3. Category 3: Maximum winds of 111 to 130 mph
4. Category 4: Maximum winds of 131 to 155 mph
5. Category 5: Maximum winds of greater than 155 mph

Hurricane season starts June 1st and ends on November 30th, but can theoretically strike at any time. The following terms are useful in preparing for a hurricane:

1. **Tropical Storm Watch:** An announcement for specific areas that a tropical storm poses a possible threat to coastal areas generally within 36 hours.
2. **Hurricane Watch:** An announcement issued when there is a threat of hurricane conditions within 24 to 36 hours.
3. **Hurricane Warning:** Issued when hurricane conditions, winds stronger than 73 mph, are expected in 24 hours or less.
4. **Tornado Warning:** Issued when a tornado has been sighted in the area.

## **HURRICANES, TORNADOES, AND FLOODING:**



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1. At the start of hurricane season, the Emergency Management Coordinator will begin tracking tropical activities as announced by the Miami Hurricane Center/National Weather Service. When a disturbance is upgraded to a Tropical Depression, a computer generated map will be issued to Department Directors for their information.
2. When a **Tropical Storm Watch Advisory** is issued, the following will be initiated:
  - a. The Department Director will organize an emergency action team made up of division heads, safety committee personnel, maintenance personnel, etc.
  - b. A premises inspection will be conducted for any loose items, unsecured windows/doors, latches, dead tree limbs, etc.
  - c. All fuel tanks will be topped off.
  - d. Exposed electrical panels will be covered and protected from the rain.
3. When a **Hurricane Watch Advisory** is issued for a **Category 2 or lower**, the following will be initiated:
  - a. The Department Director will start emergency procedures for securing area with a reasonable cut-off time, in order to give ample time for the employees to prepare their families and homes for the potential hurricane.
  - b. Windows and openings will be covered with plywood or hurricane shutters.
  - c. Trucks and trailers should be parked as close together as possible and with their rear doors closed to avoid being overturned by high winds.
4. If the hurricane is upgraded to a **Category 3 or higher**, with imminent flooding, the following will be initiated:
  - a. Designated personnel will report into the Emergency Operations Center.
  - b. As many trucks and/or trailers as possible will be brought inland to staging area.
  - c. All forklifts and other equipment will be placed in a secured building, if possible.
  - d. Fire extinguisher's and sprinkler valves will be secured.



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- e. Important tools, equipment, machinery, etc., will be moved to higher elevations.
  - f. **Section Fires and Explosions** will be reviewed, for additional information.
  - g. Two sets of current computer back-up tapes will be made and all original network programs will be sent off-site.
  - h. Disconnect all computer equipment and data machines, cover with plastic and place elevated in a secured windowless room.
5. If a **Tornado Warning** is issued, the Emergency Management Coordinator will notify all departments and the Department Director will:
- a. Assemble an Action Team, equipped with two-way radios, to watch for the formation of funnel clouds.
  - b. If funnel clouds are reported, the Department Director will initiate an orderly evacuation of personnel.
  - c. NOTE: There is usually little time to prepare for an approaching tornado.

## **NATURAL DISASTER RESTORATION:**

- 1. An immediate damage assessment should be made by all Department Directors and reported to the Emergency Management Coordinator.
- 2. The Emergency Management Coordinator and/or Department Director will organize Emergency Action Teams and Salvage Crews, to assist in repairs and restoration.
- 3. If the electrical power is out, the Emergency Management Coordinator will maintain contact with FPL and determine the length of the power outage. If the emergency generators will be made.
- 4. All employees will be recalled as soon as possible to assist in the repair and restoration of services.
- 5. Temporary repairs will be made on structures to minimize rain damage.
- 6. FPL will be contacted to handle downed electrical lines.



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7. Roof drains will be cleared of debris to prevent water from ponding and causing the roof to collapse.
8. Emergency Action Teams and Salvage Crews will be cautioned to avoid live wires.
9. Federal and State agencies will be contacted by the Emergency Management Coordinator.
10. The Treasure Coast Human Resources Self-Insured Fund personnel will be contacted immediately by the Human Resources Division.

## **BOMB THREATS:**

Although many bomb threats turn out to be hoaxes, the small percentage that are not, could have disastrous results. Therefore, all bomb threats received, will be taken seriously and handled in the following manner:

1. The receiver of the bomb threat should obtain as much information as possible from the caller, keep the caller on the line as long as possible and inform the caller that many innocent people may be injured. See **Bomb Threat Caller Checklist**.
2. The Emergency Management/Coordinator will notify the police and fire department.
3. The Department Director will initiate an orderly evacuation of the area. See **Bomb Threat Search and Evacuation**.
4. All unnecessary traffic should be routed away from the premises to ensure the outside emergency vehicles have access.
5. Designate an individual to meet and direct the police and/or fire department to the Incident Command Center.
6. Resume normal operations after an 'All Clear' is given by the police bomb disposal unit.

## **BOMB THREAT SEARCH AND EVACUATION:**

The evacuation procedure for a bomb threat is slightly different than the evacuation procedure for other emergencies.





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1. Personnel will look around the office area for anything looking abnormal.
2. If anything is found, **DO NOT TOUCH IT**. Report immediately what has been found to the Evacuation Leader and its location.
3. Once you have observed your office and the surrounding area, proceed in the same manner as a fire drill except:
  - a. Doors should be left as they are
  - b. Leave all lights on
  - c. Leave all electrical and computer equipment in the same mode as when the evacuation was announced
  - d. Take purses, coats, and personal belongings with you
  - e. Do not open any recently delivered parcels

## **BOMB THREAT CALLER CHECKLIST:**

All personnel, especially the switchboard operators will be instructed in what to do if a bomb threat is received.

1. Remain calm, it could result in obtaining additional information. The caller could be your best source of information about the bomb.
2. Keep the caller on the line as long as possible, asking him or her to repeat the message. Record every word.
3. If not already provided, ask the caller the time of possible detonation and location of the bomb.
4. Let the caller know that the building is occupied and detonation could result in death of innocent people.
5. Pay particular attention to background noises which may give a clue to caller location.
6. Listen closely to the voice (Male/Female), voice quality (calm/excited), accents, any speech impediments. Did the call sound technical regarding explosives.
7. Immediately after caller hangs up, report the threat to your immediate supervisor.
8. The supervisor will immediately report the information to law enforcement officials and initiate evacuation procedures.



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## **NUCLEAR POWER PLANT INCIDENT:**

The County is identified as an "AT RISK County" because of FPL's St. Lucie Nuclear Power Plant on Hutchinson Island.

Threat of an incident at the St. Lucie Plant, that would threaten the safety of local residents is extremely remote. The fact that there are approximately 70,000 people living within a 10 mile radius of the plant is why a detailed Peace Time Radiological Emergency Plan exists.

## **DEFINITIONS**

St. Lucie Plant: Units 1 and 2, 827 and 837 megawatt electric nuclear power plants, respectively, utilize Combustion Engineering pressurized water reactors. The plant site is operated by Florida Power and Light Company and is located on the Atlantic Ocean in St. Lucie County. The site is located on Hutchinson Island approximately 9 miles southeast of the City of Fort Pierce, and approximately 5.5 miles due north of the Martin and St. Lucie counties' boundary lines; which are within the 10 mile plume exposure pathway Emergency Planning Zone (EPZ).

Radioactivity: Radiation exists as a natural part of the environment and is also present on earth as a product of nuclear reactor and medical equipment. Unstable atoms or radioactive atoms of matter, try to achieve stability by releasing energy (radioactivity). Depending on the type of radiation (alpha, beta, gamma), different precautions have to be taken to protect against it.

There are four (4) classifications of emergencies at nuclear power plants:

1. First Classification: An **Unusual Event** is the most minor event and is declared for any number of incidents at the plant, such as an injured worker, a failure of communications systems, or severe weather. Nuclear Regulatory Commission (NCR) regulations require local governments to be notified. No further action required of the County.
2. Second Classification: An **Alert** is a minor incident that may affect reactor safety at the plant. There is a possibility of release of a small amount of radioactive material. No further action required of the County.
3. Third Classification: A **Site Area Emergency** is a serious incident in which there may be a fire in a safety system or a loss of reactor coolant through a major



# Safety Manual

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leak. Release of radiological material may be occurring and sirens will be sounded.

Emergency Management Coordinator will relay instructions to all Department Directors to recall all employees to their base of operation, if necessary. Safety precautions for the County employees and the public may or may not be needed, depending on the condition of the nuclear power plant.

4. Fourth Classification: A **General Emergency** is a serious condition at the nuclear power plant in which releases of radioactive isotopes may already be occurring and sirens will continue to operate.

Emergency Management Coordinator will relay safety instructions to all Department Directors via E-mail and telephone, in order to commence an immediate evacuation of all personnel, per the Peace Time Radiological Emergency Plan.

## **INCIDENT COMMAND CENTER:**

1. The Incident Command Center must be secure enough to withstand a Category 5 Hurricane.
2. The Command Center will be staffed by the Emergency Management Coordinator, Department designees (Division Managers) and additional staff as necessary.
3. The Command Center will be equipped with the following:
  - a. Emergency Action Plan
  - b. Office desks, chairs, and telephones
  - c. Radio base station
  - d. Television and radio
  - e. Plant layout showing evacuation routes, sprinkler shut-off valves, fire hydrants, fire extinguishers, compressors, important utilities and hazardous locations
  - f. An **Emergency Telephone Number List**
4. Access to the Emergency Command Center will be limited to designated staff members only. Separate areas will be set-up in which to brief media and employees periodically.
5. Emergency Equipment and Supplies