

Logan County

Employee Safety Handbook



Table of Contents

	Page
Why did we write this handbook?	3
County Safety Policy Statement.....	4
Safety and Health Responsibilities	5
Safety and Health Essentials	7
Accidents and Injuries in the Workplace.....	8
Employee Safety Rights	9
Driver’s Safety.....	10
General Safety Rules.....	11
Housekeeping.....	11
Electrical Safety	11
Fire Safety	12
Hazardous Materials Communication	12
Lifting and Safe Materials Handling.....	12
Bloodborne Pathogens	13
Ergonomics Tips for Office Areas	13
Safety Rules for...	
Hand Tools.....	14
Ladders	14
Lockout/Tagout	15
Slings, Chains, and Hoisting Equipment.....	15
Confined Spaces	15
Personal Protective Equipment.....	15
Do You Have any Questions???	16
Safety Suggestion Form	17
Safety Handbook Acknowledgement.....	18

Why did we write this handbook?

At Logan County our most valued resources are our employees, our citizens, and the communities we serve. We have prepared this handbook for your use to achieve our goal of having an accident free workplace.

Please take the time to study and understand these safety policies and procedures. It is your responsibility (and ours) to keep our workplace safe. You are a valued member of the Logan County team, and we care about your safety.

LOGAN COUNTY SAFETY AND HEALTH POLICY STATEMENT

We are dedicated to providing a safe and healthful environment for county employees and citizens, to protecting the public, and to preserving the county's assets and property.

At Logan County, our most valuable resources are the people who work for us. Because of our sincere interest in the safety of our employees and citizens, Logan County will:

1. Strive to provide a safe workplace, safe equipment, adequate tools, training, and the necessary protective equipment so each employee may work safely.
2. Facilitate timely and effective medical treatment to allow injured employees to remain at work or return to work as soon as possible.
3. Comply with applicable safety and health regulations.

To achieve these goals, a Safety and Health Program has been implemented as a guide to all employees. With the committed efforts of all who work for Logan County, employee illnesses and injuries, and damage to county property can be minimized. We encourage all employees to promote the safety of their fellow employees, as well as the safety of citizens and guests to county facilities.

To make our Safety and Health program more effective, we have outlined safety and health responsibilities (see next pages) for all county employees to follow. It is essential for those who work for Logan County to become familiar with them.

It is in the best interest of all parties to consider safety and health in every activity. Commitment to safety and health is everybody's job.

The Logan County Commissioners:

December 2001

Russ Forsythe, President

John Bayliss, Vice President

Jack Reser, Member

Logan County Safety and Health Responsibilities

Elected Officials, Department Heads, and Supervisory Employees

1. Collaborate with county safety committee and the county commissioners regarding safety and health issues. Adopt the policies and procedures outlined in the Logan County Safety and Health program, or a comparable program of their own.
2. Provide active leadership, participation, and support for training and safe work practices.
3. Facilitate injured employees' medical treatment and return to work.
4. Correct recognized workplace hazards.
5. Encourage employee participation in safety and health activities.
7. Encourage employees to express safety concerns and work to resolve them.
8. Appoint a person (Department Safety and Health Coordinator) to facilitate department safety activities.
10. Participate in at least 1 "front line" safety activity (safety training, safety committee meeting, etc.) each year.
11. Assure statutory department compliance (where applicable) with Public Employee Risk Reduction Program (PERRP). Areas of compliance include:
 - Posting PERRP "Safety and Health Protection on the Job" poster
 - Fulfilling "General Duty" requirements to provide a place of employment free from recognized hazards
 - Providing a safe Means of Egress from buildings
 - Fire Protection
 - Electrical Safety
 - Providing Lock/Tagout procedures and training
 - Hazard Communications
 - Hazardous Materials Handling and Storage
 - Maintaining safe walking and working surfaces
 - Providing necessary Personal Protective Equipment to employees
 - Trenching and Excavating training and procedures
 - Permit-Required Confined Spaces training and procedures

Department Safety and Health Coordinators

1. Coordinate and update department safety and health program activities.
2. Conduct scheduled department safety inspections.
3. Receive safety suggestions and present them to the county safety committee. Work to implement suggested ideas as appropriate.
4. Continuously monitor work site to assure employees follow safe work practices.
5. Facilitate the evaluation of newly identified safety and health concerns.
6. Investigate workplace accidents, assure completion of accident forms, and report accidents to Special Projects Coordinator.
7. Assure that liability report form is completed whenever accident occurs and maintain a record of each incident.

Department Safety and Health Coordinators (continued)

8. Facilitate training for emergency action plans.
9. Maintain and post OSHA 200/300 log for occupational illnesses and injuries.

Employees

1. Be aware of rights and responsibilities under PERRP.
2. Follow the rules of safety as established by the county or the department.
3. Report hazards and unsafe work practices to immediate supervisor or department head.
4. Use appropriate protective devices on the job.
5. Participate in safety meetings and training activities.
6. Report workplace accidents and injuries to immediate supervisor before the end of the work day, or within 24 hours (if possible).

Countywide Safety Coordinator (Special Projects Coordinator)

1. Coordinate Workers' Compensation claims and act as a liaison between the Third Party Administrator (TPA), Managed Care Organization (MCO), county departments, and injured employees.
2. Help department heads and employees identify accident prevention and safety training needs.
3. Help supervisors to develop strategies or make changes that address safety issues in their departments. Coordinate countywide training as needed.
4. Identify and communicate new safety and health requirements.
5. Compile injury and illness related records.
6. Track progress on safety and health related projects throughout the county.
7. Work with employees to optimize safe work practices.

County Safety Committee

1. Act as a representative group of county employees, supervisors, and department heads.
2. Provide a forum for open and fair discussion of safety and health issues within the county.
3. Participate in the development and review of County Safety and Health programs.
4. Analyze workplace accidents, near-miss incidents, and reported hazards. Recommend appropriate corrective actions.
5. Make recommendations to the County Commissioners (as needed) concerning safety and health issues.
6. Respond to the safety suggestions and concerns presented by county employees and departments.

Safety and Health Essentials

Logan County operates under the authority of The Ohio Public Employment Risk Reduction Act (PERRA), which adopted the standards of the Occupational Safety and Health Act of 1970. All Logan County employees must comply with the requirements of PERRA.

Some activities are unsafe and must be avoided:

If you knowingly commit an unsafe act or create an unsafe condition, disregard the County safety policy, or repeatedly violate safety or health rules, you will be subject to disciplinary action including termination of employment. Grounds for immediate termination may include:

- 1) Drinking alcohol, and/or illegal substance use prior to or during working hours
- 2) Acts of violence, intimidation, or harassment in the workplace
- 3) Theft
- 4) Willful damage to property
- 5) Failure to wear personal protective equipment (eye protection, hearing protection, safety helmets, etc.) as required
- 6) Not using safety belts as required when there is a potential for falling
- 7) Removing and/or making inoperative safety guards on tools and equipment
- 8) Removing barriers and/or guardrails and not replacing them
- 9) Failure to follow recognized industry practices
- 10) Engaging in dangerous horseplay
- 11) Failure to notify the County of a hazardous situation

Safety violations will be documented and become part of your personnel record.

As a Logan County employee, you must do these essential safety tasks:

- 1) Report unsafe work situations to your supervisor
- 2) Report all injuries immediately to your supervisor
- 3) Notify your supervisor should you become ill while on the job
- 4) Inform your supervisor if you have a disability or physical handicap
- 5) Never move an injured or ill person, unless to prevent further injury

Accidents and Injuries in the Workplace

Logan County works to provide a safe workplace for all employees. If an accident or injury occurs, please note the following resources that are available to you:

Information Guide

All employees should receive a brochure called, *Work Injuries: A Guide for County Employees*. You may get one from your supervisor.

Early reporting and Investigation

Report all accidents and incidents that result in injury, illness, or property damage to your supervisor immediately. The County can use this information to learn how to prevent accidents from occurring in the future. It is the County's responsibility to investigate each incident, and your responsibility to report them when they occur.

First Aid Kits

Each Department provides a First Aid Kit on the premises for your use in the treatment of minor injuries. Find out where a first aid kit is located in your department. If you have a work related injury or illness that requires professional medical assistance notify your supervisor immediately.

Workers' Compensation Insurance

The Ohio Bureau of Workers' Compensation provides benefits to County employees for lost wages and medical expenses resulting from a work related injury or illness. If you suffer a work-related injury, your supervisor can help you obtain Workers' Compensation benefits. For Workers' Compensation claims your responsibilities are to keep appointments, follow all doctors' instructions on and off the job, and maintain good communication with your supervisor.

Remain-at-Work and Return-to-Work Programs

In addition to Workers' Compensation benefits, Logan County offers programs which allow employees with work-related injuries to remain at work during their recovery or to return to work sooner. These are:

Transitional Work Program: If you suffer a work-related injury, your department may be able to place you in a temporary job position that accommodates your medical restrictions and allows you to continue receiving wages, benefits, and vacation accrual.

Wage Continuation Program: If you suffer a work-related injury, your department may be able to continue your wages and benefits for a limited time while you recover.

Vocational Rehabilitation Programs: The Ohio Bureau of Workers' Compensation (BWC) offers programs to assist injured workers with their recovery.

Employee Safety Rights

You have several important rights concerning safety, which are protected by federal, state and local laws that you should be aware of. They are:

- The right to a safe work-place free from recognized hazards.
- The right to request information on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed to avoid injury or exposure to toxic substances.
- The right to know about the hazards associated with the chemicals you work with, and the safety procedures you need to follow to protect yourself from those hazards.
- The right to question any instruction which requires you to disobey a safety rule, which puts yourself or someone else in unnecessary danger of serious injury, or requires you to perform a task for which you have not been trained to perform safely.
- The right to report unsafe work conditions to your supervisor and to make suggestions for workplace safety improvements.
- The right of freedom from retaliation for exercising your safety rights.

Driver's Safety

If you drive while on County business, you must abide by the following safety guidelines:

1. You may only drive on County business if you have a valid driver's license.
2. It is your responsibility to know and obey all traffic regulations. Drive at the legal speed limit at all times, or at a lower speed where conditions warrant. (*Exceptions may apply to law enforcement personnel*).
3. Abide by all rules and policies established in your department while driving County vehicles.
4. Report vehicle accidents or vehicle damage to your supervisor immediately.
5. Wear seat belts at all times when the vehicle is in motion.
6. Do not operate a vehicle when medically, physically or mentally unfit to do so.
7. Do not allow unauthorized employees or other unauthorized persons to drive County vehicles.
8. Observe the following precautions when fueling a vehicle:
 - Shut off the engine.
 - Keep the fuel hose nozzle in contact with the vehicle tank fill pipe to avoid static sparks.
 - Do not smoke or allow open flames near the fueling area.
 - Avoid overfilling the fuel tank.
9. Keep windshields and windows clean and clear of unnecessary items that may obstruct your vision.
10. Practice defensive driving: Make every effort to avoid an accident even though the other party may be in error. Do not insist on your "right-of-way".
11. Except in an emergency, park the vehicle only in locations permitted by law.
12. Always drive with extreme caution during poor weather, or when roadways are covered with snow, ice or rain.
13. Maintain a safe distance between your vehicle and the vehicle in front of you.
14. Do not use a cellular phone while driving, unless a "hands free" device is available and in use. Park the vehicle before using a cell phone.

It is impossible to list safety rules for all the tasks you may do. The following rules have been prepared to help you avoid hazards you may encounter while doing some common job tasks. You should study and follow the rules provided in this booklet. Ask your supervisor for additional safety guidelines for your work area and before doing any new job task.

General Safety Rules:

- Follow all safety instructions, signs, and operation procedures.
- Help your fellow employees when they ask for assistance or when help is needed for their safety.
- Never participate in "horseplay". You may suffer an injury that is not covered by Workers' Compensation.
- Clean up spills immediately, but take precautions to do so safely.
- Report all unsafe conditions, hazards, or equipment immediately. Make sure other people are warned of the problem so that they may avoid it.
- Wear personal protective equipment as required to reduce possible injuries. Use gloves, safety glasses, etc., as necessary.

Housekeeping:

- Do not place materials in aisles, stairways, or any designated path of travel.
- Stack material at a safe height so that material will not fall if bumped. Insure heavy loads have proper support and make sure there is no overhanging or irregular stacking of material.
- Place all trash or scrap in places provided. Clean up all spills immediately.
- Report worn or broken flooring, stair treads, handrails, furniture, or other office equipment.
- Smoking is permitted only in designated areas. Use ashtrays for disposing of butts. Do not throw butts on the floor.

Electrical Safety:

1. All electrical equipment should be properly grounded.
2. Never remove the third (grounding) prong from any three-prong piece of equipment. Three-prong plugs are designed to protect you from electrical shock.
3. Avoid plugging multiple electrical appliances into a single outlet. This may overload the circuit and create an electrical or fire hazard.
4. Extension cords:
 - Should not be used as a substitute for permanent wiring.
 - Should not be used on stationary equipment such as copiers, fax machines, or large shop equipment.
 - Should not be run through walls, ceilings, floors, or ventilation ducts.

- Should not be connected end-to-end.
 - Should not be placed under carpets, or across walkways.
 - Worn, defective, or damaged cords should be discarded and replaced.
5. Wall receptacles should be completely covered to avoid contact with live electrical parts.
 6. Disconnect machines when in need of repair or servicing.
 7. Do not store materials in front of electrical panels. Keep a 3 ft. square area clear.

Fire Safety:

- Become familiar with the fire safety rules and evacuation procedures in your workplace. This includes knowing how to report a fire, how to turn on a fire alarm, where fire exits are located, and where fire extinguishers are located and how to use them.
- Report all fire hazards to your supervisor immediately.
- Do not smoke at any time in the areas where "No Smoking" signs are posted, or near gasoline or other flammable materials.
- Do not block access to fire fighting equipment.
- Keep doors, aisles, fire escapes and stairways completely unobstructed at all times.
- In the case of a fire, consider the safety of all persons first. Never risk your safety to remove personal or county-owned property from a building.
- Change clothes immediately if they are soaked with oil, gasoline, paint thinner or any other flammable liquid.

Hazardous Materials Communication:

It is your right to know about potentially hazardous materials in your workplace and their location. To inform you about potentially hazardous chemicals, each department:

- 1) Maintains a master list of hazardous chemicals and their location.
- 2) Maintains Material Safety Data Sheets (MSDS), which provide information about these potentially hazardous chemicals.
- 3) Labels all chemicals used in the workplace (other than common household products) showing the names of the chemicals and any potential hazards associated with their use.

Lifting and Safe Materials Handling:

- When lifting, lift properly. Keep the back straight, bend your knees, stand close to the load, and use your leg muscles to do the lifting, keeping the load close to the body. Never twist your upper body while carrying a load.
- When lifting heavy objects, utilize a two-wheeled dolly or ask for assistance from another employee.
- Inspect the object you are going to lift for sharp corners, nails, or other things that may cause injury.
- Use gloves when handling rough or sharp materials.

Avoiding Exposure to Bloodborne Pathogens:

Bloodborne pathogens are microorganisms carried by human blood (and other body fluids), which cannot be seen with the naked eye. The most common bloodborne pathogens are HIV, Hepatitis B, and Hepatitis C. If they get into your bloodstream, you may become infected and suffer a serious illness. For your safety, follow these guidelines while in the workplace:

- 1) Treat all spills of body fluids as *infectious* in order to avoid becoming infected with any possible germs or viruses.
- 2) Wear disposable, waterproof gloves when you expect to come into direct contact with body fluids (when treating bloody noses, handling clothes soiled by incontinence, or cleaning small spills by hand). Used gloves should be put in a plastic bag or lined trash can, and disposed of the same day.
- 3) Wash your hands after gloves are removed, even if the gloves appear to be intact.
- 4) If you have unexpected contact with body fluids or if gloves are not available (i.e., applying pressure to a bleeding wound), immediately wash your hands and other affected skin for at least 10 seconds with soap and water.
- 5) If you are in a healthcare-related position and handle needles, syringes, or sharps, follow the procedures established in your department for your protection.

Ergonomics Tips for Office Areas:

Seating and Chair adjustment:

- Adjust the height of your chair so that the upper legs are horizontal while the feet are flat on the floor. Adjust your seat so that your back is supported by the chair backrest while the back of your knee is comfortable relative to the front of the seat.
- With the arms at your sides and the elbow joint approximately 90 degrees, adjust the height/position of the chair armrests to support the forearms.
- If you cannot rest your feet comfortably on the floor, use a footrest.

Computer and keyboard adjustment:

- Adjust the height of the computer keyboard so that the fingers rest on the keyboard home row when the arm is to the side, elbow at 90 degrees, and the wrist straight.
- Place the mouse, trackball, or special keypads, so that the wrist is in a neutral position with the arm and hand close to the body.
- Position the monitor directly in front of you. Avoid having to twist or turn to see the monitor.
- Adjust the height of the monitor such that the top of the screen is at eye level. If bifocals/trifocals are used, place the monitor at a height that allows easy viewing without tipping the head back.

Arranging your Workstation:

- Place reference documents on a document holder close to the screen and at the same distance from the eye.
- Keep frequently used items like the telephone, reference materials, and pens/pencils within easy reach.
- Use good lighting to improve visibility.

Telephone use:

- Hold the telephone with your hand, or use a speakerphone or headset, instead of cradling the phone between your neck and shoulder.

Keyboards and Office Tasks:

- Use the minimum force necessary to strike the keyboard/ten-key keys.
- Vary your tasks to avoid a long period of one activity.
- Take mini-breaks to rest the eyes and muscles. A break does not have to be a stop of work duties. However, it should be a different style of physical activity such as changing from keyboarding to using the telephone or filing.

Safety Rules for...

Hand Tools

- Wear protective equipment necessary for the job you are performing. Discuss any required safety equipment with your supervisor as changes occur.
- Defective tools must be discarded or replaced. Do not use them.
- Do not carry sharp hand tools in clothing.
- Check all wiring on electric hand tools for proper insulation and grounding.
- Never remove the ground prong on a 3-prong plug.
- Hammers and chisels: Use eye protection at all times while using hammers, chisels, etc.
- Screwdrivers: Use the right size and type of screwdriver for the job. Do not use a screwdriver as a chisel.
- Wrenches: In using any wrench, it is better to pull than to push. If you have to push, use your open palm. Use the proper wrench for the job.
- Handsaws: Saws that are sharp and rust free are less likely to bind or jump. Be sure that the object being cut is secured tightly to a flat surface.

Ladders

- Ladders should be maintained in good condition at all times.
- Inspect ladders before each use. A ladder with broken rungs, damaged side rails, or other defects should be removed from service and tagged, "Do Not Use".
- When using a ladder, always make sure it has secure footing, is lashed, or is held in a secure position. Set the ladder at the correct angle for stability.
- When using a ladder to gain access to a roof or other area, the top of the ladder should extend 3 feet above the point of support.
- Always face the ladder when climbing up or down. Hold the rails (not the steps) with both hands.
- Never splice 2 or more ladders together to make a longer ladder.
- Ladders shall never be used in a horizontal position as scaffolds or platforms.
- Never use the top of a step ladder as a step.
- Metal ladders shall never be used near electrical equipment.
- Ladders of excessive length should not be used. Instead, use a scaffold, lift, or platform that meets safety standards.

Lockout Tagout

Whenever service or maintenance is performed on machines or equipment, the machines or equipment must be stopped and isolated from all sources of energy. Energy-isolating devices must be locked out or tagged out according to the procedure used in your department.

Slings, Chains, and Hoisting Equipment

Slings and their attachments shall be inspected each day before use. Damaged or defective slings should be removed from service. Chains should be inspected before each use and replaced when damaged.

Confined Spaces

The County has identified work locations which present serious potential hazards due to their size and shape, or to the presence of potentially dangerous (or deadly) gases. Examples of these locations include sewer liftstations and manholes. You have the right to be informed of these locations, if they exist in areas where you work. For the safety of all employees, a written permit is required to enter these confined spaces according to established procedures. Do not enter barricaded areas or areas designated as a Permit-required Confined Space by posted signs, unless authorized to do so.

Personal Protective Equipment

Some jobs require the use of Personal Protective Equipment (PPE). If your job includes certain hazards, you must wear the appropriate PPE while working. Only approved personal protective equipment, which meets the standards of the American National Standards Institute (ANSI) should be used. Types of PPE include:

1. **Eye and Face Protection:** Safety glasses or face shields may be required when there is an exposure to the eyes from flying objects, glare, or liquids.
2. **Head Protection:** Where there is the exposure of overhead danger from falling objects or from electric shock or burns, protective headwear must be worn.
3. **Hand and Arm Protection:** When there is a risk of injury or exposure to the hands and arms, protective gloves or sleeves are required. Protective equipment may include chemical resistive gloves, latex gloves, or gloves that protect from cutting, pinching, hitting, or burning of the hands.
4. **Respiratory Protection:** When there is the potential of exposure to airborne dust or particles, or to dangerous gases, respiratory protection may be required.
5. **Foot and Leg Protection:** Whenever there is a risk of injury to the legs or feet (from heavy or sharp objects, molten metal, slipping, etc.) protective gear, such as steel-toed boots, may be required.
6. **Hearing Protection:** Whenever you are exposed to loud noises on the job, earmuffs or earplugs should be worn.

Personal Protective Equipment (PPE) is provided for your safety and protection. All PPE should be kept clean and well maintained and used on the job as required. Inform your supervisor if any PPE in your area appears worn or damaged.

If you are asked to do any job that may require personal protective equipment, request the appropriate PPE from your supervisor before starting work.

Do you have any questions ???

If you have any safety and health questions or concerns, the following resources are available to you:

1. You may speak with your supervisor, your Department Safety Coordinator, or with the head of your department.
2. You may discuss your questions or concerns with your Department Safety Committee or the County Safety Committee. The County Safety Committee meets regularly and has “open forums” for employees to discuss safety issues.
3. You may contact Brian Dunn, Special Projects Coordinator at the Commissioners’ office: 599-7280.
4. You may use the Safety Suggestion Form (next page) to inform us about your safety concerns.

We hope the information in this handbook will be useful to you. And remember...

Commitment to safety and health is everybody’s job!

Safety Handbook Acknowledgement

Department: _____

Name: _____

Date of Safety Orientation: _____

I have read, understand, and will follow the safe work practices outlined in this handbook.

Employee Signature

Date

(Remove and retain this sheet in the Employee's Personnel File)