

SAFETY MANUAL FOR EMPLOYEES OF THE



WALTON COUNTY
BOARD OF
COUNTY COMMISSIONERS

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INTRODUCTION

This Employee Safety Manual is to provide guidelines and minimum standards to improve the safety, health, and welfare of employees of the Walton County Board of County Commissioners. In addition, this manual will serve as a supplement to the Personnel Policies and Procedures Manual.

All employees shall be held responsible for carrying out all Safety policies and procedures, for practicing safe work habits in the performance of duty, and for reporting unsafe conditions, actions and procedures to their supervisor for the purpose of preventing accidental loss to any person or property.

Specific paragraphs or portions of these policies may be changed, altered, modified or deleted by authorization of the Board of County Commissioners.

Employees should contact the Safety Manager to obtain a specific interpretation of the contents of this Manual. **Office: 850-892-8155 x1024 Cell: 850-307-3861.**

WALTON COUNTY COMMISSIONER'S SAFETY POLICY STATEMENT

The Board of County Commissioners (BCC) is committed to providing safe and healthful working conditions for all of its employees. To accomplish this, County workforce employees shall comply with all current occupational safety, health and environmental laws mandated by Federal, State and Local jurisdictions, as well as seek voluntary compliance with all applicable Occupational Safety and Health Administration (OSHA) requirements.

The BCC maintains that the best source of protection for the health and safety of the work force is the individual employee. It is the responsibility of all employees to follow all safety and health policies and procedures. Employees are expected as a condition of employment to adopt and promote the concept that a safe way to perform a duty is the most efficient and only acceptable way.

The BCC recognizes that the basic responsibility for employee safety and health rests with the employee and that administrative responsibility includes developing adequate standards and programs and controlling job factors.

COUNTY ADMINISTRATOR'S SAFETY POLICY STATEMENT

Walton County strives to ensure the safety and welfare of our employees. As an employer, we recognize our obligation to provide the safest possible work place for our employees. As a government entity, we recognize our responsibility to the public we serve to provide a safe work environment. Most accidents can be attributed to unsafe acts or conditions, and generally can be avoided.

Our goal is to prevent accidents. Achieving this goal will result in a reduction in personal injury, property loss, liability claims, and an overall more efficient operation.

Most accidents are preventable. Supporting this belief, authority has been delegated and resources have been allocated to Safety and Loss Control to administer an aggressive safety program.

It is expected that Division/Department Directors will complement the efforts of the Risk and Training Manager, ensuring that dedicated efforts will be taken to reduce accidents, injuries, liabilities and provide for the safety of employees as well as the public. These efforts should be continuing and equal in importance to all other operational considerations.

All employees are responsible for cooperating with, and supporting the safety program objectives. Employees are expected to adopt the concept that the safe way is the most efficient and only acceptable way a task is to be accomplished.

Larry Jones, County Administrator

SAFETY POLICY STATEMENT

People are our most important asset - their safety our greatest responsibility. This safety program was developed to ensure compliance with Federal, State, and Local regulations. It serves as 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 responsible for the safety of employees working under their supervision. Supervisors are expected to see that all operations are conducted in a safe manner at all times and that all safety policies, regulations, and/or guidelines are followed. No County assets warrant greater attention than its employees. To that end, personal safety, safety equipment, and facilities should never be jeopardized under the guise of operational necessity.

As employees, you have a responsibility to yourself for your own safety, and also to your family, fellow employees, and the community. All employees are expected to follow safe procedures and take no unnecessary chances. You are required to use all safeguards and safety equipment provided, and make safety a part of your job.

Safety and Training Manager

SECTION 1 - INSURANCE AND WORKERS' COMPENSATION PROGRAMS

1.1 Safe Workplace

1.1.1 Every employer as defined in Florida Statute S. 440.02 shall furnish employment with a safe working environment. When appropriate and necessary, the County shall furnish and use safety devices and safeguards, adopt and use methods and processes reasonably adequate to render such an employment and place of employment safe, and do every other thing reasonably necessary to protect the life, health, and safety of County employees.

1.1.2 Loss Control shall investigate and prescribe what safety devices, safeguards, or other means of protection shall be adopted for the prevention of accidents in every Division under the Walton County Board of County Commissioners. Some Divisions/Departments engaged in work identified as having high frequency or severity of work-related injuries may be subject to additional requirements.

1.2 Return-to-Work Program

1.2.1 Purpose and Scope

A Return-to-Work (RTW) Program may be established within each Department/Division for injured employees. Each Department/Division program may differ in length as to availability and shall include light or modified duty, part-time duty, modification of the worksite or equipment, or an alternate job within the capabilities of the injured worker.

The return of an injured employee to any job, modified or otherwise, is contingent upon the consent of the attending physician, but shall be pursued by Human Resources and the Safety Manager.

Modified jobs are temporary **not permanent** positions.

1.2.2 Designated Physician

Under Florida's Workers' Compensation Law, the employer has the right to choose the authorized treating physician or medical provider. If an employee objects to the County's choice of physician and requests another, then one must be provided; however, the choice of the alternate physician is made by the County.

It should be noted that Walton County shall exercise its right to choose the attending physician. Under no circumstances, shall the employee be given the choice of physicians except when given the choice from the list of physicians that has already been established and approved by Walton County.

1.2.3 RTW Salary Schedule

Florida Workers' Compensation benefits cover 66 2/3 % of the employee's pre-injury average weekly wage up to a maximum set by the State.

Walton County Board of County Commissioners Personnel Policies allows an employee to choose to utilize 1/3 day (2.6 hours) of accrued sick leave or may, in absence of sick leave, use 1/3 day (2.6 hours) of annual leave for each day an employee is determined, by a physician, as disabled because of a work-related injury. This utilization shall include the seven day waiting period as established by the Workers' Compensation Law, as well as the remaining period of disability for the work-related injury. **An alternative salary payment method may be utilized.**

It should be noted that any employee who refuses a modified job duty that has been approved by the attending physician may lose all workers' compensation benefits.

1.2.4 RTW Program Recovery System

The assignment shall be based on the employee's capabilities and with the concurrence of the attending physician.

It shall be the responsibility of the injured employee to establish and keep all regularly scheduled Doctor Appointments.

It should be noted that Walton County is not required to hold a job open for an injured employee unless the employee is out on approved FMLA; therefore, it is in the best interest of the employee to give full participation and cooperation with the County RTW Program.

SECTION 2 - RESPONSIBILITIES WITHIN THE SAFETY PROGRAM

2.1 Employee Responsibilities

2.1.1 Employees are required as a condition of employment to develop safe work habits and to contribute, in every manner possible, to the safety of themselves, their co-workers, and the general public.

2.2.2 Employees will:

- Report all unsafe conditions and acts to their supervisor.
- Be individually responsible to keep themselves, fellow employees, equipment, and the general public free from incident.
- Keep work areas clean and orderly at all times.
- Follow prescribed procedures during an emergency.
- Report all accidents and injuries, no matter how minor, immediately to their supervisor.
- Be certain that they understand instructions completely before starting any task.
- Learn to lift and handle materials properly.

- Avoid engaging in any horseplay and avoid distracting others.
- Review the educational materials on bulletin boards or otherwise distributed.
- Know how and where medical help can be obtained.
- Report the absence of any first aid supplies or equipment.
- Not damage or destroy any warning or safety device or interfere in any way with another employee's use of them.
- Operate only machines and equipment for which they are trained and authorized.
- Use only the prescribed equipment for the job and handle it properly.
- Obey all safety rules and follow published work instructions. If any doubt exists about the safety of doing a task, the employee will STOP and get instructions from his/her supervisor before continuing work.
- Wear required protective equipment when performing their job duties. Dress safely and sensibly.
- Set an example of safe working habits and follow all safety regulations.
- Acknowledge physical limitations, and do not attempt tasks that exceed those limitations.

SECTION 3 - COUNTY SAFETY ADVISORY COMMITTEE

3.1 County Safety Advisory Committee Objective and Purpose

3.1.1 The primary objective of the County Safety Advisory Committee is to develop procedures and guidelines for determining and evaluating the nature and cause of serious accidents, property damage, and employee injuries. It is also to propose and ensure compliance of policies and recommendations for improving the overall safety program.

3.1.2 The primary purpose of the Safety Advisory Committee is to review and evaluate matters relating to County employees who have been involved in motor vehicle accidents, personal injury incidents, and damage to public and private property. The Advisory Committee will review incident/accident reports and recommendations for prevention filed by supervisors. When necessary, the Advisory Committee will try to determine the cause of accidents, injuries and damages, and formulate suggestions to avoid such accidents. It shall also review safety suggestions and problems which are related to safety, such as those received from reports of unsafe acts and unsafe conditions. These problems, whenever possible, will be cleared up at department level. When this is not possible, the problem should be brought to the attention of the Committee.

3.2 County Safety Advisory Committee Deliberations

3.2.1 The Advisory Committee in its deliberations, will be guided by the principle that the opportunity existed for alternate action which could have been reasonably taken in an effort to prevent the injury or damage. In addition, the Advisory Committee will also give full consideration to the occupational hazards inherent in the nature of the work performed by the employee.

SECTION 4 - DISCIPLINARY ACTION

4.1 General

4.1.1 It should be noted that the Florida's Workers' Compensation Law, Section 440.09 (5) Florida Statutes, provides for a reduction of normal compensation by twenty-five percent (25%) if an employee is injured as a result of his/her willful refusal to use safety devices or to observe a lawful safety rule.

4.1.2 Section 440.09 (3) of these statutes provides that "compensation is not payable if the injury was occasioned primarily by the intoxication of the employee; by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician; or by the willful intention of the employee to injure or kill himself, herself, or another. Furthermore, section 440.09 (7)(c) states "If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was occasioned primarily by the influence of drugs."

It is a condition of employment to refrain from taking drugs on or off the job. If an employee is injured on the job and refuses to be tested for alcohol or drugs, that employee's eligibility for medical benefits and compensation will be lost.

4.1.3 An employee injured because of his/her intoxication shall be disciplined to include termination in accordance with the County Personnel Policies and Procedures Manual.

4.1.4 An employee injured because of his/her willful refusal to use safety devices or follow lawful safety policies/procedures shall be disciplined, not to exceed the suspension limits established in the County Personnel Policies and Procedures Manual.

4.2 Division/Department Disciplinary Action

4.2.1 If after reviewing accidents, the Supervisor concludes that the necessary course of action is disciplinary, then he/she shall make recommendations to the department management as to what they feel appropriate disciplinary action should be for the party involved.

4.2.2 Disciplinary action may range from a written reprimand to a suspension or discharge, depending on the seriousness of the situation. Such recommendations shall be governed by the Disciplinary Procedures Section of the County Personnel Policies and Procedures Manual.

4.2.3 It is at the discretion of the Division management as to the enforcement of disciplinary action.

4.2.4 Before implementing disciplinary action against an employee, he/she should be counseled with regard to why such disciplinary action is being pursued.

4.3 Disciplinary Authority

- 4.3.1 Department supervisors shall address employees when they ignore or disregard established safety policies and rules (i.e. not wearing seatbelts, a back belt or other personal protective equipment, etc.).

SECTION 5 - SAFETY RECOGNITION

RESERVED FOR FUTURE USE

SECTION 6 - INCIDENT AND ACCIDENT REPORTING PROCEDURES

6.1 Scope

Employees' **personal property** in vehicles or buildings is the responsibility of the employee.

When an incident/accident involving County employees, property or liability does occur, the employee is required to report the event to their supervisor immediately after occurrence of the incident. This is to include minor injury and property damage as well as public liability incidents.

6.2 Incident/Accident Reporting Procedures

- 6.2.1 If necessary, call an ambulance. **Under no circumstances shall an employee, in lieu of an ambulance, transport (either by county vehicle or personal vehicle) a citizen for medical care.**
- 6.2.2 Secure the area, equipment and personnel from further injury or damage.
- 6.2.3 If an ambulance is not necessary, but first aid/medical treatment is, then arrange for such treatment.
- 6.2.4 For serious incidents/accidents, notify the Safety and Loss Control Manager immediately after the incident/accident.

After normal working hours:

For notification of Division/Department Director and/or Risk and Training manager, call: Walton County 850-307-3861

- 6.2.5 If the employee is absent from work due to the injury, the absence must be authorized by a physician. All periods of disability must be documented by a medical excuse from an authorized physician.
- 6.2.6 Injured employees must have a return-to-work release from their physician before they can be allowed to resume any job duties. Review the release carefully and follow any work restrictions indicated by the physician.

6.2.7 No statement assuming fault, responsibility or liability will be made at the scene of an accident or incident.

6.3 Workers' Compensation Reporting Procedures

6.3.1 Walton County is required to comply with the Florida Workers' Compensation Law. An employee who suffers an injury arising out of and in the course of employment shall advise his supervisor of the injury immediately after the date of or initial manifestation of the injury. Florida Law dictates that failure to report an injury 30 days after the date of or initial manifestation shall bar a petition unless certain criteria are met.

6.4 Vehicle Accident Reporting Procedures

6.4.1 If necessary, call an ambulance. If the incident/accident involves a citizen, and if the citizen is injured, the County employee should offer to call an ambulance, and if the person is incapacitated or unconscious, then the employee should call an ambulance. Under no circumstances should an employee, in lieu of an ambulance, transport (either by county vehicle or employee vehicle) a citizen for medical care.

6.4.2 Secure the area, equipment and personnel from further injury or damage.

6.4.3 Notify the appropriate law enforcement authority:

Walton County Sheriff's Office850-892-8111
DeFuniak Springs Police Department850-892-8513
Florida Highway Patrol.....850-872-4150

6.4.4 If the accident occurs in a parking lot or residential area within the unincorporated areas of Walton County, the following questions should be referenced before making a determination to call for the Florida Highway Patrol.

- ... Are there any injuries/fatalities?
- ... Is a roadblock created by a disabled vehicle requiring a tow?
- ... Is fuel spilled?
- ... Is it alcohol related?
- ... Is it a hit and run of an occupied or attended vehicle or property?
- ... Was it an intentional act of the driver, resulting in damage?
- ... Are hazardous materials involved?

If the answer to any question is "YES", the FHP and all necessary response agencies should be called immediately to work the accident.

Complete and forward the Walton County Supervisor's Vehicle Accident Report, along with the responding Officer's Law Enforcement Short Form Report or the Florida Traffic Accident Report.

The Walton County Supervisor's Vehicle Accident Report shall be completed for accidents

to which law enforcement responds and works or accidents involving **only** County vehicles and property.

If the answer to all the questions is "NO", the departmental employee assigned the responsibility of responding to traffic accidents must complete the Walton County "Vehicle Accident" form, and forward to the Safety and Training Manager within 72 hours, three working days, of the accident.

County vehicle/driver information shall always be recorded in Section 1 of the Vehicle Accident form. Section 2 shall be used to record the necessary information for any other vehicles/drivers involved. Determination of fault shall not be recorded.

If the driver of the other vehicle refuses to give the information regarding his/her license, insurance and registration, the license plate number of his/her vehicle should be obtained.

After recording all the pertinent information on the Vehicle Accident form, the original shall be forwarded to the Safety and Training Manager within 72 hours, three working days, of the accident.

6.4.5 If an ambulance is not necessary, but first aid/medical treatment is, then arrange for such treatment. If emergency professional medical treatment is required and time allows, arrange to have an employee, preferably a supervisor, accompany the injured employee to the medical facility.

6.4.6 All vehicle accidents which involve a vehicle occupied by a citizen or that result in any potential liability for the County, regardless of apparent severity, will be reported to the Safety and Training Manager on a 24-hour basis by contacting the appropriate County personnel.

6.5 Public Liability Incident/Accident Reporting Procedures

6.5.1 Public liability is defined as an incident or accident for which the County may be responsible due to a condition created by the County or by the action of a County employee.

6.5.2 No indication or commitment should be made that the County assumes liability.

SECTION 7 - SAFETY INSPECTIONS/AUDITS

7.1 Internal-Inspections

7.1.1 Daily Inspections: All employees shall inspect their work area, tools, and equipment at the beginning of each workday. Maintenance personnel, supervisors and others whose duties take them into the production area shall constantly check for unsafe actions and conditions. In all cases where remedial action is needed, it should be reported and

corrected as soon as possible.

To contribute to the success of the Safety Program as a whole, Employees should not only identify and report hazards within their workplace but also hazards throughout the County.

7.2 Planned Inspections

7.2.1 Planned inspections should occur on a monthly basis and shall involve the department/division management, supervisors, and employees. This type of inspection should cover all areas of operations. Inspections will be scheduled when maximum observations can be made with the least amount of interruption of operations.

7.3 Safety Grams

7.3.1 The Safety and Training Manager shall also have the authority to issue "Safety Grams" to department/division management for witnessed unsafe acts and/or conditions. The purpose of Safety Grams is to bring hazardous conditions or acts to the attention of the appropriate management in order to give them the opportunity to rectify the condition or act. The Safety Gram should not be regarded as a citation but as a message of caution and concern.

SECTION 8 - SAFETY TRAINING AND EDUCATION

8.1 Employee Safety Orientation

8.1.2 Each new employee who reports to work will be given a safety orientation by his/her supervisor as part of the general hiring process prior to being allowed to actually go to work. During this orientation, the County's positive attitude toward working safely will be stressed, and the employee will be advised that safety is a condition of employment. The safety program will be explained and safety responsibilities will be defined.

8.2 New Employee Checklist

8.2.1 The supervisor conducting the orientation will complete the New Employee Checklist and maintain a copy of this checklist in the employee personnel file.

The employee must sign the checklist indicating he/she has been thoroughly oriented.

8.3 Training Program Responsibilities

8.3.1 Formal Safety training programs will be developed and conducted through the Safety and Training Manager.

SECTION 9 - HAZARD COMMUNICATIONS STANDARD

9.1 Employee Information

9.1.1 Each employee of Walton County has the "Right to Know" the product or substance, the location of each in their respective work place, the safe handling requirements, the reactivity data, and the proper personal protective equipment and labeling procedures used for all substances that may be harmful to their health.

9.2 Material Safety Data Sheets

9.2.1 A Material Safety Data Sheet (MSDS) is required and will be on file for each substance that could have harmful physical or health effects to our employees.

9.2.2 The system to be used by Walton County is as follows:

- **MSDS Master List:** The MSDS Master List of all substances that are "covered" by the "Right to Know Law" will be located in the Walton County Safety and Training Control Office.
- **Facility MSDS List:** A copy of a MSDS for any "covered" substance in each facility will be on file in the office of the Division Director of each respective facility.
- Employees will have access to review any MSDS within 72 hours of the request. Employees will be paid for time spent reviewing Material Safety Data Sheet and will not be required to come in off duty for this viewing. Available times for reviewing sheets are during the normal County operational hours.
- **Local Fire Department MSDS List:** A copy of the MSDS for any covered substance will be forwarded to the respective Fire Department in which the using facility is located. These lists will be used to notify the Fire Department(s) of a hazardous environment existence.

9.3 Labeling System

9.3.1 It is to be standard operating procedure that no substance "covered" by the "Right to Know Law" be removed from its original shipping container, provided that container correctly identifies the material and the associated health hazards. In the event that it becomes necessary to have, or to store a "covered" substance in a container other than as stated above, the container will be labeled with the following information:

- Name of Substance
- Flammability of Reactivity Information
- Toxicity Information
- Personal Protective Equipment Required
- Proper DOT Placard, if required

9.4 Personal Protective Equipment

9.4.1 Where necessary, the appropriate respiratory protective equipment for chemical being handled will be provided.

9.4.2 When an employee is required to wear or use personal protective equipment, that employee will be trained in the use of and maintenance of such equipment.

9.5 Detection of Hazardous Substance

9.5.1 Any substance found in a work area that does not have proper identification labels will be treated as a hazardous substance until that substance is identified. The employee is to alert the supervisor that an unidentified substance is in the area.

9.5.2 In the event this occurs, no employee will be exposed to said substance until proper actions have been taken to eliminate the potential for exposure.

SECTION 10 - LOCKOUT / TAGOUT PROCEDURES (LOTO)

10.1 General

10.1.1 Lockout/Tagout should be done when performing service or maintenance around any machine where an employee could be injured by the unexpected start up of equipment or release of stored energy.

10.2 Training

10.2.1 All employees whose work operations are or may be in the area where energy control procedures may be utilized, shall be instructed about the procedure, and about prohibition relating to attempts to restart or re-energize machines or equipment that are locked-out or tagged-out.

10.3 Refer to OSHA 29 CFR 1910.147 for further LOTO procedures, information requirements and definitions.

SECTION 11 - PERMIT REQUIRED CONFINED SPACE ENTRY PROGRAM

RESERVED FOR FUTURE USE

SECTION 12 - BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

12.1 Key Definitions (Refer to OSHA 29 CFR 1910.1030 Bloodborne Pathogens Standards for complete listing of all definitions).

12.2 Exposure Determination

12.2.1 All employees who can "reasonably anticipate" as a result of performing a job duty to have contact with blood, regulated waste, and/or Other Potentially Infectious Materials (OPIM) are considered to be "at risk". This does not cover "Good Samaritan" acts which result in exposure to blood or OPIM from assisting a fellow employee. Employees are considered to be exposed even if personal protective equipment is worn.

12.3 Hepatitis B Vaccine

12.3.1 All employees who have been identified shall be offered the Hepatitis B vaccine, at no cost to them.

12.3.2 The vaccine shall be offered within 10 working days of an employee's initial work assignment involving the potential for occupational exposure, unless the employee has previously had the HBV vaccine or wishes to submit to antibody testing which shows the employee to have sufficient immunity.

12.3.3 Employees who initially decline the vaccine, but who later wish to have it, shall have the vaccine provided at no cost to them.

12.4 For Divisions falling under this program, please refer to OSHA 29 CFR 1910.1030 for further program set up, information, procedures and requirements.

SECTION 13 - GENERAL SAFETY RULES

13.1 General

13.1.1 Every employee of Walton County must be constantly alert to reporting and correcting unsafe conditions and actions. Employees at all levels should observe the following safety rules.

13.2 Safety Rules

13.2.1 Constantly observe work conditions, equipment, and tools for the purpose of preventing accidents.

13.2.2 Comply with all job safety instructions. Request help when unsure how to perform a task safely.

13.2.3 Use all safety equipment required for the job.

13.2.4 Always ensure proper ventilation is provided.

13.2.5 Correct unsafe acts or conditions within the scope of your immediate work. Report any unsafe acts to your supervisor.

13.2.6 Advise the supervisor of any faulty tools or equipment.

13.2.7 Stop work if conditions are such that there is an immediate danger to life, limb, or property.

13.2.8 The safe way to do a job must always be found before going ahead. Contact your

supervisor when in doubt.

13.2.9 Practice good housekeeping in your work area. Pick up your tools. Do not leave materials or scrap where they will be hazardous to others.

13.2.10 Obey all warning signs.

13.2.11 Keep focused on what you are doing.

13.2.12 Report any unsafe conditions to your immediate supervisor at once.

13.2.13 Fighting or horseplay shall not be tolerated.

13.2.14 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 governed by County policy within the Walton County Personnel Policies and Procedures Manual. Report all medications prescribed by your doctor to your supervisor.

13.2.15 Whenever an employee is involved in any accident that results in personal injury or damage to property, no matter how small, the accident must be reported to the immediate supervisor.

13.2.16 Do not operate any equipment which, in your opinion, is not in safe condition.

13.2.17 All prescribed safety and personal protective equipment shall be used when required and maintained in good working condition.

13.2.18 When lifting, use the approved lifting technique.

13.2.19 Defective machines, tools, etc. shall be reported and taken out of service at once.

13.2.20 All employees should know the location, type, and how to use all fire extinguishers and alarms at their job location.

13.2.21 No employee shall remove, displace, damage, destroy, or alter any safety device or safeguard furnished or provided for use in any place of employment, nor shall anyone interfere in any way with its use thereof.

13.2.22 Violations of safety rules or safety standards shall result in disciplinary action

SECTION 14 - HOUSEKEEPING

14.1 General

14.1.1 A clean and orderly workplace will not only contribute greatly to the prevention of accidents and injuries, but will also lend itself to proper utilization of available facility

space.

14.2 Storage Areas

14.2.1 All materials shall be maintained in neatly stacked piles for easy access. Aisle ways and walkways must be kept clear and free of all materials and tools.

14.3 Work Areas

14.3.1 All loose material and waste must be cleaned up immediately. The work area must remain free and clear of debris so as to provide easy walking areas for all employees.

14.3.2 Spills of oil, grease or other liquids must be removed immediately or sprinkled with sand or oil dry.

14.3.3 Combustible waste, such as oily rags, paper, etc. must be stored in a safe place, such as a covered metal container and disposed of regularly.

14.3.4 Adequate lighting must be provided in and around all work areas, passage ways, stairs, ladders, and other areas used by personnel.

14.3.5 There must be access at all times to such areas as electrical panels, safety disconnect switches, fire extinguishers, emergency exits, eye wash stations, safety showers, etc.

SECTION 15 - FIRE PREVENTION AND SAFETY

15.1 General

15.1.1 Flammable or combustible scraps and materials shall be disposed of in tight metal containers and emptied daily. Containers shall be marked to show the contents.

15.1.2 Never cut a drum or container that contained gasoline or other flammable liquids.

15.1.3 All smoking regulations shall be obeyed. A "No Smoking" sign may indicate that there are flammable materials or conditions in the area.

15.1.4 Spills or leaks of flammable liquids shall be cleaned up immediately.

15.1.5 Employees shall immediately change clothes if they become soaked with oil, gasoline, kerosene, or other flammable liquids.

15.2 Electrical

15.2.1 Wires shall be replaced when insulation gets frayed or worn.

15.2.2 Only fuses with the correct capacity for the equipment shall be used.

15.2.3 Extension cords shall be in good condition and adequate for the task for which it is being used.

15.2.4 Ground connections shall be inspected to ensure they are in proper working order.

15.2.5 Motors, circuits, and outlets shall not be overloaded.

15.3 Equipment and Machinery

15.3.1 Equipment or machinery shall not be allowed to overheat nor be left running unattended or overnight unless such operation is essential to continue the work operation.

15.3.2 Motors and machines shall be kept free of dust and grease.

15.4 Gas and Vapors

15.4.1 Blow torches, soldering irons, welding torches, or other open flame equipment shall be restricted to isolated places where there is a good circulation of air and where no vapor of gasoline or other flammable liquids can collect.

15.4.2 Sufficient natural or mechanical ventilation shall be provided.

15.4.3 Unusual odors or leaking containers shall be immediately reported.

15.4.4 Flammable gas cylinders shall be handled carefully and moved by hand truck when ever possible.

15.4.5 When not in use, cylinder valves shall be closed and valve protection caps in place, hand tight. Valves shall not be used for lifting purposes.

15.5 Storage of Flammables

15.5.1 Materials of a flammable nature shall be stored in appropriate containers (not breakable) and placed in approved fire resistant storage buildings or fire resistant metal cabinets. Cabinets shall be identified for "FLAMMABLE" storage by labeling.

15.5.2 Cylinders shall be secured and stored away from electrical conductors and other sources of electricity.

15.5.3 Empty cylinders shall be plainly marked and stored in locations separate and apart from full containers.

15.6 Fire Equipment and Preparedness

15.6.1 Passageways, fire exits, fire extinguishers, fire hoses, fire alarms boxes, fire detection

installations, sprinkler valves and/or sprinkler heads shall not be blocked.

15.6.2 Missing, damaged, used or inoperative fire extinguishers shall be immediately reported and repaired, recharged or replaced.

15.6.3 Employees should be aware of the proper fire routes and exits to use in emergency situations.

SECTION 16 - OFFICE SAFETY

16.1 Machines and Equipment

16.1.1 Machines should not be placed too near the edge of tables or desks.

16.1.2 Machines that creep or vibrate during operation should be secured in a manner to prevent movement.

16.1.3 Heavy office furniture and equipment shall be moved only by properly trained and physically qualified personnel. Chairs, boxes, and other objects will not be used as substitutes for ladders.

16.1.4 Bulky office supplies and materials must be properly lifted to avoid muscle strains. Use mechanical devices to lift or carry loads that cannot be easily handled by one or two persons.

16.1.5 Never tip your chair backward. This can cause an overbalanced condition and result in your falling to the floor. This also causes a strain on the chair to the point where it may break and cause you to fall.

16.1.6 Do not sit on the edge or arm of the chair.

16.2 File Cabinets

16.2.1 File cabinets should be placed against walls or columns.

16.2.2 Do not overload drawers. Open only one drawer at a time to prevent the cabinet from tipping over. Put heavy materials in bottom drawers whenever possible.

16.2.3 Do not leave file drawers open.

16.2.4 To avoid pinching or cutting your fingers, use the handle when closing the drawer.

16.3 Floors

16.3.1 Defective tile or carpet should be reported for immediate repair.

16.4 Passageways/Aisles

16.4.1 A minimum width of four feet should be established for aisles. Obstructions such as waste baskets, telephone and electrical outlets, low tables, and office equipment shall be kept where they do not present tripping hazards.

16.4.2 Exits should be clear of obstructions and useable in an emergency situation.

16.4.3 Watch where you walk. Be sure you can see over anything you are carrying and do not read while you are walking.

16.4.4 Use handrails on stairways.

SECTION 17 - BACK PROTECTION

17.1 Sitting (FOR OFFICE)

17.1.1 When sitting keep your back straight, tighten your abdominal muscles, and keep your shoulders straight and centered above your hips.

17.1.2 Sit with your back against the back of a supportive chair, feet on the floor, and knees comfortably under the desk or table top and slightly higher than hips.

17.1.3 Place the chair close enough to the desk or table so you do not have to bend at the waist or hunch over to work.

17.1.4 Hold what you are reading upright instead of leaning over to read it on your desk top.

17.1.5 Adjust your chair properly and readjust it throughout the day.

17.1.6 Adjust your workstation height if possible.

17.1.7 When you are on the phone, use your elbow to support your arm. Do not cradle the phone in your neck and shoulder.

17.1.8 Get up and walk around periodically.

17.1.9 To reach something that is off to one side, turn your whole body, instead of twisting.

17.1.10 Never reach down to pick up an object while you are seated. Instead, get up and use the proper lifting technique.

17.2 Preparing to Lift

17.2.1 If required, always wear your back support belt.

17.2.2 THINK. Lift with your mind first.

17.2.3 Never attempt to catch a falling object.

17.3 Lifting

17.3.1 **Never** bend over the object to pick it up.

17.3.2 If you must do repeated lifting or moving, take frequent breaks.

17.3.3 When no one is around to help or the load is too heavy use mechanical equipment such as, a hand truck, forklift, hoist dolly, etc., to move loads. **Never overload hoisting or lifting equipment.** The rated load should be legibly and permanently marked in a prominent location on the equipment.

17.3.4 When shoveling, lift with your legs; keep your hands far apart, knees bent and your back straight. **Do not twist your body.** Turn in the desired direction by moving your feet and letting your entire body follow.

SECTION 18 - VIDEO DISPLAY TERMINALS (VDTs) (FOR OFFICE)

18.1 General

18.1.1 There are many factors when using VDTs that can contribute to physical stress. VDT work requires a good deal of concentration, close visual work, frequent eye movement, extended periods of sitting, and prolonged use of hands, wrists, and fingers. These factors can negatively affect the VDT worker's stress levels; however, they can easily be controlled and adjusted to improve a worker's comfort, productivity, and job satisfaction.

18.2 Posture While Working on VDTs

18.2.1 Keep the back straight.

18.2.2 Keep elbows close to the sides.

18.2.3 Hold the upper and lower arms at approximate right angles.

18.2.4 Hold the head up with eye level just above top of the screen.

18.2.5 Keep knees level with hips.

18.2.6 Support the lower back.

18.2.7 Rest the feet flat on the floor or on a footrest.

18.3 The Screen

18.3.1 Have adjustable tilt for vertical and horizontal angles or be placed on a wedge in order to change the angle.

18.3.2 Set at a height so that the top is just below eye level.

18.3.3 Positioned about as far away as you would position a book, approximately 18 inches.

18.3.4 Have contrast and brightness controls or use filters if characters are too bright.

18.4 The Keyboard

18.4.1 Should be thin, to avoid bent wrists. If your keyboard is thick, make a wrist rest with a towel or padded board to help keep your wrist straight. If possible, it should be detachable for independent positioning.

18.5 The Work Area

18.5.1 Ample leg room.

18.5.2 Ample space for computer, accessories, and work space.

18.5.3 Holder to keep documents at the same level and distance as the screen.

18.6 The Chair

18.6.1 Adjustable height so that forearms and wrist are straight when hands are on the keyboard.

18.6.2 Adjustable, full sized backrest.

18.6.3 Curved seat front.

18.6.4 Five feet with rollers.

18.7 Lighting

18.7.1 Natural Light

Position the VDT at a 90 degree angle to the windows.

Adjust the angle of the screen to reduce reflections and glare.

If necessary, close blinds or drapes as light changes.

18.7.2 Artificial Light

If lights are too bright or dim, turn them off. Use task lights to see documents.

Tilt the screen down slightly to avoid catching the light from above.

If possible, sit with ceiling lights at the side rather than directly overhead, in front or behind you.

If possible, position the monitor so that you are not distracted by window scenes or background movement.

18.8 Reducing Stress and Muscle Tension

18.8.1 Simple exercises and changing your daily routine can help reduce stress and prevent fatigue, irritability, and sore muscles and joints. Suggested ways to relax and reduce tension include the following for:

18.8.2 Daily Routine

As work allows, take a few minutes every hour or so to organize materials, file, deliver completed work, etc.

Get up and walk around occasionally.

Discuss with your supervisor about a mid-morning and mid-afternoon work break.

18.8.3 Eyestrain

Cup your hands lightly over closed eyes for one minute.

Look into the distance from time to time at something at least twenty feet away.

Roll your eyes clockwise then counterclockwise.

Blink your eyes so your eyes won't dry out.

If necessary, adjust the office lighting or your screen's brightness and contrast.

18.8.4 Head and Neck

Slowly turn your head left and hold for 3 seconds. Turn your head to the right and hold for 3 seconds. Drop your chin to your chest, and then tilt back as far as you can. Repeat the sequence 5-10 times.

18.8.5 Shoulders

Using a circular motion, roll your shoulders forward 5 times then backward 5 times.

Stick your arms out straight from your shoulders and rotate them in small circles, first forward and then backward. Drop your arms then raise them and rotate again, repeating the process 3 times.

18.8.6 Upper Back

Grasp one arm below the elbow and pull gently toward the opposite shoulder. Hold the position for 5 seconds. Repeat with the other arm.

18.8.7 Lower Back

Sitting in your chair, bend between your knees toward the floor. Hold for 10 seconds, and then resume your upright position. First, be sure your chair is steady and far enough away from your desk.

18.8.8 Wrists

While your arms are extended in front of you, raise and lower your hands several times. Rotate your hands 10 times.

Put one elbow on your desk and hold the arm up with the hand raised. Grab your raised fingers with your other hand and gently bend your raised hand backward. Hold the hand back for 5 seconds, then release it and do the other arm and hand.

18.8.9 Hands and Fingers

With your hands palm side down, make a fist and hold tight for 1 second. Spread the fingers wide for 5 seconds. Repeat 3 times.

SECTION 19 - REPETITIVE MOTION INJURIES

19.1 Causes

19.1.1 Repetitive Motion Injuries (RMIs) are caused by regularly repeated movements such as, hammering, lifting, twisting, squeezing, pushing, pulling, typing, etc.

19.2 Risk Factors

19.2.2 Constant Repetition:

Given enough time, affected muscles and other tissues recover from repeated movements without injury. It is when a movement is repeated too often that it takes longer for the tissues to recover.

19.2.3 Force:

Placing too many pounds of pressure on muscles, ligaments, tendons and other tissues increases the risk of injury.

19.2.4 Awkward Posture:

Extended awkward body positions increase the stress of certain body movements.

19.2.5 Lack of Rest:

Without enough rest or breaks from the repetitive movement, the body does not have enough time to recover from activities, even those that involve very little force.

19.2.6 Other:

Sharp or hard objects, vibration, cold temperatures, and improperly designed tools, controls or work areas increase the risk of RMIs.

19.3 Prevention of RMIs

19.3.1 Limiting stressful motion whenever possible helps to prevent RMIs. Recommended prevention techniques include:

- If possible, employees performing new jobs involving regularly repetitive motions should begin slowly, and gradually build their speed and workload. This allows the body to get use to the new movements.
- If the job requires the employee to sit for extended periods of time, adjust the chair, work surface, keyboard or other objects. If possible, stand up and stretch from time to time.
- Avoid repeating actions as much as possible. Switch from one movement to another from time to time.
- Frequently change your work position or body posture.
- Take scheduled breaks to give your body time to rest and recover. Pace yourself so that you don't get too tired.
- When you are performing a task that requires the use of your hand, keep your wrist as straight as possible.
- When typing, adjust your chair or work surface so that your bent elbows form a 90 degree angle. If necessary, use a wrist rest to help keep your wrist straight.
- When possible, soften the contact between your body and your work surface. For example, pad corners, use cushion handled tools, gloves or other devices when appropriate.

SECTION 20 - PERSONAL PROTECTIVE EQUIPMENT (PPE)

20.1 General

20.1.1 When personal protective equipment has been specified for hazardous work its use shall be mandatory as a condition of employment, and employees shall not be allowed to perform a job without the appropriate personal protective equipment (PPE).

20.1.2 PPE serves only as added protection, not absolute protection; therefore, its use must be

in conjunction with guards, engineering controls and sound workplace practices.

20.1.3 The employee is responsible for the care and proper use of his/her PPE and reporting any faulty, damaged, or worn PPE.

20.2 Work Clothes

20.2.1 In the absence of a County uniform, employees shall 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.

20.3 Protective Footwear

20.3.1 To maximize safe working conditions for employees, Walton County shall mandate the wearing of safety shoes/boots for those employment situations for which hazards exist, and where the wearing of such personal protective equipment would reasonably prevent injury to the employee. Situations for which hazards exist include areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the soles, and where the employee's feet are exposed to electrical or chemical hazards.

20.3.2 Application of Safety Shoe/Boot Program

Employees are required to wear ANSI approved safety shoes if they are required to handle or carry material such as heavy packages, objects, parts, or tools which could be dropped; or for activities where objects might fall or roll onto the feet; or for activities where sharp objects such as nails, wires, tacks, screws, large staples, scrap metal, etc., could be stepped on by the employee.

NOTE: If not provided by the County, a reimbursement according to county policy will be applied toward the purchase of safety shoes if required to be worn.

20.4 Back Support Braces/Belts

20.4.1 Wearing of Back Support Braces

Any employee, whose job requires wearing back a support brace/belt and performs constant or strenuous lifting, and is discovered not wearing the back support brace/belt as required, shall not be allowed to work until such time as he/she is wearing the issued or approved brace/belt. Refusal to wear the back support brace/belt will result in disciplinary action.

20.5 Hard Hats

20.5.1 Hard hats are required to be worn when employees are exposed to possible danger of injury from falling or flying objects, hazards overhead, or from electrical shock and burns.

20.5.2 Hard Hat Suspension

Hard hats must be worn squarely on the crown of the head. This puts the strongest part of the hat in position to take an overhead impact.

The hat suspension is critical to absorb and spread the force of an impact. For the proper ventilation and impact protection, the suspension must have a $1\frac{1}{4}$ - $1\frac{1}{2}$ " clearance between the crown of the hat and the top of the head.

- 20.5.3** When near exposed electrical conductors which could contact the head, affected employees shall wear the appropriate "class" hard hat designed to reduce electrical shock hazards.
- 20.5.4** Hard hats that have been altered will not be permitted.
- 20.5.5** The hard hat will be worn with the brim facing forward at all times, except for welders wearing an attached welding hood.
- 20.5.6** Hard hats worn during the hours of darkness shall have a one inch band of reflective tape or white sign sheeting applied around the circumference of the hat.
- 20.5.7** Hard hats should not be stored on the rear or front window ledge of a vehicle. The extreme heat tends to weaken it, and in sudden stops or turns it can become a harmful missile. Instead use a storage rack or other appropriate storage area.
- 20.5.8** Hard hats shall be cleaned on a regular basis.
- 20.5.9** Hard hats shall be inspected regularly by employees and replaced immediately when found defective. A hard hat is defective if it is cracked, dented, has deep scratches, faded, modified, not equipped with an inner suspension liner, or otherwise damaged.

20.6 Gloves

- 20.6.1** To help prevent such injuries, employees shall wear proper hand protection when exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperature extremes.
- 20.6.2** The glove shall be in good condition and suited for the type of work involved. Employees should check gloves for holes at the tips and between fingers, replace gloves that are damaged or worn, and periodically clean and dry gloves.
- 20.6.3** Employees must ensure that gloves fit properly.
- 20.6.4** Gloves should not be worn when working on moving machinery. Moving parts may pull the glove and the wearer's hand and arm into the machine.

20.7 Eye and Face Protection

20.7.1 Approved eye and face protection shall be worn whenever warranted by work exposures, such as flying particles of dirt, sand, grass, dust, rust, rock, bits of concrete etc., sprays or splashes of hot or corrosive chemicals or materials, hazardous gases or vapors, and injurious radiant energy.

20.7.2 Safety glasses must cover the front and sides of the eyes. Side covers may be detachable.

20.7.3 Employees wearing prescription glasses shall wear protective devices designed to fit over prescription glasses, or the employee may, at his/her expense, have ANSI approved protective eyewear ground to the prescription.

Employees who choose to purchase prescription safety lenses shall file the proper documentation with Human Resources showing that the lenses are ANSI approved.

NOTE: If not provided by the County, a reimbursement according to county policy, will be applied toward the purchase of prescription safety glasses if required to be worn.

20.7.4 Face shields shall be worn in conjunction with goggles or safety glasses when working with chemicals, heat, glare, small projectiles, and infectious material that may splash.

20.7.5 Goggles shall be worn with a face shield when severe exposure to splashing hazards is present.

20.7.6 Safety glasses or goggles shall be worn under welding helmets for added protection.

20.7.7 Welders shall wear a welder's hood with lenses which have the correct color density for the type of welding involved. Welders' helpers must wear the same, or at a minimum wear burning goggles with the correct color density.

20.8 Hearing Protection

20.8.1 Hearing Protectors

When workplace sound levels exceed the permissible exposure limit at or above an 8-hour time-weighted average of 85dB, the affected employees shall be notified and hearing protection shall be worn to reduce the sound levels for as long as the danger exists.

The effectiveness of hearing protection depends on proper fitting.

If an employee's plugs or muffs are not right for the job or feel uncomfortable, he/she should inform the supervisor immediately so that the protection may be replaced with more appropriate protection.

Hearing protection must be worn in identified high risk areas. Employees not wearing their hearing protection in such areas not only are at risk of hearing loss, but are subject to disciplinary action.

20.9 Safety Belts, Harnesses, and Lanyards

20.9.1 These shall be worn when working at elevated levels over six feet high which are not protected by standard handrails and when working from suspended scaffolds.

20.10 Flotation Vests

20.10.1 United States Coast Guard approved flotation shall be worn when required to perform work over water.

20.11 Traffic Vests

20.11.1 When required to work in the immediate vicinity of moving traffic, a fluorescent orange, green or red traffic safety vest shall be worn.

SECTION 21 - TOOL AND EQUIPMENT SAFETY

21.1 Hand Tool Safety

21.1.1 Hand tools shall only be used for the purpose for which they were designed and shall be used with the appropriate safety equipment and PPE.

21.1.2 Employees shall check the condition of tools before they use them. Tools shall be kept in good working condition and replaced or repaired when worn or broken.

21.1.3 Tools that are not in use shall be properly stored in tool boxes, racks, or cabinets and not be allowed to lie around where they could fall on or trip employees.

21.1.4 Sharp or pointed tools shall not be carried in pockets unless the point or edge is protected with a cover. It is recommended to carry tools in a tool belt or kit.

21.2 Power Tool Safety

21.2.1 Employees shall follow all manufacturer instructions regarding the safe storage, operation, and maintenance of power tools.

21.2.2 Employees shall not use a power tool unless they have been trained on how to use it safely and properly.

21.2.3 Power tools must have all guards in place before they are put into operation.

21.2.4 Employees should not wear loose fitting clothing or jewelry when operating power tools.

21.2.5 Power tools should be disconnected from the power source before changing blades, bits, etc.

21.2.6 Remove chuck keys, etc. before using power tools.

21.2.7 Power tools should be double-insulated or have three prong plugs with grounded extension cords and receptacles.

21.2.8 Do not use power tools with worn or damaged plugs or cords.

21.2.9 Always keep the work area free of trip hazards or slippery conditions.

21.2.10 Never use compressed air to clean off equipment or clothing, use a brush or dry vac.

21.3 Ladder Safety and Maintenance

21.3.1 Ladders must be of sufficient length to extend not less than 36" above any platform or landing which they serve.

21.3.2 Step ladders should not be used as straight ladders. Workers should not work from the top two steps of a step ladder.

21.3.3 The feet of a ladder shall be placed approximately 1/4 of its length away from the vertical plane of its top support.

21.3.4 Only light, temporary work should be performed from ladders.

21.3.5 Ladders should not be placed in front of doors which open towards the ladder unless the door is locked or otherwise guarded.

21.3.6 When using straight ladders, both the bottom and the top shall be secured to prevent displacement. Use ladder shoes, stakes, or other means of securing the ladder.

21.3.7 Only one employee at a time climbing a ladder.

21.3.8 Ladders are not to be used as skids, braces, scaffolds, or any other purpose than that for which they are intended.

21.3.9 Never climb a ladder with greasy, muddy, or otherwise slippery hands or shoes.

21.3.10 When ascending or descending ladders, face the ladder and use both hands to hold onto the side rail. If material must be moved from one level to another, a rope, block and tackle or other means should be used. Materials should not be hand carried on ladders.

21.3.11 All ladders should be visually inspected frequently for deterioration and damage.

21.4 Welding and Cutting

21.4.1 Never use oil or grease on any fittings or apparatus in contact with oxygen.

21.4.2 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.

21.4.3 Before doing any welding or cutting, always check to be sure appropriate fire protection equipment is immediately available.

21.4.4 Do not wear flammable or disposable type clothing.

21.4.5 Wear appropriate welding helmets, long sleeve shirts, leathers and welders gloves.

21.4.6 Equipment must be industrial rated, in good condition and conforming to OSHA requirements governing application, installation and operation of arc welding and cutting equipment.

21.5 Compressed Gas Cylinder Storage

21.5.1 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.

21.5.2 Assigned storage spaces shall be located where cylinders will not be knocked over or damaged by falling or passing objects, or be subject to tampering by unauthorized persons.

21.5.3 Empty cylinders shall have their valves closed.

21.5.4 Storage of empty cylinders shall be separated from charged cylinders. Storage racks shall be identified as to compressed gas cylinder content and condition (i.e., "full", "empty").

21.5.5 Valve protection caps, where the cylinder is designed to accept the cap, shall always be in place, hand tight (except when cylinders are in use or connected for use).

21.5.6 Protection from solar radiant heat shall be provided where cylinders are directly exposed to sunlight.

21.5.7 Compressed gas cylinders shall be secured in an upright position at all times, including when hoisted or transported.

21.5.8 Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease) a minimum of 20 feet.

21.6 Ground Equipment Safety

- 21.6.1** Always wear appropriate personal protective equipment.
- 21.6.2** Employees shall not operate equipment until they have been trained and documentation is on file.
- 21.6.3** Equipment shall never be left unattended with motors running.
- 21.6.4** Employees shall inspect areas to be mowed for foreign objects, such as, wires, stones, bottle caps, sticks, etc. Such objects shall be removed from the area before mowing.
- 21.6.5** Do not run engines in a confined area without adequate ventilation. The exhaust fumes are hazardous and could be deadly.
- 21.6.6** Employees should warn bystanders of the danger of flying objects. Employees should take extreme precautions when there are people in the immediate area, especially children. People should be kept clear of areas of operation.
- 21.6.7** All shields, safety devices, and decals shall be kept in place, and if any are defective or damaged, they shall be repaired or replaced before operating the equipment. **No equipment safety device shall be bypassed.**
- 21.6.8** There should not be a passenger on the machine unless the machine is designed with an extra seat for the purpose of carrying a passenger.
- 21.6.9** Always keep hands and feet away from the undercarriage of a mower when in operation.
- 21.6.10** When working in the sun, employees should protect their face, neck, ears, hands, and arms from ultraviolet rays.
- 21.6.11** Cutting units shall be raised when driving from one work area to another.
- 21.6.12** Always before any servicing or adjusting of equipment, stop the engine, remove the key from the switch, and pull the high tension wire off the spark plug to prevent accidental starting of the engine.
- 21.6.13** Never refuel equipment while it is running.
- 21.6.14** Do not remove the fuel cap from the tank when the engine is running or hot.
- 21.6.15** Do not smoke while handling gasoline.
- 21.6.16** Fuel the tank outdoors and not over one inch from the top of the tank.
- 21.6.17** Wipe up any spilled gasoline.

21.6.18 Employees should never attempt to lift or load a mower alone.

21.7 Tree Trimming and Chain Saw Safety

21.7.1 Before starting any tree operations, the trees within the surrounding area and the area itself should be checked for any dangerous conditions.

21.7.2 Except in case of emergency, tree work should be avoided when trees are wet, during high winds, or storm situations.

21.7.3 Ropes shall be used for lowering or raising tools unless a bucket truck is being used.

21.7.4 Ropes of suitable length shall be used for lowering limbs.

21.7.5 Tools should never be left in trees during breaks, lunch hour or overnight.

21.7.6 Special caution should be taken when working around live wires. Any wires broken during tree work shall be reported to the proper utility company. Fallen wires should be guarded until the utility service person arrives.

21.7.8 In case of contact with live wires, do not touch the victim. Separate the victim from the wire by use of non-conductive materials. Immediately call 911.

21.7.9 Never walk with a chain saw running.

21.7.10 Always stand behind the end of the chain saw when cutting never stand at the side.

21.7.11 Avoid using the tip of the saw for cutting.

21.7.12 Never replace the chain on the guide rail groove when the motor is running.

21.7.13 Never refuel chain saws while they are running.

21.8 Electrical Safety

21.8.1 Ensure that all electrical tools and equipment are properly grounded or double insulated. Visually inspect daily for kinks, cuts, and cracked jackets.

21.8.2 If an electrical tool sparks or tingles, it shall be taken out of service and tagged for repairs.

21.8.3 Always disconnect tools from the power source before making adjustments or attachment changes. Follow lock-out, tag-out procedures.

21.8.4 Protect cords from damage caused by traffic, sharp corners, and pinching.

21.8.5 Do not use electrical power cords or equipment while standing in water.

21.8.6 Keep cords out of puddles.

21.8.7 Place cords so that they will not present a tripping hazard.

21.8.8 Disconnect cords by pulling the plug, not the cord.

SECTION 22 - WORKING IN THE PUBLIC RIGHT-OF-WAY

22.1 General

22.1.1 Florida Department of Transportation rules and regulations in the DOT *Index 600* and the Manual for Uniform Traffic Control Devices procedures shall be followed.

SECTION 23 - COUNTY PARKS, BUILDINGS, ROADS, AND ROAD SIGN INSPECTION

23.1 County-wide Observation and Reporting

23.1.1 All Division/Department employees shall observe hazardous conditions of County parks, buildings, roads, and traffic signs or lights. Some examples would include unsafe playground equipment, pot holes in road ways, faded or bent signage and traffic lights that are not working properly. Employees shall immediately report observations needing attention to their Supervisor, who shall then report it to the Department responsible for the maintenance and repairs.

SECTION 24 - VEHICLE USE

24.1 General

NOTE: According to BCC policy, smoking in vehicles is strictly prohibited.

24.1.1 Vehicles shall be utilized in accordance with the Walton County Vehicle Usage Assignment Policy which states the following:

"County vehicles will be used only by designated employees within the scope and purpose of official business."

24.1.2 Safety belts shall be worn at all times by the driver and all passengers. Violators will be subject to disciplinary action. Safety seat belt violations will be included in the annual Motor Vehicle Report review.

Employees should note that the Florida's Workers' Compensation Law, Section 440.09 (5) Florida Statutes, provides for a reduction of normal compensation by twenty-five percent (25%) if an employee is injured as a result of his/her

knowing refusal to use safety appliances or to observe a lawful safety rule.

24.2 Alcohol and Drugs

24.2.1 The use of any County equipment, including vehicles, is prohibited from any employee who has consumed alcoholic beverages, illegal substances, or taken medications that may cause drowsiness, dizziness, or impairment of normal functions or reflexes.

24.3 Traffic Violations

24.3.1 Authorized drivers must carry a proper and valid Florida Driver's License at all times while operating a County vehicle. Suspension or loss of driving privileges shall be subject to the provisions in the Walton County Personnel Policies and Procedures Manual.

24.3.2 Employees shall be solely responsible for the payment of traffic fines for moving or parking violations.

24.3.3 Employees shall strictly obey posted speed limits.

SECTION 25 - MOTOR EQUIPMENT AND VEHICLE SAFETY AND MAINTENANCE

25.1 General Vehicle Safety Policies

25.1.1 When a trailer is in tow, there shall be safety chains of sufficient strength and appropriate security connections to maintain connection of the trailer to the pulling vehicle under all conditions while the vehicle is towing the trailer.

25.1.2 Drivers shall not cross any railroad crossing when the crossing warning lights are activated.

25.1.3 When necessary, drivers shall enlist the assistance of the passenger or another employee to guide them when backing. If the driver is alone, he/she shall exit the vehicle and inspect the area before backing up.

25.1.4 Riding on the sides, tool boxes, tailgates, roof, or standing/sitting in the back of any moving truck is prohibited.

25.1.5 Getting on or off a vehicle is prohibited while the vehicle is in motion.

25.1.6 No more than three persons shall ride in the front seat of any vehicle. In a vehicle with only two single front seats, there shall be only one person per seat.

25.1.7 Safety belts shall be worn at all times by the driver and all passengers. Violators will be subject to disciplinary action. Safety seat belt violations will be included in the annual Motor Vehicle Report review.

25.1.8 Tailgates shall be up and locked when vehicles so equipped are in motion. If the situation requires the tailgate to remain open, red flags shall be attached to the outward corners of the gate.

25.1.9 All items to be transported shall be secured. Any cargo extending beyond the boundaries of the vehicle shall be clearly marked with a red warning flag.

25.1.10 Roll covers shall be used and in place when hauling loads.

25.2 Parking Safety

25.2.1 Employees shall not park County vehicles in "No Parking" zones except in an emergency or in the required performance of official duties. When a situation requires a vehicle to be parked in the "No Parking" zone, the driver shall activate emergency blinkers.

25.2.2 No vehicle shall be left unattended with the key in the ignition.

25.2.3 Vehicles shall be locked when not in use.

25.2.4 Employees shall not park County vehicles facing traffic except in the case of an emergency.

25.2.5 In the daily operation of a County vehicle, the employee shall survey the area when approaching to determine if parking can be accomplished without backing.

25.2.6 Before departing the parked location, the employee shall perform a walk-a-round inspection (referred to as a Circle of Safety) to identify any potential hazards.

25.3 Large Mobile Equipment Safety

25.3.1 Passengers shall ride only in seats so designed for passengers.

25.3.2 If possible or necessary, equipment operators shall enlist the assistance of another employee to guide them when backing up.

25.3.3 Construction type equipment shall travel at no more than 20 MPH and use the right lane except when a left turn is required. Operators of such equipment shall give the right-of-way to all other motor vehicles. Equipment headlights will be on at all times when traveling. This type of equipment shall display the orange triangular slow moving vehicle sign on the rear of the vehicle.

25.4 Vehicle Preventive Maintenance and Inspection

25.4.1 Employees assigned a vehicle or given the responsibility of driving a piece of equipment shall be responsible for conducting a safety check of the vehicle/equipment prior to its use.

25.4.2 Equipment inspections should be conducted according to the manufacturer's equipment manual, or license guidelines specific to the equipment.

25.5 Vehicle Accident Response Procedures

25.5.1 All County vehicles should have in the glove compartment an envelope containing insurance information and procedures on what to do if an employee is involved in an accident.

SECTION 26 - MAINTENANCE SHOP SAFETY

26.1 The normal activities of motor vehicle maintenance shops present numerous hazards to maintenance personnel. It is essential that adequate safety standards be prescribed and observed by all shop personnel to promote efficiency and reduce the possibility of personal injury and property damages. The following safety rules shall be adhered to by shop employees and enforced by shop supervisors.

26.2 General

26.2.1 The use of tools and equipment shall occur in accordance with the tools and equipment safety section of this manual.

26.2.2 When working on equipment, the appropriate lockout/tag out procedures shall be followed in accordance with that Chapter 10 of this manual.

26.2.3 Repair shops shall be adequately ventilated to protect against exposure to hazardous concentrations of carbon monoxide gas. If necessary, move any equipment with the engine running to the outside or attach a hose to the muffler leading to the outside.

26.2.4 Mechanics shall only work under adequate illumination at all work areas.

26.2.5 Mechanics shall not wear rings or other jewelry when working on motor vehicles, when servicing batteries, when operating rotating machine shop equipment, or when working on, or around, electrical equipment.

26.2.6 A safety solvent (combustible rather than flammable) shall be provided for cleaning parts. Never use carbon tetrachloride, gasoline, or any other hazardous material for this purpose.

26.2.7 Personal areas and wash areas will be maintained in a clean condition and provided with the proper towels and soap.

26.3 Maintenance Activities

26.3.1 Gasoline, oil, or other liquids and materials shall not be drained in areas where they are

likely to enter storm sewers and sewage systems. Petroleum shall be drained into buckets and then the waste oil storage tank for proper disposal.

26.3.2 Mechanics shall use safety props for vehicle hoods when working on engines under alligator type hoods.

26.3.3 Vehicles that are jacked up or hung up on hoist chains shall be blocked with pyramid jacks, trestles, or substantial wood blocking before a mechanic can begin repairs underneath.

26.3.4 No employee shall be permitted to work inside a vehicle that is blocked up while another employee is working underneath.

26.3.5 Mechanics working underneath vehicles shall ensure that their legs do not protrude in aisles, exposing themselves to injury and creating a tripping hazard.

26.3.6 Jack handles shall not be left extended in aisles. The handle should be removed or placed upright.

26.4 Tire Repair

26.4.1 Back support belts shall always be worn. Hand trucks or other lifting equipment shall be used when possible.

26.4.2 Extension handles or cheaters shall not be used with wrenches when removing lug nuts. An air operated wrench shall be used when possible. A penetrate oil should be used on nuts that are "frozen".

26.4.3 A safety cage shall be used when inflating tires equipped with lock rings. The mechanic should turn his/her face away from the tire and stand to the side when inflating it. Mechanics shall not hold tire between the legs when inflating.

26.5 Elevating Type Lifts

26.5.1 A safety leg shall be provided for elevating lifts. Tripping the safety leg to lower the lift shall be done by a procedure which will not permit an employee to get under the lift.

26.5.2 Stop chocks shall be provided for all lifts.

26.5.3 No one shall be permitted to remain in a vehicle while it is being lifted.

26.5.4 Rocking lifts during the lubrication process shall not be permitted.

26.5.5 All lifts hydraulic cylinder and lines shall be subject to regular inspections to ensure safe operation.

26.5.6 Never overload hoists or lifts, follow the manufacturer's recommended weight limits.

SECTION 27 - BOATING SAFETY

RESERVED FOR FUTURE USE

Revised 6/1/2015