# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE MONTANA SAFETY CULTURE ACT</td>
<td>3</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>6</td>
</tr>
<tr>
<td>SAFETY POLICY STATEMENT</td>
<td>7</td>
</tr>
<tr>
<td>RESPONSIBILITIES</td>
<td>9</td>
</tr>
<tr>
<td>SAFETY TRAINING</td>
<td>12</td>
</tr>
<tr>
<td>NEW EMPLOYEE SAFETY ORIENTATION</td>
<td>13</td>
</tr>
<tr>
<td>SAFETY ORIENTATION CHECKLIST</td>
<td>15</td>
</tr>
<tr>
<td>SAFETY COMMITTEE</td>
<td>17</td>
</tr>
<tr>
<td>HEALTH, SAFETY AND LOSS CONTROL INSPECTIONS</td>
<td>19</td>
</tr>
<tr>
<td>SAFETY RULES AND REGULATIONS</td>
<td>20</td>
</tr>
<tr>
<td>SLIPS, TRIPS AND FALLS</td>
<td>22</td>
</tr>
<tr>
<td>LIFTING PROCEDURES</td>
<td>23</td>
</tr>
<tr>
<td>OFFICE SAFETY</td>
<td>24</td>
</tr>
<tr>
<td>OFFICE ERGONOMICS</td>
<td>26</td>
</tr>
<tr>
<td>WORKING IN EXTREME WEATHER CONDITIONS</td>
<td>27</td>
</tr>
<tr>
<td>DEFENSIVE DRIVING, INCLUDING CELL PHONE USAGE AND TEXTING IN A COUNTY</td>
<td>28</td>
</tr>
<tr>
<td>VEHICLE</td>
<td>31</td>
</tr>
<tr>
<td>WHAT TO DO IN CASE OF A VEHICLE ACCIDENT</td>
<td>33</td>
</tr>
<tr>
<td>DRIVER QUALIFICATIONS TO DRIVE COUNTY VEHICLES</td>
<td>35</td>
</tr>
<tr>
<td>VEHICLE FLEET SAFETY AND MAINTENANCE POLICY</td>
<td>37</td>
</tr>
<tr>
<td>HAZARD COMMUNICATION</td>
<td></td>
</tr>
</tbody>
</table>
The Montana Safety Culture Act

The Montana Safety Culture Act (MSCA) enacted by the 1993 Montana state legislature encourages workers and employers to come together to create and implement a workplace safety philosophy. It is the intent of the act to raise workplace safety to a preeminent position in the minds of all Montana’s workers and employers.

Therefore, it is the responsibility and duty of employers to participate in the development and implementation of safety programs that will meet the specific needs of their workplace; thereby establishing a safety culture that will help create a safe work environment for all future generations of Montanans.

To comply with the MSCA, there are six requirements all employers must meet, and three additional requirements that employers with more than five employees must meet.

Recognizing the diversity of Montana’s economy, the MSCA allows some flexibility of interpretation and application so you can establish a safety program appropriate to your business and employees’ needs and circumstances.

MSCA Requirements

**Every employer** shall establish implement and maintain an educational based training program which shall, at a minimum:

1. Provide each new employee with a general safety orientation containing information common to all employees and appropriate to the business operations, before they begin their regular job duties.

2. Provide job or task-specific safety training appropriate for employees before they perform that job or task without direct supervision.

3. Offer continuing regular refresher safety training.

4. Provide a system for the employer and their employees to develop an awareness and appreciation of safety through tools such as newsletters, periodic safety meetings, posters, and safety incentive programs.

5. Provide periodic self-inspection for hazard assessment when the safety program is implemented, new worksites are established, and thereafter as is appropriate to the business operations, but at least annually, which:
i. Identifies hazards and unsafe work practices or conditions.
ii. Identifies corrective actions needed.
iii. Documents corrective action taken.

6. Include documentation of performance of activities listed in (1) through (5) above. This documentation must be kept by the employer for three years.

All employers having more than five employees are to have a comprehensive and effective safety program which must include the following:

1. Policies and procedures that assign specific safety responsibilities and safety performance accountability.

2. Procedures for reporting, investigating, and taking corrective action on all work-related incidents, accidents, injuries, illnesses and known unsafe work conditions or practices.

3. Shall have a safety committee in place that complies with the requirements of the MSCA.

Every Safety Committee shall:

1. Be composed of employee and employer representatives and hold regularly scheduled meetings, at least once every four months.
   a. Recommendations. The safety committee should:
      i. Be of sufficient size to provide for effective representation of the workforce
      ii. Have more than one safety committee for employers with multiple sites.

2. Include in its employee membership volunteers or members elected by their peers.

3. Include safety committee activities that assist the employer in fact finding. Recommendations the Department of Labor & Industry recommends that the committee document its activities, and act as a fact-finding body and report to the employer regarding:
   - Assessing and controlling hazards
   - Assessing safety training and awareness topics
   - Communicating with employees regarding safety committee activities
   - Developing safety rules, policies and procedures
   - Educating employees on safety related topics
   - Evaluating the safety program on a regular basis
   - Inspecting the workplace
   - Keeping job-specific training current
   - Motivating employees to create a safe culture in the workplace
   - Reviewing workplace incidents, injuries, illnesses and fatalities.

4. Safety committee functions should include activities that assist the employer in fact-finding.

I. **Safety Committee:**
The responsibility of the Safety Committee is to:
A. Develop and present a Safety Policy Manual to the Dawson County Commissioners;
B. Oversee and implement the Dawson County Safety Policy;
C. Recommend specific programs for the Safety Coordinator, Director of Human Resources and department heads to improve safety awareness.
D. Review accidents and any potential hazardous situations; recommend corrections of that situation as they are recognized and follow-up on the progress of the corrective actions.
It is the policy of Dawson County to provide and maintain safe and healthful working conditions, routine safety training and education, and to follow practices that will safeguard all employees and result in safe working conditions and efficient operation.

When individuals enter the employ of the county, they have a right to expect that they will be provided with a proper place in which to work, and proper equipment with which to do their job, so that they will be able to devote their energies to doing their work without danger to their life and health. Only under such circumstances can the association between employee and employer be mutually profitable and harmonious. It is the county’s desire to provide a safe place to work and safe equipment to use, as well as to establish and insist upon safe methods and practices at all times.

Safe practices, on the part of county employees, must be part of all operations. This responsibility is required of each official and employee who conducts the affairs of the county, no matter in what capacity they may serve. The idea of job production and safety should be inseparable.

Employee cooperation regarding safety matters should be expected as a condition of employment. Supervisors are responsible for the safety and well-being of their staff in the workplace. This responsibility can be met only by working continuously to promote safe working practices among all employees and to maintain property and equipment in safe operating condition.

An effective safety program, while consisting of many parts, has as its goal the highest level of injury/illness and incident reduction attainable while also reducing property damage by vandalism, theft and fire, damage and injury to the general public, and safe operation of our motor vehicle fleets.

The Dawson County Safety Program is designed to establish and maintain a Safety Committee with staff participation to enable the county to provide for the well-being and safety of the employees and residents of Dawson County. It is fully endorsed and supported by the County Commissioners and the Board of MACo, and it is to be incorporated into the operational procedures of each Dawson County department and shall comply with the current Federal and State Safety and Health Regulations.

The county and each of its departments should introduce changes to the program, wherever necessary, to make it compatible with local circumstances. These changes should be coordinated with the County Safety Coordinator.

Questions concerning any policy shall be directed to your immediate supervisor, to the County Safety Coordinator or to Human Resources.
The purpose of the Safety Policies and Procedures is to provide a management system for the prevention of occupational injuries and illnesses and compliance with regulations concerning occupational safety and health. Safety Policies and Procedures assign safety responsibilities, promulgate countywide procedures, and set minimum safety program requirements for issues involving county departments. Additional department specific policies and procedures will be issued to implement safety programs.

This Safety Program provides general direction for the administration of occupational safety and health management for Dawson County. It is intended to meet the letter and spirit of the Montana Safety Culture Act and achieve full compliance with federal Occupational Safety and Health Administration (OSHA) regulations, as adopted by the State of Montana, governing workplace accident prevention programs.

Separate Safety Policies and Procedures will be issued as needed to address specific safety and health issues or to meet the regulatory requirements for written compliance programs.

Dawson County is committed to providing dependable, economical services to the public. The county recognizes its employees as the most important resource in meeting that commitment and is dedicated to providing a safe and healthful work environment.

The county recognizes that some accidents are caused by unsafe conditions or unsafe behavior and strives to systematically eliminate unsafe acts and conditions. In meeting that goal, it is the policy of Dawson County to:

- Provide a safe workplace including facilities, equipment, tools and vehicles that meet safety and health standards and practices.
- Define and implement safe work practices to address hazards unique to specific job assignments.
- Train employees in the safe performance of assigned jobs.
- Monitor workplace conditions and employee behavior to ensure compliance with the Dawson County Safety Program, as well as individual department and division safety and health requirements.
- Involve all employees in a systematic effort to recognize, report, and correct hazardous conditions and practices.
- Investigate and analyze accidents to identify and eliminate the unsafe conditions and behaviors that caused the accidents.

Safety and incident prevention is a primary and fundamental responsibility of every employee of Dawson County. The Safety Program is one of the tools used for working toward the goals of providing quality services, maintaining a positive public image, enhancing employee development.
Responsibilities

All Dawson County employees share in the responsibility to establish and maintain a safe working
environment. The following responsibilities are guidelines to establish accountability for the Safety Program. These responsibilities are not in any way intended to limit innovation or initiative on the part of any employee who is working toward the goal of achieving a safe workplace.

**Elected Officials and Department Heads**

- Ensure that employees are properly trained.
- Ensure that the design, maintenance of facilities, tools, equipment and vehicles meet or exceed established safety standards.
- Approve and ensure usage of policies, procedures and safe work practices for department occupations, tasks and locations.
- Approve and ensure usage of safety-training requirements for department employees based on their occupations, work locations and tasks.
- Act in concert with the Safety Committee to review department Incident Reports, Incident Investigations and department injury and illness trends. Resolve corrective action issues.
- Review workplace inspections and direct appropriate corrective action to achieve a safe work environment.
- Enforce county and departmental tools, equipment and vehicle standards and rules governing the workplace behavior of employees.
- Ensure employees receive the required operational and safety training prior to initial use of equipment or upon hire.
- Ensure employee participation in county and department-required safety training. Recommend additions, deletions, and modifications of safety training requirements or training programs based on observed workplace conditions and employee work behavior.
- Investigate incidents involving employee injury or illness and/or damage to vehicles or other county property. Determine the facts and causes of the accident. Implement or recommend corrective actions for the purpose of preventing similar occurrences in the future.
- Encourage employee involvement in safety hazard recognition and act on hazard elimination and hazard control suggestions from the Safety Committee/Safety Coordinator and individuals.
- Identify unsafe work conditions and unsafe practices and make arrangements for those conditions or practices to be corrected as soon as possible.
All Employees

- Abide by the county and department work practices established for specific job assignments and occupations.
- Report occupational injuries, illnesses, and near misses immediately to their supervisor, obtaining first aid and/or medical attention that may be required. Participate in incident investigations as requested by the Supervisor/Safety Coordinator.
- Participate fully in safety training. Suggest improvements in safety training requirements or programs to the Supervisor or the Safety Committee/Safety Coordinator.
- Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the Supervisor or Safety Committee/Safety Coordinator as appropriate.
- Have stop work authority if unsafe practice is observed.

Reporting Violations and Disciplinary Action (Employee Policy 5.1)

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or (where appropriate) remedy such situations may be subject to disciplinary action, up to and including termination of employment. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers’ compensation benefit procedures.

The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee’s personnel folder.
3. A third time violation will result in time off or possible termination, depending on the seriousness of the violation.
Safety Coordinator

The Safety Coordinator’s duties include, but are not limited to, the following:

- Assist and advise all levels of management in establishing an effective safety program.
- Plan and coordinate inspections, drills, meetings, trainings, and classes, and assist management in all areas of safety and health.
- Assist and provide support for the Safety Committee.
- Coordinate and/or assist in the investigation of all personal injury and property damage incidents.
- Review and revise Safety Programs, Policies, and Procedures.
- Provide hazard assessments for qualifying department participation in required programs.
- Maintain safety training documentation and record keeping.
- Oversee mandatory training for pertinent programs as required in participating departments.
- Organize county participation in preventive health activities promoted by the County Health Care Provider.
- Ensure that an initial safety training is done for basic and job specific duties.
Safety Training

- It is the policy of Dawson County to provide all safety training prescribed by regulatory requirements and to ensure that all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others. No employee is expected to undertake a job until he or she has received instructions on how to do it properly and has been authorized by their supervisor to perform that job. Employees are expected to participate and cooperate fully in training programs and to accept and follow established safety and health precautions.

- Each worksite presents a unique training challenge. Therefore, each department is expected to specify and provide safety training that is tailored to each employee’s occupation, task, and job location. To the extent possible, safety training should be integrated into general job training, rather than treated as a separate issue.

- All safety-related training must be documented; by the Department Head or Supervisor, the records are to be maintained in the Safety Coordinator’s files and/or department files. Documentation shall include a list of employees in attendance, date, the name of the trainer, and an outline/copy of the topics discussed or category of safety training delivered.
New Employee Safety Orientation

The purpose of new employee safety orientation is to provide the new employee with information about:

- The general hazards and safety rules of the worksite
- Training in pertinent program-specific hazards, i.e., HazCom, Hearing Conservation, Lockout/Tagout, and the employee’s role in emergency situations
- Injury/Illness procedures, Workers’ Compensation, and Return to Work Program
- First Aid information
- Emergency/Evacuation Plan notification and action procedures
- Potential hazard information
- Personal work habits and responsibilities
- Safety Program and Safety Committee
- Job specific duties.
- Discussion of any questions the employee may have pertaining to the Safety Manual

Human Resources will review the contents of the Safety Manual with the new hire. The Safety Orientation of job related duties should take place as soon as practical upon the employee beginning assigned duties, and will be provided by the Department Head. The “Safety Orientation Form” (contained in the manual) is to be signed by the Department Head and the employee, and returned to Human Resources for inclusion in the employee’s personnel file.

Continuous Refresher Safety Training

The Montana Safety Culture Act requires “each employer to conduct an educational-based safety program, including but not limited to a safety training program to provide: continuous refresher safety training, including periodic safety meetings;”

Dawson County has established a program of departmental participation in twelve (12) monthly Safety Committee Meetings and Trainings annually.

Job-Specific Safety Training

Job-specific safety training includes personal on-the-job instruction, safety meetings or formal classroom instruction intended to enhance the safety of specific tasks or occupations. Some job-specific training is
prescribed in county departmental policies and procedures or in regulatory requirements.

Departments will provide additional training as necessary to improve employee knowledge of safety rules, procedures, and safe practices. The intent of this policy is that safety training will enhance the employee’s understanding of workplace hazards and the prevention of occupational injuries and illnesses, rather than to prescribe the specific format of the safety training.
EMPLOYEE SAFETY ORIENTATION CHECKLIST

Employee's Name: ___________________________________________ Hire Date: ______________

Position: ___________________________________________________________________________________

Department/Location: ________________________________________________________________________

Department Head: ____________________________

Human Resources:___________________________________________

Employee Safety

☐ Review of Employee Safety Manual (HR)
☐ Review of General Safety Rules (Department Head)
☐ Review of Safety Discipline Procedures (Department Head)
☐ Review of Area Safety rules (If applicable) (Department Head)

Unsafe Conditions (Department Head)

☐ Discussed examples of unsafe conditions
☐ Discussed correction and/or reporting of unsafe conditions

Lifting Techniques (Department Head)

☐ Discussed common lifting/strain injury hazards
☐ Discussed material handling equipment available/used
☐ Reviewed correct lifting techniques and guidelines

Accidents and Incidents (Department Head)

☐ Discussed common lifting/strain injury hazard
☐ Discussed material handling equipment available/used
☐ Discuss slips/trips/falls – these account for a significant amount of work place injuries

Medical Aid

☐ Identified readily available first aid personnel (HR)
☐ Reviewed location of emergency first aid materials (HR/Department Head if reporting location is outside of Courthouse)
☐ Discussed notifying supervisors of first aid injuries (HR)
☐ How to obtain treatment (HR)
☐ Identified location of emergency eye-wash station (Department Head)

Emergency Procedures (Department Head)

☐ Identified location use of emergency telephone numbers
☐ Reviewed procedures for fire/medical emergencies
☐ Discussed procedures for extreme weather and other emergencies
☐ Exit locations, evacuation routes and rally point
☐ Fire alarm
☐ Specific procedures e.g., Shelter-in-Place, Hostile Intruder
Personal Protective Equipment Requirements (if applicable) (Department Head)
- Care and use of PPE
- Footwear
- Eye Protection
- Gloves
- Head
- Other

Potential Hazards of Job (Department Head)
- Training in programs where applicable: Hazard Communication (HazCom), Hearing Conservation Bloodborne Pathogens, Lockout/Tagout, Return to Work
- How to use equipment properly

Department and Area Housekeeping (Department Head)
- Discussed common problems/corrective measures.
- Discussed materials storage areas and practices.
- Horseplay
- Good housekeeping

Fire Protection and Prevention (Department Head)
- Identified and discussed "No Smoking" areas.
- Discussed location and use of fire extinguishers and fire alarms.

Hazard Communication/Rights to Know Compliance (Department Head)
- Discussed requirements of the law.
- Discussed container labeling and MSDS information.
- Identified hazardous materials used in the work area.
- Conducted hazardous material training.
- Issued personal protective equipment.

Driver Safety Orientation (if applicable) (Department Head)
- Provided/reviewed driver safety rules (seatbelts on, lights on, no cell usage while vehicle is moving).
- Conducted driver’s vehicle orientation.
- Reviewed vehicle inspection procedures.
- Provided driver with proper steps in reporting accident.

Miscellaneous (HR)
- Function of the Safety Committee
- Advise them who the Safety Coordinator is
- Tell employee when monthly safety committee meetings are held – are they interested in becoming a safety committee member
- Employee Safety Day

ACKNOWLEDGMENT: (to be signed upon completion of all orientation items)

HR__________________________________________________________ Date__________
Department Head______________________________________________ Date__________
Employee signed acknowledgement____________________________________ Date:__________

Return original to Human Resource
The Safety Committee is an advisory body organized to bring employees and management together, in a cooperative effort to foster a safety culture and reduce on-the-job injuries and illnesses in the workplace, to provide the mechanism to promote and maintain a safe and healthy working environment for Dawson County employees, and to protect the public’s resources, to evaluate and make recommendations regarding incidents, practices, resources and issues, to reduce the county’s exposure to risk and loss, and to assist the Dawson County Commission in the administration of the Safety Program.

**Safety Committee Procedures**

- To meet monthly the 2\textsuperscript{nd} Tuesday of every month at 9am, all employees welcome to attend.
- Attend meetings, and document all activities including meeting agendas, minutes, and recommendations.
- Motivate employees to create a safety culture in the workplace.
- Communicate with employees regarding Safety Committee activities (a copy of the monthly safety committee meeting minutes is sent to all Department Heads to share with their employees).
- Review and aid in the coordination of safety activities of all departments within the county.
- Perform annual departmental safety inspections/audits and assist in coordination of emergency procedure drills, special training opportunities, and educational classes.
- Review safety reports, suggestions, recommendations, and comments.
- Review all incident reports to study causes and determine methods to prevent recurrence.

**Safety Committee Membership**

Committee members are a mix of non-supervisory and management and will be on a rotating three (3) year term:

- At the end of one term a Safety Committee member may elect to remain on the committee or be replaced. Membership recruitment will take place on a yearly basis and new members will assume their roles in January of the new year.

**Membership term limits:**

- Commissioner – 1 year, rotational term among 3 commissioners
- HR Department – Continuous 1 person department
- Road Department – 3 year term; renewed January 2020
- Health Department – 3 year term; renewed January 2021
- “Outside” Department – 3 year term; renewed January 2022
• Correctional Facility – 3 year term; renewed January 2020
• “Inside” Department – 3 year term; renewed January 2021

➢ The Safety Committee rule of order will be informal, with consensus by majority.
➢ The Safety Coordinator should maintain an advisory position to the Committee and provide a monthly Safety Coordinator Report at the meetings.
➢ The Safety Committee will meet once a month on a scheduled basis. Any member not able to attend should notify the Safety Coordinator in advance.
➢ Any employee may serve on the Safety Committee with department head approval. However, members of the Safety Committee should have at least seven members, and should consist of the following:
  o At least one commissioner
  o A member of the Road department
  o A member of the Human Resources department
  o A member of the Health department
  o A member from the offices outside of the courthouse
  o A member from the correctional facility
  o At least one member from inside the Courthouse offices

➢ The Safety Committee should maintain a Safety Bulletin Board in an accessible location for employees. The bulletin board should provide updates on, i.e., Safety Committee activities, upcoming events, safety posters, other educational materials, and the annually posted OSHA 300A Report.
Health, Safety and Loss Control Inspections

- Emphasis should be placed upon conditions of facilities, equipment, tools and machines, electrical conditions, lighting, guarding, storage, chemicals (HazCom), First Aid and emergency equipment, and housekeeping, etc., as well as implementation of the overall programs.

- Conditions noted to be unsafe should be tagged and taken out of service until the unsafe condition has been mitigated. Department heads of the affected region shall be notified via a written report containing the date of the inspection, documentation of the deficiency, and signature of the individual conducting the inspection. The report will then be followed by final documentation completed by the department heads and should include mitigation response dates and documentation of the results and procedures followed.

- Responsible Elected Officials/Department Heads should return the inspection report by the specified date to the Safety Coordinator/Safety Committee with documentation of the results and procedures followed in the required abatement.

Montana Department of Labor and Industries (L&I) Health and Safety Bureau Inspections

The Safety Coordinator should act as the county liaison for the inspection and will maintain communication with the L&I Inspector through the inspection process. L&I Inspection compliance officers generally concern themselves with safe working practices, pertinent program documentation, records of required equipment inspections, adequacy of protective equipment, guarding of machines, use of shoring, equipment configurations with respect to operation protection, etc.

1. In the event of receipt of a safety violation, the Safety Coordinator should ensure that the violation is posted on a bulletin board nearest to the violation until it has been abated.

2. The Elected Official/Department Head should insure that the correction of a violation is performed within the thirty (30) day abatement period, unless the abatement period has been extended.

3. The Elected Official/Department Head involved should prepare timely requests for a variance or for a hearing when the citation is questionable and should be aggrieved.

4. The Board of County Commissioners should be notified when modifications require the
expenditure of funds so that appropriate action can be taken.

5. The Elected Official/Department Head should prepare and follow through on any requests for extensions needed indicating why it is needed and how long the delay will be, with a copy to the Safety Coordinator/Safety Committee.

6. Upon actual completion of corrective action, the Elected Official/Department Head will certify, by date and signature at the bottom of the citation form, that each violation has been abated. The form should be forwarded to the Safety Coordinator to be returned to the L&I Inspector.

### Safety Rules and Regulations

It is the responsibility of all employees to:

- Be familiar with the Dawson County Safety Program.
- Understand your position and how safety is related to the position.
- Seek medical attention, if necessary, for any incident resulting in an injury. All incidents must be reported to the supervisor as soon as possible or by the end of the work shift.
- Report accidents, injuries or exposure to hazardous chemical, unsafe conditions, procedures, and practices to your supervisor immediately.
- Possession of firearms on Dawson County property or in county vehicles is prohibited unless part of the employee’s job description.
- The use or possession of alcohol, illegal drugs, or other controlled substances on the job is prohibited. Being under the influence of alcohol, mind-altering substances and/or medication that could impair your judgement or performance is strictly prohibited. Anyone found to be under the influence of such substances will be dealt with in accordance to the Dawson County Drug & Alcohol Policy which takes a “no tolerance” approach.
- There is NO smoking or vaping in County Facilities or in County vehicles. Smoking is permitted in designated areas only.
- Each employee is responsible for good housekeeping. Keep your work area in a clean, uncluttered state. Do not walk by a situation of poor housekeeping if it can be easily corrected or needs immediate attention such as spills on floors, ice on steps, and so on. Call the Facilities Department if the situation requires their attention or immediately inform your supervisor of any recognizable hazardous conditions or procedures that may put an employee or the general public at risk.
- Understand and use approved safe job methods and recognize potential hazards or consequences if machinery, tolls, or fellow employees fail to perform adequately.
- Use only tools, machinery and vehicles that are in safe working order and supplied by the County.
- Work at a safe speed; plan ahead so you can perform the job safely as well as efficiently.
- Always consider the safety of co-workers and the general public when performing your duties.
• Never endanger the health or safety of a fellow co-worker or the public through horseplay, practical jokes, wanton neglect, or thoughtless indifference. These types of behavior will NOT be tolerated.
• Recognize potentially hazardous situations and report them to your supervisor and cooperate in the investigation of any accident to help prevent a reoccurrence.
• Stop work authority when unsafe practice is observed
Obey all warning tags and signs. They are there because hazards exist.
No employee should take chances on the job which could endanger his or her personal safety and health or the safety and health of co-workers or others.
Do not operate machinery or use tools you are not qualified to use. Operate only machinery or equipment you have been authorized and properly trained to operate safely.
Do not enter hazardous areas you are not authorized to enter.
Use all personal protective equipment and devices required and provided.
If an established job procedure must be deviated from, supervisory approval should be obtained and an alternative, temporary job procedure must be agreed upon. This alternative job procedure should not create any new or additional hazards or unnecessarily expose employees to hazards.
Become familiar with and conduct your work activities in accordance with these general safety rules and other specific safe operating procedures which are applicable.
Refrain from fighting, horseplay, or distracting fellow workers.
Follow proper lifting procedures at all times.
Wearing of safety restraints when riding/driving a county vehicle is mandatory if so equipped.
Know the location of fire/safety exits and evacuation procedures.
Participate in safety training.
When operating county vehicles or equipment, drivers must operate/drive safely and prudently.
When using cell phones in a county vehicle, employees are encouraged to pull over and stop in a safe area.
Wear proper PPE.
Above all, be ALERT and be RESPONSIBLE! Your safety and health depends on it.
Slips, trips and falls account for a significant amount of workplace injuries in Montana. Common causes run the gamut from exposed tripping hazards like cords, to a lack of snow removal in winter, to using ladders inappropriately. Common injuries include bruises, broken bones and debilitating back injuries. Fortunately slip, trip and fall hazards all have one thing in common — they are easy to mitigate.

Mitigation begins by identifying likely hazards, such as loose stair treads, broken equipment, blocked aisles and improper clean up. Next, have your safety committee address each one thoroughly in a planned fashion. Finally embrace a culture of safety where people look for issues and report them before they cause injury.

Prevention is about common sense and a willingness to mitigate issues, and it can be helpful to have an objective eye.

- Floors shall be kept free of all objects that can cause a hazard. This includes pencils, paper clips, water, cords, etc.
- Special attention should be paid to polished floors, inclines, steps and stairs.
- Wear appropriate foot wear for the weather conditions.
- Wipe your shoes when entering buildings. Water or ice on your sole may cause you or someone else to slip and/or fall.
- Use handrails.
- Pay attention to where you are going and the surface you are on at all times.
Lifting Procedures

Proper manual lifting techniques will protect your back by keeping it in its strongest position during stress. These techniques are not natural movements and must be learned and practiced.

Keep the basic principles in mind every time you lift, no matter how small the load.

1. Assess the load before you lift. Know your limitations. Get help for heavy or bulky objects.
2. Spread feet shoulder width apart to give yourself a solid base of support.
3. Place your feet as close as possible to the base of the object you are lifting with one foot slightly in front of the other.
4. Bend with the knees and maintain the natural curve in the back during the entire lifting operation (weightlifter position).
5. Get a good grip on the object and primarily use the leg muscles, not the back, to lift the load.
6. Move your feet to change directions – avoid twisting.
7. Don’t overdo. Take frequent breaks for repetitive lifts. Your back is more susceptible to injury when tired.
Office Safety

Office work is more dangerous than is commonly supposed and serious injury incidents can occur during normal office routine. Good housekeeping and proper storage are important factors in office safety and fire prevention. Proper lifting techniques will prevent most back injuries. Offices are typically inspected for safety compliance less often than other areas. It is important that you correct or report unsafe conditions to your supervisor.

- Every employee is responsible for keeping his or her work area clean and orderly. Even a pencil or paper clip can cause a slip or fall.
- Open doors slowly. Be extra cautious when you come to a door that can be opened in your direction. Slow down when you come to a “blind” corner.
- Do not read while walking.
- Proceed with caution. Haste when walking between desks can result in bruises and falls.
- Keep electrical cords and other tripping hazards out of aisle ways, and do not run cords through doorways or under carpets.
- Keep file, desk and table drawers closed when not in use. Close them before you leave them.
- Never open more than one file drawer at a time. The entire cabinet may tip over.
- Be careful when opening drawers to full extension in case there is no locking device.
- Load file cabinets and bookcases with the heaviest items in the bottom to prevent tipping.
- Maintain office tables, desks and chairs in good condition and free from sharp corners, projecting edges, wobbly legs, etc.
- Use chairs sensibly. Do not tilt chair or slump back, which may cause the chair to slip or break.
- Never use a chair, desk or other office furniture for a step stool or ladder.
- Keep the blades of paper cutters closed when not in use.
- Keep razor and “exacto” blades covered. Report even minor injuries and take precautions to avoid infection.
- Be sure that cords and plugs on all electrical equipment are in good shape. If a machine causes a shock or starts smoking, unplug it immediately and report it to the supervisor.
- Do not overload outlets.
- Do not use a surge protector for anything other than office equipment (no coffee pot, heater, fan, etc.).
- Do not use extension cords as permanent wiring (to be unplugged at the end of each work
• Do not attempt any electrical repairs.
• Use handrails when ascending or descending stairs. Don’t carry a load that restricts vision.
• Walk, do not run. When walking in hallways, keep to the right, especially at corners.
• Be careful in front of doors that open outward and open doors slowly.
• Avoid spilling or splashing liquids on the floor. If you spill it, clean it up. Provide barricades or other warnings as necessary.

Miscellaneous
• Exits, including the route to the exit, should never be blocked.
• Many office supplies such as glues, white out and other art supplies are flammable, treat them as such.
• Know your fire procedures, escape routes, and fire extinguishers are located.
• Report any hazards to the proper person(s) immediately so they can be dealt with in a timely manner.
• Do not attempt to use any equipment that is not in proper working order.

Storing Material
• Never store heavy objects in high places.
• Stack material neatly so it is stable.
• Store sharp objects such as scissors, tack, pins, etc., in a drawer—not on top of your desk.
• Material, including machines, should be secure and located away from the edge of the surface it is resting on.
Ergonomic injuries include tendonitis, carpal tunnel syndrome, lower back pain, and other disorders that involve pain and damage to muscles, tendons and nerves in the back, neck, shoulders, elbows, wrists and hands. These musculoskeletal problems are referred to as cumulative trauma disorders (CTD) or repetitive motion injuries and are generally caused by:

- Making the same motion over and over.
- Staying in the same position too long.
- Working in a position that puts stress on muscles and joints.
- Working with tools and equipment that don’t fit your body.
- Using excessive physical force.
- Exposure to vibration over a long period of time.

You can help prevent CTD’s by avoiding awkward body positions:

- Adjust your workstation before you begin working.
- Maintain the natural curve in your back while sitting, standing and lifting.
- Keep your wrists straight as much as possible while typing or doing other repetitive tasks.
- Take breaks from repetitive motion tasks by switching periodically to other task.
- Use the right tools for the job, especially when they are used often or for long periods of time.

If you spend a lot of time at a computer workstation:

- Position the keyboard so that the wrists are kept straight in a neutral position. Your elbows should be at about the same height as the keyboard.
- Sit with your back in a neutral posture, maintaining the natural curve, with feet on the floor and thighs parallel to the floor or with knees slightly lower. Adjust the chair height and use a foot rest if necessary.
- Position the screen just below eye level and about an arm’s length away to prevent neck and shoulder strain. The screen should be lower if you use bifocals.
- Change positions, stretch, and take “mini-breaks” periodically.

Pay attention to early signs of cumulative trauma disorders and make adjustments in your workstation or the way you do your work. Report the symptoms to your supervisor and work together to correct the causes of the injuries. Early indicators of CTD, which usually occur in the hands, arms, shoulders, neck, and back include:

- Stiffness or soreness
- Burning sensation
- Aches and pains
- Reduced strength
- Numbness or tingling
- Swelling
Working in Extreme Weather Conditions

Dawson County’s climate may be severe and conditions may change rapidly. Hot weather and exposure to the sun present the potential for heat stress and sunburn. Cold conditions can lead to hypothermia or frostbite, either of which can be fatal in the worst cases. Employees are expected to monitor weather and be prepared to protect themselves against its effects. In general, employees should provide themselves clothing as protection from severe weather conditions, if it is the type of clothing that may be used both on and off the job. Examples include coats, hats or caps, boots, and gloves. Certain departments have clothing allowances to provide for seasonal clothing needs. Check with your supervisor.

Hot Weather Guidelines

- Dress for conditions – lightweight, light-colored loose clothing is best. Wear a hat with a wide brim if you’re out in the sun.
- Use sunscreen.
- Reflected sun is even more potent than direct exposure. Be particularly careful of sun exposure on cloudy days and near water, concrete, or sand.
- Eat a well-balanced diet, but try to stay away from hot or heavy foods. Do not take salt tablets or other salt supplements without a doctor’s recommendation.
- Drink plenty of fluids. Don’t wait until you’re thirsty. The best fluid replacement is water. Avoid alcohol and caffeine.

Cold Weather Guidelines

- Dress for the conditions in layers of loose, dry clothing. A good moisture-wicking fabric or wool clothing with a waterproof layer over it is very effective.
- Change clothing right away if you get wet.
- Cover your head and face. You can lose up to 40% of your body heat if you don’t wear a hat.
- Wear shoes and gloves designed for cold weather. Don’t handle anything with bare hands, especially if it is made of metal.
- Keep moving when you’re in the cold.
- Return to a warm vehicle or take regular breaks in warm areas frequently.
- Consider use of slip/fall protection – slip on/strap on cleats – in icy, slippery conditions.

For hypothermia, get medical help quickly and keep the person covered with blankets. Don’t use hot baths, electric blankets or hot water bottles. For frostbite, get medical help and warm the body part with blankets or warm (not hot!) water. Don’t rub, use heat lamps or hot water bottle or go near a hot stove. Don’t break any blisters that form.
Defensive Driving, including Cell Phone Usage and Texting in a County Vehicle

Driving requires your full attention. Avoid distractions, such as adjusting the radio or other controls, eating or drinking, and talking on the phone. Continually search the roadway to be alert to situations requiring quick action. Stop about every two hours for a break. Get out of the vehicle to stretch, take a walk, and get refreshed.

An employee who uses a county-supplied/personal device or a company-supplied/personal vehicle is prohibited from using a cell phone, hands on or hands off, or similar device while driving, whether the business conducted is personal or county related. The prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; or civic responsibilities performed for attended in the name of Dawson County; or any other company or personally related activities not named here while driving. Use of County owned vehicles or devices for personal business is prohibited. See IRS Code 274d. Also refer to the Employee Policy Manual.

Employees who violate this policy will be subject to disciplinary actions.

Defensive Driving Guidelines:

- Drivers are required to maintain a safe following distance at all times. To estimate your following distance, pick a stationary object ahead of you. As the vehicle in front of you passes the object, begin counting 1001, 1002, 1003, etc. until you reach the same object. This counts the number of seconds between you and the vehicle ahead of you.
- Drivers of passenger vehicles should keep a two-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four-seconds.
- Drivers of heavy trucks should keep a minimum of a three-second interval when not carrying cargo; and at least four-seconds when fully loaded. Following distance should also be increased when adverse conditions exist.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so.
- Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- Avoid driving in other driver’s blind spots; attempt to maintain eye contact with the other driver, either directly or through mirrors.
- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 MPH.
- Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
- When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.
- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. Approach a stale green light with your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep your wheels facing straight ahead. If rear-ended, you will not be pushed into the lane of oncoming traffic.
- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.
- Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.
- Check behind your vehicle. Operators of heavy trucks should always walk around their vehicle before backing and/or have someone guide you.
- Back to the driver's side. Do not back around a corner or into an area of no visibility.

**Driver Eligibility**
- County vehicles are to be driven by authorized employees only, except in emergencies, or in case of repair testing by a mechanic. Spouses and other family members are not authorized to drive or ride in the County vehicle.
- Any employee who has a driver's license revoked or suspended shall immediately notify their Department Head, Supervisor or Human Resources, and discontinue operation of the county vehicle. Failure to do so may result in disciplinary action, including dismissal.
- All accidents, regardless of severity, must be reported to the Police and to their Department Head, Supervisor, Safety Coordinator or Human Resources. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.
- Drivers must immediately report all summons received for moving violations during the operation of a county vehicle to their Department Head, Supervisor or Human Resources.
- All CDL drivers must comply with all applicable DOT regulations, including successful completion on medical, drug, and alcohol evaluations.
- Motor Vehicle Records will be ordered periodically to assess CDL employees' driving records. An unfavorable record will result in a loss of the privilege of driving a County vehicle.

**Driver Safety Rules**
- The use of a county vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
- No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- All drivers and passengers operating or riding in company vehicles must wear seat belts, even if air bags are available.
- No unauthorized personnel (e.g. Hitch-hikers) are allowed to ride in company vehicles.
- Drivers are responsible for the security of County vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle
is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.

- Head lights are to be turned on at all times that the vehicle is in operation.
- All other state laws, local laws, or D.O.T. Motor Carrier Safety Regulations must be obeyed.
What to Do In Case of a Vehicle Accident

In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.

- Call for medical aid if necessary.
- Secure accident scene -- pull onto shoulder or side of road, redirect traffic, set up road flares/reflectors, etc.
- Call the Police. All accidents, regardless of severity, must be reported to the Police. If the driver cannot get to a phone, he should write a note giving location to a reliable appearing motorist and ask him to notify the police.
- Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
- Pertinent information to obtain includes:
  - License number of other drivers
  - Insurance company names and policy numbers of other vehicles
  - Make, year, model of other vehicles
  - Date and time of accident
  - Overall road and weather conditions
- Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.
- Do not discuss the accident with anyone at the scene except the police. Do NOT accept any responsibility for the accident. DON'T argue with anyone.
- Provide the other party with your name, address, phone number, driver’s license number, and insurance information.
- Immediately report the accident to their Department Head, Supervisor, Safety Coordinator or Human Resources. Provide a copy of the accident record and/or your written description of the accident to their Department Head, Supervisor, Safety Coordinator or Human Resources ASAP.

Employee Actions at Accident Scenes

The purpose of this section is to establish policy guidelines for employees traveling in county-owned vehicles for rendering assistance at accident scenes.

Recommendations

1. It should be the responsibility of county employees, while traveling in county vehicles to stop at accident scenes and render whatever assistance that is within their capability, if it is safe to do so. It is not the intention of this policy to impose strict procedures in governing the actions of employees at accident scenes. It is realized that each employee should use his/her own judgment in determining if assistance is needed and what assistance they are capable of providing.

2. As a minimum, the employee should ensure that police and fire personnel have been notified (if necessary). If injuries have occurred, and the employee is capable and qualified, first aid may be rendered to the victim.
3. The employee should remain at the accident scene until emergency vehicles arrive and offer assistance to police and fire personnel as needed.

4. The employee should remain polite and helpful in all circumstances and never speculate on cause, effect, or blame involved in the accident.

5. An Incident Report should be completed by the employee, preferably within 24 hours, describing their involvement at the accident and a copy forwarded to the Safety Coordinator/Safety Committee.
**Driver Qualification to Drive County Vehicles**

**Driver Selection** - Even though driving may be incidental to the primary reasons county employees are hired, the considerations given to driver selection are often the most important factor that will affect county vehicle incidents.

1. Evaluation of driver qualifications should be made through the following:
   
   A. Previous employers reference check to verify employment and to help determine the driving qualifications and history of the applicant.
   
   B. Motor vehicle records check made through the Dawson County Sheriff's Office.
   
   C. Personnel file review to consider driver training received, record of preventable incidents, driving history, driving certifications, Vehicle Operator Record, etc.

2. Drivers of county vehicles may be considered qualified to drive when they meet the following criteria:

   A. Possess a valid driver's license of the proper class.
   
   B. Capable of passing a physical examination when a question of fitness to drive arises because of illness or injury.
   
   C. Capable of passing written tests on driving regulations whenever required.
   
   D. Capable of passing a driving test.
   
   E. Have demonstrated proficiency with the particular type of vehicle or equipment routine to be utilized.

**Driver Training** - The Safety Committee may periodically administer, or arrange for attendance at a Defensive Driving course.

1. Assignments for said course should be made as follows:

   A. Mandatory attendance for employees who demonstrate questionable driving capabilities or habits as determined by their immediate supervisor.
   
   B. Voluntary attendance for employees who have not attended a Defensive Driver course in the past five (5) years.
Minimum Qualifications for the Operation of County-owned Vehicles and Privately-owned Vehicles While Conducting Official Business

The purpose of this section is to ensure that an acceptable standard of proficiency and safety is met by each employee who operates county-owned vehicles.

Recommendations

1. Employees are encouraged to use county vehicles instead of their own for official county business whenever possible.

2. Personal vehicles may be used for official county business with the prior approval of the employee’s Elected Official/Department Head. Employees using their personal vehicles will be reimbursed at the prevailing rate established by the Board of County Commissioners after submittal of the appropriate form to their Elected Official/Department Head. No county employees should be required to provide their own vehicle for conducting county business unless required in their job description.

3. All employees whose duties require the operation of a county-owned vehicle or who operate a privately-owned vehicle while conducting official business as a part of their employment with the county, should possess a valid Montana State Drivers’ License and a safe driving record.

4. Prior to acceptance for employment with the county in a position that would necessitate the operation of a motor vehicle in the course of performing the assigned duties of that position, an employee’s motor vehicle operators record may be requested from the State Department of Motor Vehicles by the Personnel Office. If a Department of Motor Vehicles review indicates three or more moving violations within three years of the date of review, the employee may be denied authorization to operate a vehicle while representing the county. If the employment is incumbent upon the ability to operate a vehicle, the prospective employee may be denied employment.

5. Employees operating county-owned vehicles or privately-owned vehicles while conducting official business should observe all traffic laws, rules and regulations, and the dictates of common sense and good judgment.

6. If during the course of employment an employee exhibits a disregard for acceptable safe driving procedures, the responsible Elected Official/Department Head may deny further authorization to operate a vehicle while representing the county.

7. Any employee who operates a privately-owned vehicle while conducting official business for the county should maintain automobile liability insurance of $25,000/$50,000/$10,000 pursuant to §61-6-103 MCA. Employees who do not maintain minimum liability coverage should not operate privately-owned vehicles in an official capacity.
Vehicle Fleet Safety and Maintenance Policy

The purpose of this Policy is to ensure the safety of those individuals who drive county vehicles. Vehicle accidents are costly, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the County endorses all applicable state motor vehicle regulations relating to driver responsibility. The County expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

Vehicle Maintenance Program
Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses.

Goals and Objectives:
The goals and objectives of the vehicle maintenance program are:

1. **Maintain vehicles to promote the safety and comfort of passengers, operators, and protect the public.**
   - Conduct regular pre-trip inspections in order to identify vehicle and equipment problems and assure vehicles are in good operating condition.
   - Conduct basic Preventive Maintenance service routines in a timely manner to identify vehicle problems and keep vehicle systems in good repair.
   - Conduct vehicle repairs in a timely manner.
   - Drivers of D.O.T. regulated vehicles are required to inspect their vehicle prior to usage, documenting and notifying the County mechanic of deficiencies found.
   - Maintain a clean appearance for vehicles through regular interior and exterior cleaning. A clean vehicle makes a good impression on the public.

2. **Manage Preventive Maintenance and repair activities to promote the reliability of the service by minimizing service interruptions due to vehicle or equipment failure.**
   - Regularly inspect vehicles in order to identify and correct problems in to prevent service interruptions.
   - Schedule repairs promptly in order to minimize service interruptions.
   - Analyze repair, road call and tow data to identify trouble-prone components or systems for proactive attention.
   - The vehicle manufacturer's maintenance schedule should be referenced and closely following regarding recommended maintenance intervals.

3. **Maintain vehicles and equipment to promote cost-efficiency of operations.**
   - Maintain and repair vehicles to ensure their operation at peak efficiency, including fuel efficiency, emissions systems, etc.
- Analyze fuel usage and repair data; identify vehicles which may need remedial work or may need to be made inactive.
- Maintain vehicles and related equipment to fulfill manufacturer’s warranty requirements and pursue warranty repairs where applicable; research and follow up on any applicable recalls or service bulletins.
- Maintain vehicles to maximize the useful vehicle life, including the life of key components such as tires, brakes, batteries, etc.
- Manage the maintenance program to be cost effective in terms of staff time, service vendors and parts and supplies costs.

4. **Conduct vehicle operations, repairs, and cleaning in compliance with applicable local, state and federation regulations.**
- Ensure that shop equipment and maintenance procedures comply with applicable OSHA laws and regulations protecting the health and welfare of workers.
- Handle and dispose of fuels, lubricants, solvents, tires and related materials in a safe and environmentally responsible manner.
- Maintain vehicles to comply with relevant emission standards and other applicable regulations.
- Conduct vehicle cleaning.
- Conduct maintenance and repairs in compliance with environmental standards and other relevant regulations.

**Program Elements:**

**Pre-trip inspections.** Each vehicle will be inspected at the start of each shift by a driver trained in the procedure. A walk-around will be performed with a vehicle pre-trip checklist and any irregularities reported to the Department Head before the vehicle leaves the lot. Please see below the Pre-Trip Fleet Vehicle Inspection checklist.

**Basic Service Routines.** A thorough preventive maintenance schedule will be established and followed for each vehicle.

**Vehicle Cleaning.** Interior cleaning of each in-service vehicle will be performed at the end of each shift by the last person who drove the county vehicle. Vehicle exteriors will be washed as needed.

**Vehicle Repairs.** The need for a vehicle repair may be discovered during a pre-trip inspection, preventive maintenance inspection, or breakdown. In the event this happens please contact the Department Head.

**Documentation and Analysis.** Vehicle condition will be regularly documented through pre-trip inspections and problems discovered on the road will be documented on a Pre-Trip Fleet Vehicle Inspection Form by the driver. In addition, all vehicle maintenance and repair activity and costs will be documented.
Dawson County has an established Hazard Communication (HazCom) Program. A copy of the HazCom Program is available in the Road Department, Weed Department, Facilities Department, Sheriff’s Department and Detention Center, and the Commission Office.

The HazCom Program complies with the OSHA Hazard Communication Standard 29 CFR 1910.1200, by compiling a hazardous chemicals list, using applicable Safety Data Sheets (SDS), ensuring that containers are labeled, and by providing training and necessary personal protective equipment (PPE).

Copies of the OSHA Hazard Communication Standard are available in the SDS Binders located at the above mentioned locations and their respective shops and field locations. Under this program employees will be informed of the contents of the Hazard Communication Standard, and provided with applicable SDSs that provide information pertaining to the hazardous properties of the chemicals with which they work, safe handling procedures, hazard material labeling, and measures to take to protect themselves from these chemicals.
It is the policy of Dawson County to protect the hearing of all workers whose noise exposures equal or exceed an action level of 85 decibels (dB) for an 8-hour day. In accordance with this policy, this organization has established a Hearing Conservation (HC) Program. This program applies to all persons working in areas or with equipment that have noise levels of 85 decibels, A weighting (dBA) or higher.

The purpose of this HC Program is to prevent occupational hearing loss and comply with the OSHA Standard 29 CFR 1910.95 for Occupational Noise Exposure. The HC Program includes as a minimum: noise monitoring; audiometric testing; hearing protectors; education and training; and record keeping.

Occupational noise can cause hearing loss, and increase the worker’s susceptibility to other workplace problems including physical and psychological disorders, interference with speech and communication, and disruption of job performance associated with excessive noise intensities. This exposure to noise produces hearing loss of a neural type involving injury to the inner ear hair cells. The loss of hearing may be temporary or permanent. Brief exposure causes a temporary loss. Repeated exposure to high noise levels will cause a permanent loss. Permanent hearing loss is preventable with the continued use of proper hearing protection and reduction of workplace noise levels to 85 decibels or below.
Bloodborne Pathogens

In accordance with OSHA Standard 29 CFR 1910.130 Dawson County has established a Bloodborne Pathogens (BBP) Program which is monitored by the Public Health Department. A copy of the BBP Program is located in all departments. The Public Health Department provides BBP training to all departments on an annual basis with more extensive training for the higher risk departments. The Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), which causes AIDS, are the two most prominent bloodborne pathogens. County employees, including the Sheriff’s Department, Sanitarian, Public Health Department, Solid Waste District, Facilities Department, Corrections Facility and other department employees who perform janitorial functions, have the highest potential for bloodborne pathogen exposure.

All employees shall be given initial and annual training will be given to high risk population through the Public Health Department. In addition, employees in the higher risk departments will be offered HBV vaccinations at county expense or they may sign a Declination Waiver.

The higher risk departments have the greatest potential exposure and have extensive departmental procedures to cover potential exposure situations. Regardless of risk level all employees should follow the BBP Program procedures and report exposure incidents to their supervisor, the Public Health Department, and seek medical evaluation and treatment as soon as possible.
OSHA Standard 29 CFR 1910.147 requires that hazardous energy must be controlled during service or maintenance of machines and equipment. Lockout and Tagout (LOTO) procedures are necessary to protect workers from electric shock, accidental start-ups, or other release of energy.

Every department that has employees performing maintenance where there is exposure to hazardous energy must have:

- Locks and/or tags and lockout devices that are not used for anything else.
- Procedures for performing such maintenance specific to their area.
- Training for all employees involved in maintenance activities.

LOTO of energy isolating devices should be used to ensure that the machine or equipment is isolated from all potentially hazardous energy, and locked out or tagged out before employees performing any servicing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury.

**Sequence of Lockout/Tagout (LOTO) System Procedures:**

1. Notify all affected employees that a LOTO system is going to be utilized and the reason therefore. The authorized employee should know the type and magnitude of energy that the machine or equipment utilizes and should understand the hazards.

2. If the machine or equipment is operating, shut it down by the normal stopping procedure.

3. Operate the switch, valve, or other energy isolating device so the equipment is isolated from its energy source. Stored energy (such as springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.

4. LOTO the energy isolating devices with assigned locks or tags.

5. After ensuring that no personnel are exposed, and checking on the disconnect of energy source, operate the push button or other operating controls to make certain the equipment will not operate.

6. **CAUTION - Return operating controls to neutral or off position after the test. The equipment is now locked out or tagged out.**

**Restoring Machines or Equipment to Normal Production Operations:**

1. After the servicing/maintenance is complete and equipment is ready for normal operation, check the area around the machine or equipment to ensure that no one is exposed.
2. After all guards have been reinstalled; employees are in the clear, remove the LOTO devices. Operate the energy isolating devices to restore energy to the equipment.

Procedure Involving More Than One Person:

In the preceding steps, if more than one individual is required to LOTO equipment, each shall place his/her own LOTO device on the equipment. When an energy isolating device cannot accept multiple locks or tags, a hasp may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a box or cabinet. Each employee will use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove their lock.

Basic Rules for Using Lockout/Tagout System Procedures:

All equipment should be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device where it is locked out or tagged out.
Personal Protective Equipment

Personal Protective Equipment (PPE) plays an important role in protecting workers from hazards on the job. PPE is required in particular locations and for certain tasks, based on safety regulations and good safety practice.

Protecting our employees by providing a safe work environment is a core safety value of Dawson County. It is the county’s objective that employees use recommended PPE in areas where their use would prevent employee injuries. The use of proper PPE should be determined as conditions warrant and/or ordered to do so by a supervisor. Employees should take necessary precautions, follow proper safety procedures, and use recommended PPE when necessary to avoid exposure to injury or illness to themselves and others.

The following are recommended uses for PPE per OSHA General Industry Standards:

- **Hard Hats** - when working in areas where there is a potential for injury to the head from falling objects. (29 CFR 1910.135(a)(1))
- **Safety Vests or High Visibility Clothing** - High visibility is one of the most prominent needs for workers who must perform tasks near moving vehicles or equipment. (Federal Highway Administration's (FHWA) Worker Visibility, 23 CFR Part 634.1; section 5(a)(1) of the OSH Act, 29 U.S.C. §654(a)(1), also known as the General Duty Clause)
- **Protective Footwear** - when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employees’ feet are exposed to electrical hazards. (29 CFR 1910.136(a))
- **Hand Protection** - to use appropriate hand protection when employees’ hands are 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. (29 CFR 1910.138(a))
- **Eye and Face Protection** - use of appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. (29 CFR 1010.133(a)(2))
- **Hearing Protection** - protection against the effects of noise exposure shall be provided when employees are exposed to an 8-hour time-weighted average of 85 decibels or greater. (29 CFR 1910.95)
- **Personal Fall Arrest System** - means a system used to arrest an employee in a fall from a working level. (29 CFR 1926.502(d) Construction)

Employees should wear clothing suitable for the job to be performed. Suitable clothing means clothing that will minimize the possibility of damage from moving machinery, hot or injurious substances, weather conditions, or harmful agents.
Supervisors should be responsible to ensure compliance with the provisions of the State Administrative Code by all members of their crews, or dependents. The PPE selected should meet applicable standards, such as those of Occupational Safety and Health Administration (OSHA), the Mine Safety and Health Administration (MSHA), National Institute for Occupation Safety and Health (NIOSH), American National Standards Institute (ANSI), or the National Fire Protection Association (NFPA).
Confined Spaces

Even though County employees have no established areas designated as confined spaces to deal with as part of their work activities, very few work situations have as much potential for serious safety hazards as confined spaces. The atmosphere in a confined space may have insufficient oxygen to support life, or may be toxic, flammable or explosive. The lack of ventilation in confined spaces causes welding, painting, use of hazardous materials, or other activities that change the atmosphere to be especially dangerous. The limited opening for entry and exit makes rescue difficult and dangerous.

Most of the severe injuries and fatalities in confined spaces occur because an employee either went into a confined space without first testing its atmosphere or did not continuously monitor the space. If the event county employees, during the course of their duties, encounter confined spaces that have not been specifically evaluated, these are general guidelines for all employees. Each department will develop, train, operate, and monitor a specific confined space program for that area.

More than half of the fatalities in confined spaces are would-be rescuers. Prior to entry, assume that every confined space has an unknown hazardous atmosphere.

A confined space is a space that has all of the following characteristics:

- Is large enough for an employee to bodily enter and configured so that the employee can perform assigned work,
- has limited or restricted means for entry or exit, and
- is not designed for continuous employee occupancy.

Examples of confined spaces include: tanks, vessels, manholes, storm drains, headwalls, silos, storage bins, hoppers, meter vaults, digesters, lift and transfer stations, shafts and pits. Unfavorable natural ventilation is common in confined spaces.
Safety and Incident Prevention

The purpose of this section is to establish guidelines and areas of responsibility for maintaining a safe and healthy work environment.

Elected Officials/Department Heads or immediate supervisors should make sure that the employees under their supervision are well acquainted with existing safety rules and should see that the rules are uniformly enforced. Safety education and adherence of all safety rules should be promoted by supervisors. Everyone should be constantly on the alert to observe and report unsafe working practices or existing hazardous working conditions with the aim of immediate correction.

The county maintains Workers’ Compensation (WC) Insurance to cover injury/illnesses incurred by county employees when on duty. Liability insurance is carried to cover incidents affecting citizens and visitors if there is negligence by staff or the county.

Record Keeping Occupational Injury and Illness

In accordance with applicable requirements of the Safety Culture Act/OSHA Standards, the Safety Coordinator should ensure the appropriate records are kept as follows:

1. Maintain a log and summary of occupational Injuries and Illness on Montana OSHA Form 300. Recordable cases include every occupational injury or illness that involves:
   1. Death
   2. Days away from work
   3. Restricted work or transfer to another job
   4. Medical treatment BEYOND first aid
   5. Loss of consciousness
   6. A significant injury or illness diagnosed by a physician or other licensed healthcare professional
   7. Work-related case involving cancer, chronic irreversible disease, fractured or cracked bone, or punctured eardrum
   8. Any needlestick injury or cut from a sharp object that is contaminated with another person’s blood or other potentially infectious material; employee medical removal; tuberculosis infection.

2. Original copies of all First Reports generated when an employee is injured on the job should be kept in the Clerk and Recorder files.

3. Enter each recordable injury and illness on the log as early as practicable, but no later than seven (7) calendar days after receiving the information that a recordable case has occurred.

4. The Payroll Administrator for maintaining records and ensuring proper postings.

5. Posting of the completed summary OSHA 300A form for the previous year from February 1st to April 30th of the current year.

6. Maintain records for five years following the year to which they relate.
Incident Reporting

Reporting is a basic and essential part of an effective management and loss control program. Since every incident includes a sequence of contributing causes, it is possible to avoid a repeat performance of the first event by recognizing and reducing or eliminating these causes. The removal of a single cause can prevent a recurrence.

Incident Report forms can be found in each department (RED - Incident Reporting File) and may be used for Property Damage With/Without Injury, Near Miss, or Safety Violations reporting.

- An incident of Property Damage Without Injury should be reported to the Elected Official/Department Head, and the Incident Report form filed with the Clerk & Recorder for processing (copy to the Safety Coordinator and Human Resources).

- An incident of Property Damage/With Injury should include the Property Damage Incident Report to be filed with the Clerk & Recorder for processing (copy to Safety Coordinator), and a First Report filed with the MACo WC Claims Division.

- In the case of a Near Miss and/or Safety Issue, the report should be delivered to the Elected Official/Department Head and Safety Coordinator for investigation, resolution, and mitigation.

Timely and complete reporting facilitates incident investigation, and may also preserve and protect the health and safety of injured persons and the resources of the county.

Definitions:
Occupational Injury is defined as a personal injury arising out of, and in the course of, employment with the county.
Occupational Illness is defined as a disease caused by certain hazardous conditions or materials when there is a direct causal connection between the conditions under which the work is performed and the occupational disease.
Incident is defined as an event, intentional or unintentional, that resulted in or contributed to, or could have (near miss) resulted in or contributed to a loss, injury, damage, or harm to persons or property from fire, theft, vandalism, weather, etc.
Minor injuries require first aid, doctor visit/outpatient care.
Major injuries require doctor/hospitalization.
Reporting Policies and Procedures

Occupational Incident Injury/Illness

1. All occupational injuries/illnesses, no matter how minor, should be reported as soon as physically able, and no later than the end of the working shift to the immediate supervisor or Department Head (verbal reporting constitutes “notice given”).

2. The employee should obtain appropriate medical treatment in accordance with the Safety and Health Policies.

3. If the incident caused illness/injury (physical harm to the body), a First Report form must be filed with MACo’s WC Division. The form can be obtained from each employee’s Elected Official/Department Head (RED - Incident Reporting File) or Human Resources. The file contains the Incident Reporting Procedure (Appendix C) and detailed, color coded instructions on how to fill out the First Report and who is responsible for each section. All questions should be answered to ensure that your medical costs and any salary lost because of the injury will be paid.

4. The immediate supervisor should record all appropriate information that will facilitate a thorough investigation of the incident.

5. In the event of a fatality or multiple injuries requiring hospitalization, the Board of County Commissioners, Elected Official/Department Head, Department of Labor & Industries (444-6104), and MACo’s Risk Management Department (449-4370) should be notified immediately.

6. In the event of a fatality, notification of next of kin, or those persons so designated by the employee in event of an emergency, should be coordinated through and approved by the County Commissioners.

7. The Payroll Administrator should be the prime contact between the county and the MACo Workers’ Compensation Division for industrial injury claims.

8. All injuries should be considered “alleged injuries” if they are suspicious in nature, not witnessed, reported late, or of a non-visible nature.

9. The Safety Coordinator/Safety Committee should review all industrial incidents and recommend appropriate actions to avoid, prevent, or reduce future similar incidents.

10. Employees should refer all formal requests for production of evidence relating to industrial incidents to the Dawson County Attorney prior to releasing any information.
Dawson County has developed a Return To Work (RTW) injury management plan. It includes a team effort involving the injured worker, the treating health provider, insurance provider and internal county management.

RTW has long been known to reduce workers’ compensation costs; however, it has recently been found to also reduce pain and suffering by the employee, speed up healing times, and increase the level of healing a person experiences.

Our employees are our greatest assets and the county is committed to providing prompt, high-quality medical care and returning injured workers to full gainful employment as soon as medically feasible. Studies show that RTW programs help speed the recovery process through maintaining job skills and reducing the impact of work-related injuries on the injured worker’s family and income. The Dawson County Commissioners believe that this program aids in retaining productive people, minimizes costs, and believe the workers will be better able to return sooner and avoid long-term disabilities affecting their careers.
1. All incidents, no matter how minor, which result or may result in a liability claim against the county, or give the county a liability claim against others, should be promptly reported to the Elected Official/Department Head.

2. All damage to or loss of county property in excess of one hundred dollars ($100) in value should be reported (excluding cracked windshields) to the Elected Official/Department Head using an Incident Report Property Damage With/Without Injury form (Appendix A) to be filed with the Clerk & Recorder’s Office for processing (copy to Safety Coordinator). This includes damage to buildings, grounds, infrastructure, signs, equipment, tools, supplies, etc. Property damage with injury would require the additional filing of a First Report with MACo’s WC Division per the Occupational Injury/Illness Policy referenced above.

3. Damage that is not of natural cause should be reported to the Dawson County Sheriff’s Department as soon as possible. The employee and the immediate supervisor should cooperate with the thorough investigation of the incident.

4. Employees should not discuss details of the investigation with unauthorized persons and should not admit liability.

Vehicular Collision

1. All vehicular collisions involving county vehicles or personal vehicles used on county business, no matter how minor, should be reported promptly to law enforcement, the Elected Official/Department Head, and Safety Coordinator as soon as physically able. The employee should also request that all parties and properties concerned remain at the scene of the incident if possible until a law enforcement representative has released them.

2. An employee involved in a collision should obtain appropriate medical treatment as needed.

3. The employee should refrain from making statements regarding the incident with anyone other than the investigating officer, employer’s officials, and employer or personal insurance company representatives. Statements should be confined to factual observations.

4. Anytime an incident causes injury, First Report should be completed to be filed with MACo’s WC Division.

5. Any damage to property requires an Incident Report to be completed and filed with the Clerk and Recorder’s office (copy to Safety Coordinator) and inclusion in the employee’s personnel file.

6. Damage to the vehicle should then be reported to the insurance carrier (or appropriate body) on the Auto Incident Notice form available from and processed through the Clerk and Recorder’s office.
7. If the incident may result in someone alleging liability against the county, the Clerk and Recorder’s office should also file the report with the county insurance carrier (or risk pool, etc.).

8. In the case of a fatality or if any employees are hospitalized, the Elected Official/Department Head should report the incident to the Board of County Commissioners, the nearest office of the Department of Labor and Industries (444-6401), and MACo Risk Management (449-4370). The report should relate the circumstances, the number of fatalities, and the extent of any injuries.

9. The Safety Coordinator should investigate the incident and the Safety Committee should review all collisions and recommend actions to avoid, prevent, or reduce future similar incidents.

10. County employees should refer all formal requests in production of evidence relating to a vehicular collision to the County Attorney prior to releasing any information.

Defective Equipment

1. When an incident happens where defective equipment is a possibility, the following action should be taken:

2. Follow the procedures for Property Damage With/Without Injury.

3. Turn the equipment involved over to the employee’s supervisor.

4. A detailed report should be written within 24 hours to include circumstances surrounding the incident and manufacturing information available concerning the equipment in question.

5. The Safety Coordinator should investigate the incident and the Safety Committee should review and recommend actions to avoid, prevent, or reduce future similar incidents.
Fire Prevention in Government Buildings:

A. Be prepared for fire by knowing where and how to turn in a fire alarm. Find out about the fire extinguishers in your area, i.e. where they are, what type of fire are they meant for, etc. Also, familiarize yourself with all fire exits and their locations.

B. Always obey “No Smoking” signs. Not only are Dawson County facilities smoke-free but there could be harmful vapors that you can’t see which could ignite with the lighting of a match or lighter.

C. Storage areas containing flammable materials or compressed gasses require labeling notifying staff and the public of the hazard as dictated by …..

D. Flammable liquids will not be left in any buildings over one shift. Flammable liquids must be contained in an approved safety can or cabinet.

E. Good housekeeping is important. Don’t let combustible materials accumulate.

F. Keep the area around fire extinguishers and hoses free of clutter. These are your first-line defenses against fire.

G. Don’t let flammable wastes lie around. You should dispose of them immediately in the proper manner.

H. DO NOT use any fire protections equipment for anything other than fires and fire-related activities.

Fire drills

Fire drills are important exercises and provide an opportunity for fire evacuation plans for Dawson County and personnel to be developed, confirmed or modified if necessary. Fire drills also give the opportunity for personnel who have specific duties during the course of fire evacuation to exercise their duties and report any problems they may encounter.

Arranging a Fire Drill

Those safety committee members that are at the site have the drill, will monitor the drill and produce a report.

You therefore need to provide a member of staff who will, activate the fire alarm system at the allocated time. Re-set the fire alarm system following the completion of the drill. Dispatch is to be called to let them know what is being done – no one calls 911.

During the Fire Drill

Persons encountering problems during the course of the fire drill can report them to the Safety Coordinator or Safety Committee Members.
After the Fire Drill

Following each fire drill a report will be issued by the Safety Committee, copies of which will be distributed. These reports must be retained by the Safety Coordinator. The drill report will detail any remedial action required for the Safety Committee to discuss and pursue any action required at the time of the drill or at a later time by arrangement.
OSHA strongly encourages employers to investigate all incidents in which a worker was hurt, as well as close calls (sometimes called "near misses"), in which a worker might have been hurt if the circumstances had been slightly different.

In the past, the term "accident" was often used when referring to an unplanned, unwanted event. To many, "accident" suggests an event that was random, and could not have been prevented. Since nearly all worksite fatalities, injuries, and illnesses are preventable, OSHA suggests using the term "incident" investigation.

Investigating a Worksite Incident

Investigating a worksite incident— a fatality, injury, illness, or close call— provides employers and workers the opportunity to identify hazards in their operations and shortcomings in their safety and health programs. Most importantly, it enables employers and workers to identify and implement the corrective actions necessary to prevent future incidents.

Incident investigations that focus on identifying and correcting root causes, not on finding fault or blame, also improve workplace morale and increase productivity, by demonstrating an employer’s commitment to a safe and healthful workplace.

Incident investigations are often conducted by a supervisor, but to be most effective, these investigations should include managers and employees working together, since each bring different knowledge, understanding and perspectives to the investigation.

In conducting an incident investigation, the team must look beyond the immediate causes of an incident. It is far too easy, and often misleading, to conclude that carelessness or failure to follow a procedure alone was the cause of an incident. To do so fails to discover the underlying or root causes of the incident, and therefore fails to identify the systemic changes and measures needed to prevent future incidents. When a shortcoming is identified, it is important to ask why it existed and why it was not previously addressed.

For example:

- If a procedure or safety rule was not followed, why was the procedure or rule not followed?
- Did production pressures play a role, and, if so, why were production pressures permitted to jeopardize safety?
- Was the procedure out-of-date or safety training inadequate? If so, why had the problem not been previously identified, or, if it had been identified, why had it not been addressed?

These examples illustrate that it is essential to discover and correct all the factors contributing to an incident, which nearly always involve equipment, procedural, training, and other safety and health program deficiencies.
Addressing underlying or root causes is necessary to truly understand why an incident occurred, to develop truly effective corrective actions, and to minimize or eliminate serious consequences from similar future incidents.

**Accident Reporting Policy**

A. An accident is:
   1. Damage with injury and/or death involving Dawson County employees and/or individuals;
   2. Damage to private property or property of another public jurisdiction;
   3. Damage to property and/or vehicles.

B. Any employee who experiences a work-related accident or injury must report the incident to his/her supervisor immediately. A claim for medical and lost work-time compensation requires accurate and detailed reporting. If the employee has a witness, they should be encouraged to file a report with their supervisor as well. Prompt reporting will speed reimbursement and help document future findings such as exposure to toxic chemicals which have not immediate effects but potentially serious long-term effects.

C. After the employee has informed his/her supervisor of the accident or exposure, the supervisor will then notify the Safety Coordinator or Human Resource Administrator and file the “Employers First Report of an Accident Form: and/or Property Damage Report Form. These forms may be obtained from your Department Head or Supervisor.

D. All vehicular accidents must be reported by the employee to the nearest law enforcement agency.

E. If the accident involves possible liability of Dawson County, such a vehicular accident, the employee responsible will complete and return an “Accident Injury Report Form”. This form may be obtained from your Department Head or Supervisor.

F. Any employee seeking medical treatment as a result of a work-related injury or disease must obtain and present to the treating practitioner a “Report of Treatment Form”. This form may be obtained from your Department Head or Supervisor.

G. All accidents are subject to review and an investigation by the employee’s department head, the Safety Coordinator and the Safety committee. Preventing the same accident from reoccurring is the priority of such a review. However, if willful misconduct of safety policies is evident, disciplinary action may be taken as defined in the policy manual.

The purpose of incident investigation is to prevent repeat incidents by learning causes so that corrective actions can be taken to implement needed physical changes, improve operating procedures, improve safety and supervision, upgrade training, and reduce the probability of a repeat event and resulting loss of human and economic resources.

**Incident Investigation Checklist**

1. Descriptions and Identification of the Premises
A. Exact location, giving street numbers and any other designation necessary to pinpoint the location.
B. Type of building (Use and construction type)
C. Age of building (If necessary, obtain name of architect, contractor, and builder).
D. General condition of building or area.
   (1) Is building or area in good general condition?
   (2) Is building or area well maintained?
   (3) Is building kept in good repair?
E. Use to which facility, area, or equipment is put.
   (1) Is the use proper?
   (2) Is the use lawful?
   (3) Is the use hazardous in any way?
   (4) Does the use create a nuisance?
F. What is the history of previous incidents with this facility, area or equipment?

2. Ownership and Control
A. Who owns the facility or equipment?
B. How long has local government used the facility or equipment?
C. If another tenant or facility user is involved, obtain a list of names, addresses, and phone numbers, and their insurance company.
D. Obtain a copy of building lease when applicable.
E. Does a landlord control the area of a facility complained of? If so, obtain name, address, and phone number, including his insurance company.
F. Who is responsible for the cleaning and general maintenance? If not local government, obtain names, addresses and phone numbers, including their insurance companies.

3. Coverage
A. Make sure the incident occurred within the local government's jurisdiction.
B. Make sure the incident occurred on local government property.
C. Are there any easements within the incident area?
D. Did the incident occur under the possible control of someone else, and not the local government?
E. Were there any contracts or hold harmless agreements signed that have a bearing on this incident? If yes, obtain.
F. Can liability be transferred to another party (contractor, hold harmless signer, private property owner)?
G. Does the county's insurance cover this incident?
H. Check for possible completed operations:
   (1) Obtain exact date when work was done.
   (2) Was job accepted as completed?
   (3) Was payment made for completed job?
   (4) Were any exposures left at site?
   (5) Were any complaints made about workmanship?
   (6) Were any repairs made, or conditions corrected?
   (7) Are inspection records available, complete?
(8) Did the operation involve a service or maintenance contract? If so, obtain.

4. **Actual or Constructive Notice**
   A. Who was responsible for the general maintenance of the building, area or equipment?
   B. Was the individual aware of the risk or exposure?
   C. How did it come to his attention?
   D. When did it come to his attention?
   E. How long had the condition been permitted to exist?
   F. Were any regular inspections made? By whom? Reports made?
   G. If the local government was unaware of the exposure, could it have been identified through a regular inspection?
   H. Was the building, area, or equipment regularly inspected?
   I. Are safety precautions regularly used in maintenance?

5. **Physical Conditions**
   A. Describe the condition that caused the incident.
   B. Exact location. Preserve any evidence. Take pictures.
   C. If pertinent, describe composition, nature, condition of floor (wet, debris, slick, broken, rough, slope, cracked, obstructed).
   D. Was the incident caused by defective conditions owing to ordinary wear and tear? Faulty construction?
   E. Describe lighting conditions (time of day, weather, windows, shades, power, lights).
   F. Describe weather conditions.
   G. Were any warning or cautionary signs posted? Photograph.
   H. Are blueprints or plans available if necessary? Where?
   I. Did facility meet code?
   J. Had repairs been made? By whom, when, how, guarantee?

6. **Reports and Witnesses**
   A. Obtain signed statements from all parties.
   B. Were any confessions or admissions made? Obtain.
   C. Document any injuries sustained.
   D. Obtain names, addresses, and phone numbers of all witnesses involved.
   E. Obtain names, addresses, and phone numbers of outside witnesses who can testify regarding conditions, policies, procedures, practices, routines, etc.
   F. Obtain a police, physician, or other available reports.

7. **Information from Claimant**
   A. Claimant's name and all previous names or aliases under which the claimant was even known.
   B. Age, general appearance, and impression made. Obtain any legally permissible public information as to the claimant's character, intelligence, integrity, driving record, police record, etc.
   C. Present and previous address and phone number.
D. Military status if applicable.
E. Dependency status.
F. Employment history.
G. Possible distractions to claimant:
   (1) Weather
   (2) Was claimant carrying any packages, umbrella, or other objects that could have affected vision, balance, etc. Describe.
   (3) Was claimant watching someone or something?
   (4) Was claimant talking to anyone at time of incident?
   (5) Was claimant daydreaming or preoccupied?
   (6) Was claimant awake?
   (7) Was claimant worried or under stress?
   (8) Was claimant tired?
H. Did the claimant's clothes have any bearing on the incident?
   (1) Hat over eyes?
   (2) Collar or hat over ears?
   (3) Were clothing or shoes a tripping or other hazard?
I. Did claimant's physical condition have any bearing on the incident?
   (1) Medical condition (heart disease, epilepsy, faintness, etc.)
   (2) Alcohol or drug use.
   (3) Illness or lack of sleep (work hours?)
   (4) Any physical disabilities? Describe.
   (5) Eyesight (need glasses? wearing glasses/contacts?)
J. Ascertain circumstances surrounding claimant incident.
   (1) Was claimant invited guest, trespasser?
   (2) Why was claimant in area?
   (3) Who was with claimant just prior and following incident? Interview.
   If claim involves injury, how was claimant hurt?

8. Street & Sidewalk Incidents
   A. Describe composition of street or walk.
   B. Determine in publicly or privately owned? Easements?
      C. Were attempts made to guard or barricade the exposure?
      D. Were any warning signs placed around the defect?
      E. Had there been previous complaints about the exposure?
      F. Did the abutting property owner have any responsibility?
      G. Who originally constructed the street or walk? When?
      H. If the exposure was caused by tree roots, who planted, maintains, owns them?

9. Snow and Ice Cases
   A. Describe slope.
   B. Was ice caused by leaking water? If so, was leak from public water main or private service line, or defective spout or other part of building?
   C. If snow was involved, how much? When did it stop snowing? Who is
responsible for snow removal?
E. Was snow hard, packed, soft, icy?
F. Was attempt made to clean the snow? Who? When?
G. Was cleaned snow piled up so that it melted and created hazard?
H. Was there any defect under the snow?
I. What was weather at time of incident?
J. Review snow removal resolution, policy, procedures. Were they complied with?

10. Slippery Floors Cases
A. Was the floor wet? Who caused it to be wet?
B. Were any caution or warning signs put out?
C. When was floor last waxed? By whom?
D. Obtain information on wax used (manufacturer, directions for use, manufacturer's insurer).
E. Were manufacturer's directions complied with?
F. What method was used to apply wax?
G. If necessary, obtain chemical analysis of wax and have a friction test made before waxing, after waxing, and after buffing.

11. Stairway Cases
A. What is description and construction of stairs?
B. What are measurements (height, depth, width)?
C. Are all steps of equal height, etc?
D. What is condition of steps?
E. Do stairs have covering? Of what? Condition?
F. Did stairs have any signs? Defective?
G. Were stairs unusual in any way? (curved, winding)
H. Give location and description of any landings.
I. Do construction of stairs conform to building code? If not, what violations are there?
J. Was there any obstruction on stairs? Describe fully.
K. Were stairs lighted?
L. Were stairs in common use? Who else uses them?
M. Any complaints or reports ever made about stairs?
N. Was there a handrail? Exactly where, how fastened, what composition, what condition, how high?
O. What kind of shoes was claimant wearing? Describe soles and condition?
P. Was claimant carrying anything? Describe fully?
Q. Was claimant wearing anything that could catch, cause trip, fall, or obscure vision?
R. What caused the incident? (trip, slip, failure to use handrail, loss of balance, intoxication, etc.)
S. How did claimant fall (backwards, forwards, side, lurch)?
T. Did claimant attempt to catch rail or self? Which foot was forward?
U. Diagram exact location of fall. Between which steps?

12. Falling Object Cases
A. From where did the object fall?
B. What was the exact spot where it landed?
C. What sort of object fell?
D. Who owned the object?
E. What caused the fall?
F. If the object that fell was in or a piece of a building:
   (1) Who was in control of the building?
   (2) How old was the building?
   (3) When was area last inspected?
   (4) Have pieces ever fallen previously?
   (5) Were shelves secure?
   (6) Were weather factors involved?
   (7) How were materials stacked? Where?
G. If a construction case:
   (1) Were the floors covered?
   (2) Who was working above? Obtain all names, addresses and phone numbers, including contractors, subcontractors and insurers.
   (3) What caused the fall? Who?

13. Construction Cases
A. Obtain names and insurance carriers of all parties.
B. Obtain copies of all contracts.
C. Who controlled the operation? Who supervised the work?
D. Was the work unusually hazardous?
E. Were the workers experienced?
F. Were they licensed, if required?
G. Were they properly supervised?
H. Were they engaged in unusual or unorthodox practices or techniques?
I. What was the nature of their tools and equipment? Who furnished them?
J. Was the construction regularly inspected? Obtain all daily work logs and inspection reports.
K. Were defects noted? Should they have been? By whom?
L. Were any repairs made? When, by whom, how? If not, why not?
M. What safety measures were taken? By whom? (Lanterns, barricades, walkways, overhang, etc.)
N. Was the Manual, Uniform Traffic Control Devices (MUTCD) complied with?
O. as contractor complying with all general and special conditions?
P. Were all safety (OSHA) conditions complied with?
Q. Was special safety equipment available? Was it used? If not, why not?
R. Obtain all pre-construction photographs and films. Take post incident photographs.
S. Were plans properly filed with building division? Approved?
T. Were inspections regularly made? Obtain.
U. Did job conform to code?
V. Were any correction notices ever issued? Were they complied with?
W. Was a certificate of occupancy been issued? Obtain.

14. Animal Incidents
A. Description of the animal (species, domestic or wild, size, condition, nature and reputation)
B. Who owns animal? Control's animal?
C. Why was claimant in vicinity of animal?
D. Was animal provoked?
E. Was animal on leash?
F. Was animal on owner's premises?
G. Had owner been warned about Animal Control Resolution?
H. What is local government policy on animal control enforcement? Was it followed?
I. Had any previous complaints been made about the animal? By whom? When? Of what nature?
J. Had Police or other officials, or other officials been aware of this animal? Any previous citations issued? Complaints made?
K. All bites need to be reported to the Health Department to ascertain vaccination status.
In the Event of an Emergency:

The means of reporting fires and other emergencies:

- Fire in the courthouse should be reported by activating the fire alarm system.
- Fire at any other location should be reported by calling 911/Dispatch 377-2364 or 377-5291.
- All other emergencies in any location should be reported by calling 911/Dispatch 377-2364 or 377-5291.

Employees are alerted to fire or other emergencies by:

- Fire Alarm system (courthouse)
- Emergency Phone Intercom
- Reverse 911 via Sheriff’s dispatch
- Personnel in the field may be notified by radio or cell phone by their immediate supervisor.
- All procedures and direction in an emergency situation will follow Incident Command protocol.
- Emergency Intercom, Reverse 911, and radio or cell phone communication will provide a verbal description of the emergency and status of evacuation proceedings.

In the event of a fire or other emergency requiring evacuation, ALL employees should evacuate immediately.

In the event of an emergency, employees should evacuate by means of the nearest available marked exit.
In the event of emergencies requiring to shelter-in-place, ALL employees should remain to shelter-in-place.
Portable fire extinguishers are provided in the workplace for employee use.
In the event of fire, any employee may voluntarily use extinguishers in an attempt to extinguish an incipient stage fire (low level) before evacuating, or to clear a path for evacuation.
Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.

No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

Visitors/Public should be assisted with exiting the building safely.

After an onsite emergency evacuation, employees should rally in the following location(s):

- County Courthouse Campus rally across the street Stockman Bank Parking Lot.
- Public Library rally at the Coca-Cola building parking lot.
- All outside facilities, (Senior Center, Road Department, Cemetery Dept, DES, Airport, Fair, County Atty, Law Enforcement Center, Public Works and Urban Transportation) should have designated areas set up for evacuations.

* (In the event of severe inclement weather, evacuees from offices located on the Dawson Courthouse will proceed to shelter in the Commission Office if and when it is determined safe to do so.)

In the event of an emergency affecting personnel working in the field they should receive emergency and evacuation instruction from their immediate supervisor by radio or cell phone.

After an emergency evacuation, the procedure for accounting for all personnel will be an employee count taken by the department supervisor or accountable employees in the event of their absence, for each department involved.

For further assistance with emergency evacuation procedures, the following agencies may be contacted: Sheriff’s Dept.; Fire Deps.; Ambulance Services; Local Disaster and Emergency Services; and the Public Health Dept.
Automated External Defibrillator (AED) Plan/Policy

An AED is an electronic device designed to deliver an electric shock to a victim of sudden cardiac arrest. Ventricular fibrillation may be restored to normal rhythm up to 60 percent of the time if treated promptly with an AED, a procedure called defibrillation.

OSHA does not have standards specific to automated external defibrillators (AED’s), however, exposures to first-aid hazards are addressed in specific standards for the general industry.

The following plan has been developed to establish appropriate procedures for the placement and use of Automated External Defibrillators (AED). The AED must only be used on victims who are unconscious and not breathing normally. The AED shall be used in combination with Cardio Pulmonary Resuscitation (CPR) in instances of sudden cardiac arrest. AED devices shall not be used on victims weighing less than 55 pounds or less than 8 years of age.

In accordance with the Administrative Rules for AED use in the state of Montana - ARM 37.104.604, Dawson County has developed a written plan (1) and implemented a program for the use of an AED which includes a written plan that complies with Administrative Rules for AED use in the State of Montana 50-6-502.

(a) There are four (4) AED’s placed throughout Dawson County Buildings in Glendive Montana as follows:
   • 1 at the Dawson County Courthouse
   • 3 at the Dawson County Law Enforcement Center

(b) The individuals listed below are trained Dawson County Employees in the use of AED’s – see Attachment A

(c) In the case of an emergency in which the AED is required, the chain of events should be:
   • 1. Early 911
   • 2. Early CPR
   • Early AED
   • Early advanced cardiac life supports (ACLS).

Therefore, if a county employee enters an emergency situation in which a victim is in need of defibrillation, the first action step should always be to have someone call 911 to alert emergency services that an individual who has collapsed at a county-owned property (give address or building name) and caregivers are in need of medical support.

If someone is alerting emergency dispatch 911, another rescuer who is certified to so should be CPR on the patient if it is indicated according to the most current BLS protocols. During CPR, the patches of the active AED should be affixed directly to the victim’s chest on bare skin. The AED, once affixed, will analyze the victim’s heart rhythms and instruct the rescuers whether or not a shock is needed. If prompted, rescuers are to deliver one shock, and continue CPR. The automated defibrillator will
guide rescuers through the process, and inform them when to cease CPR and deliver an additional shock if needed.

CPR should be delivered constantly until emergency services arrive. Once emergency services arrives, emergency services will take over resuscitation efforts; even if both heartbeat and normal respiration have been gained through the process of CPR and AED usage, the patient will be transported to the nearest appropriate medical facility (Glendive Medical Center).

d) The Health Department Director, of the Dawson County Health Department, 207 W. Bell, will be the medical supervisor for the Dawson County AED program. The Health Department Director will ensure that adequate medical oversight will be provided for the AED’s in county facilities. The Health Department Director and or designee will oversee the Dawson County AED program which includes ensuring that the individuals whose names appear in section (b) of this document are adequately trained in both CPR and AED usage by trained medical professionals, and that they are recertified within the state required time limits (2 years). Other aspects of the Dawson County AED program that the licenses medical supervisor or the designee will oversee are the maintenance program and the reporting of the use of the AED’s to the Dawson County Commissioners and the Safety Committee.

e) The Safety Coordinator for Dawson County, 207 W. Bell, Glendive, MT, will be the medical supervisor’s designee who will assist in supervising Dawson County’s AED program.

f) Maintenance for the AEDs will be completed as directed by the manufacturer’s instructions which include: Heartsine defibrillator does not require routine maintenance as the machine automatically tests itself daily. During the self-test, if the machine detects a problem that needs attention, the green flashing light will turn red or not light at all. On a quarterly basis the safety coordinator will check the AED’s to ensure the machines are operating properly. Included in this check:

- A visual inspection of the readiness display to ensure the green light is flashing.
- The use by date on the electrode packet will be checked and changed as needed.
- Other emergency supplies stored with the defibrillator will be checked.

g) Records will be kept of all maintenance and testing done on the AED’s including date, cause, and professional responsible for completing the maintenance. These records will be kept by the Dawson County Safety Coordinator.

h) Records will be kept of all activities involving the AED and will be kept by the Dawson County Safety Coordinator. The components of the records will include:
A list of all Dawson County employees who are trained in the use of AED’s and when re-training or re-certification is needed by the employee (this list is managed by the Safety Coordinator).

A record will be kept of all emergencies in which the AED was removed from its permanent location regardless of whether or not a shock was administered – see Attachment B.

Reports concerning the specific instances of AED usage are required to include:

1. The name of the entity responsible for the AED
2. The name, address, and telephone number of the medical supervisor
3. The date of the call
4. The age of the patient
5. The gender of the patient
6. Location of the cardiac arrest
7. Estimated time of the cardiac arrest
8. Whether or not CPR was initiated prior to the application of the AED
9. Whether or not the cardiac arrest was witnessed
10. The time the first shock was delivered to the patient
11. The total number of shocks delivered
12. Whether or not there was a pulse after the shocks and whether or not the pulse was sustained
13. Whether or not the patient was transported, and if so, the name of the transporting agency and the location to which the patient was transported.

i) The Safety Coordinator will provide the County Commissioners, the Safety Committee and the Medical Supervisor with all reports concerning the AED’s which will include:
   - Training records for Dawson County employees in trained to use AED’s
   - Routine maintenance records
   - A record of all emergencies in which the AED was used

A record of all emergencies in which the AED was used will be reported to the State EMS Division.

In accordance with the Administrative Rules for AED use in the state of Montana – ARM 37.104.605, Dawson County will provide written notice prior to allowing any use of an AED. A copy of the plan required by ARM 37.104.604 is provided to each licensed emergency medical service and public safety answering point or emergency dispatch center in Dawson County. In addition to the plan Dawson County will also provide a written notice that includes the following information:

1. The name of the entity that is establishing the AED program
2. The business address and telephone number, including physical location, of the entity
(3) The name, telephone number, and address of the individual who is responsible for the onsite management of the AED program
(4) The starting date of the AED program
(5) Where the AED is physically located
First Aid Kits

According to OSHA’s Medical and First Aid standard at §1910.151(b), you need to have “adequate” first aid supplies readily available in the workplace. OSHA doesn’t define exactly what is considered “adequate,” but the kit contents should reflect the particular hazards of your workplace. Also, you may want guidance in putting together a basic kit. For that, you’ll have to go to the ANSI Z308.1-1998 consensus standard which lists the minimum contents of a generic first aid kit adequate for small worksites.

The Basic First Aid Kit

The ANSI Z308.1-1998 consensus standard provides a list of minimum items for a workplace first aid kit. It also contains requirements for indoor and outdoor kits and provides guidelines for:

- The standard sizes of cases;
- Unit packaging, including color coding;
- Specifications for the most commonly used items; and
- The arrangement of first aid materials for easy identification, removal, and replacement

ANSI Z308-1 requires that the minimum acceptable contents of a first aid kit (for a small workplace) include:

- An absorbent compress,
- Adhesive bandages and tape,
- Individual-use antiseptics,
- Burn treatment applications,
- Sterile pads,
- Triangular bandage, and
- Medical exam gloves.

The standard suggests that kit contents be inspected regularly and items past the expiration date disposed. Replace disposed items and add other items necessary to meet the hazards of your workplace. Additionally, kits should be inspected yearly to check for outdated items and those items replaced. First aid kits that meet the ANSI standard’s requirements are marked with the ANSI designation.

Although the OSHA regulation states that first aid supplies “shall be readily available,” ANSI Z308.1 takes it a step farther by requiring that “each kit and/or location shall be visibly marked as a place where first aid supplies are located.” Industry consensus standards become mandatory requirements only when, and if, they are adopted by OSHA. The ANSI Z308.1, Minimum Requirements for Workplace First Aid Kits, has not been adopted, but OSHA refers employers to it as a source of guidance for the minimum requirements for first aid kits.
Workplace First Aid Kits

According to ANSI Z308.1-2003, first kits that are to be used in a mobile and/or outdoor setting, must be of the Type III class. Type III first aid kits must be corrosion and moisture resistant, as well as impact resistant. Type III first aid kits must have a handle and a means of mounting them in a fixed location.

ANSI Z308.1-2003 Type III Mobile Outdoor First Aid Kit

**Important!** This kit meets ANSI Z308.1-2003 only when the minimum required fill is maintained, with first aids products marked “ANSI Z308.1-2003.” Required Minimum Fill

1. 1 Absorbent Compress 4×8 in. minimum
2. 5 yds. Adhesive Tape
3. 10 Antiseptic applications 0.14 fl. oz. each
4. 6 Burn Treatment applications 1/32 oz. each
5. 4 Sterile Pads 3×3 in. minimum
6. 2 pair Medical Exam Gloves
7. 1 Triangular Bandage 40 x 40 x 56 in. minimum
8. 16 Adhesive bandages 1×3 in

**Where to Start**

To get started, assess your workplace for hazards to which employees are exposed. In addition to a walk-through assessment, use your 300 Log, 301 Incident Reports, workers’ compensation injury reports, and first aid logs to identify any unique problems that necessitate other types of supplies. You may want to consult with the local fire department, rescue service, medical professionals, or other local emergency facilities for advice on adequate or unusual first aid supplies for your company. If you have a large operation or multiple operations are conducted at the same location, you’ll need to determine if there is a need for additional:

- First aid kits,
- Types of first aid equipment and supplies, and
- Quantities of supplies/equipment in the kits

Through a hazard assessment, you can ensure that reasonably anticipated supplies are available to treat most injuries and illnesses that could be expected to occur in your workplace.
Hard Hats, Safety Vest, High-Visibility Clothing Policy

POLICY, OBJECTIVES, BACKGROUND
Protecting our employees by providing a safe work environment is one of our organizations’ core values. It is the policy of Dawson County to require the use of hard hats and high-visibility clothing by all employees in areas where their use would help prevent employee injuries.

AUTHORITY
The Montana Safety Culture Act, enacted by the 1993 Montana State Legislature, assigns the employer (Dawson County) the responsibility of assessing the work place for hazards and unsafe work practices or conditions and identifying corrective actions needed. That responsibility is further defined through the following regulations:

1. Section 5 (a)(1) of the Williams-Steiger Occupational Safety and Health Act (OSHA) of 1970 states each employer shall furnish to each of its employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees;

2. OSHA general industry regulation 29 CFR 1910.135(a)(1) stipulates that, “The employer shall ensure that each affected employee wears a protective helmet when working in areas where there is a potential for injury to the head from falling objects”; and

3. OSHA construction industry regulation 29 CFR 1926.132(d)(1) adds that, “The employer shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE).”

PROCEDURES
Mandatory hard hat areas are defined as those times when a Dawson County employee is:

- Present at any construction, road construction or road maintenance project, contracted or not;
- Present at any work activity where the authority having jurisdiction or control of the premises requires that hard hats be worn by all personnel, including observers;
- Outside of his/her vehicle and performing work activity within the confines of the road right of way; or
- Present during any situation where the hazards of falling or flying objects could reasonably be expected, such as working below other workers who are using tools and materials which could fall or working below machinery or processes which might cause material or objects to fall (29 CFR 1910.135 Subpart I App B).

Mandatory requirements for the use of safety vests or high-visibility clothing:
• All workers within the right-of-way of a road or the confines of a road project must wear high-visibility safety apparel. In order to comply with the Code of Federal Regulations requirement for worker visibility (23 CFR 634), high-visibility safety apparel must meet the Performance Class 2 requirements of the ANSI/ISEA 107-2004 publication entitled “American National Standard for high-Visibility Safety Apparel and Headwear.” Fluorescent orange or fluorescent yellow-green clothing meeting the requirements of ANSI/ISEA Performance Class 2 such as a shirt, sweatshirt, or jacket furnished by the employee, with the supervisor’s approval, may be worn as a substitute for the Dawson County provided apparel.

• All high-visibility clothing and personal protective equipment are to monitor closely to ensure that all items retain the protective qualities provided by the manufacturer. Faulty PPE items, such as faded vests, cracked or otherwise damaged hard hats, etc., are to be replaced immediately.

Do Hardhats Expire?
YES!

- Is your hard hat older than 4 years?
- Is your hard hat fading, chalky or brittle?
- Is your hat dented, cut or deeply scuffed?
- Has your hat suffered an impact?
- Do you leave your hard hat in your car?

Hard Hat Life Span
OSHA does not specify the service life of a hard hat, and there is no standard expiration time frame for hard hats. Hard hat life span may vary depending on the conditions of each work site. As a general guideline, most hard hat manufacturers recommend replacing hard hats every five years regardless of outside appearance. If you work under extreme conditions, such as exposure to high temperatures, chemicals, or sunlight, hard hats should be replaced after two years of use. In addition, some manufacturers even recommend replacing the suspension in your hard hat every 12 months. It's important to review each work site to ensure that degradation of employees' hard hats is not being accelerated due to work conditions.

Occupations That Require a Hard Hat
- Mechanics and repairers
- Welders
- Laborers
- Trenchers
Flammable Liquids

Flammable liquid storage and use—Most of our flammable liquids are stored in special controlled areas. However, some of these products are in areas where they can cause serious injury or damage. When working with these items, the following guidelines must be strictly adhered to:

- Observe all “NO SMOKING” signs.
- Always use approved containers for all flammable liquids and fill the containers with just enough for the job you are doing.
- If you use a flammable liquid in your job, you should be on the lookout for any hot objects, inspect the container for leaks and/or defects, wipe up any spills as quickly as possible, and use the proper material for the job you are doing.
- Know where firefighting equipment for your area is located and how it is operated.
- Do not store flammable liquids in any area which has not been authorized for their storage.
- Aerosol spray cans may cause flash fires and should be used with caution.
- Containers that are not marked must be treated as flammables.
Machines

Machines are one of leading causes of occupation injuries. Improperly trained operators are often the victims. Unless you have been checked out on a machine and are authorized to run it, HANDS OFF.

Before you turn on any machine, make a safety check to make sure that:

- Everyone is clear;
- All guards and safety devices are in place and properly adjusted;
- Never touch the start button unless things are ascertained. Never tie down or block a guard or safety device. Safety features, such as two-hand controls, are there to protect you.
- Do not leave running machines unattended.
- If adjustments need to be made, turn the power off and let the machine stop completely. Don’t try to brake or slow down a moving part with your hand or another device. Bleed off hydraulic or air pressure as the machine’s use and nature indicates.
- Keep your machine clean. Use a brush or stick if you must clear chips from a running machine-NEVER use your hands.
- Machine operators must wear eye protection when required by rules.
Ladder Safety

At some point in your life you have probably used a step ladder to change a light bulb, paint a wall or reach boxes stacked on a shelf. They are so common we hardly think about the way we use them. But, every year many people die from ladder falls.

The following safety hints can help prevent ladder accidents:

1. Choose the right ladder for the job. Designed for many different uses, step ladders come in various lengths. They may be made of wood, aluminum or reinforced fiberglass. By knowing the strength and weight rating for your ladder you can choose the right one for your task. Metal ladders or wire-reinforced wood ladders should never be used near an electrical power source.

2. Always inspect ladders before using, looking carefully at all parts. Check the rungs and side rails for broken, missing, loose or greasy parts. Ensure the locking spreaders are in good condition. Then, check the feet to make sure they are sturdy and have clean non-slip soles.

3. Look out for defects that can be a safety hazard. Avoid using painted ladders because cracks and splits may be hidden under the paint. Look for twists or distortions on aluminum ladders. Report any defects to your supervisor and choose another ladder for your task.

4. Place the step ladder on a solid, flat surface. Don’t lean it against a wall or place on top of boxes, barrels or other unstable foundations. Always position your ladder within easy reach of your work.

5. Open it fully, lock the spreaders and move the work shelf into place. And remember to lock the door, block the traffic area and place warning signs if you will be working in a doorway.

6. Face the ladder and keep both hands free to climb by carrying tools in a tool belt or placing them in a bucket which can be hoisted up after you climb. Stop two steps down from the top for better stability.


8. Reduce your chances of an accident by staying alert. Don’t use a ladder if you are feeling ill or under the influence of medications or alcohol.

9. Avoid outside ladder work on wet and stormy days. Wind and slippery surfaces cause many ladder accidents.

10. Allow only one person at a time on a ladder for everyone’s safety.

11. Keep wooden ladders in good condition. Use two coats of a clear wood preservative such as shellac, varnish or linseed oil instead of paint.

12. Oil the spreaders regularly to keep the mechanism working smoothly.

13. Always store your ladders in a clean area away from heat or dampness.