

Sawyer County Safety Policy Manual

(revised 02/14/08)



It is Sawyer County's policy to provide all employees with clean, safe and healthy conditions of work. All County personnel shall follow all rules or practices relating to safety, as provided in departmental or countywide work rules, and shall report any unsafe conditions to their supervisor. All County personnel shall maintain clean and sanitary work places and shall not litter or contribute to unsafe work conditions. Work practices and environment will be examined following accidents and near misses to determine if changes are necessary. Any accidents, no matter how slight, must be reported to the employee's supervisor immediately so that prompt medical attention can be obtained if needed. Accidents shall also be reported to the County Clerk's office for worker's compensation processing if warranted. Such reports shall be made within 72 hours of the incident. Employees who consistently neglect to follow safety regulations and/or supervisors who neglect to enforce safety regulations shall be subject to disciplinary action.

This manual contains specific safety-related policies. All County personnel shall be informed of and trained on policies applicable to their work duties and environment.

Sawyer County Safety Policy Manual

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Floor Plan for Sawyer County Courthouse

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***necessary appendices will be provided to employees based on their worksite assignment**

EMERGENCY ACTION PLAN

for

SAWYER COUNTY COURTHOUSE

Safety of the employees and visitors in the Sawyer County Courthouse is the highest priority. This Emergency Action Plan has been developed to set guidelines for actions to be taken in various emergency situations. Each Courthouse employee shall be provided with a copy of these guidelines and a diagram of the escape routes from the building. Diagrams shall also be posted in each area of the Courthouse. The posted diagrams show the location of exits and of fire extinguishers. Individuals should use stairwells, not the elevator, to exit the building in the event of an emergency.

In implementing this policy, Sawyer County stresses that trained professionals, such as firefighters and law enforcement officers, are best equipped to handle emergency situations and their expertise should always be used.

FIRE

1. Alert co-workers of the fire using the telephone intercom system.

To access the overhead speaker system, dial 634-3927. Listen for the beep, then press:

- 1 for Health & Human Services (upstairs and downstairs)
- 2 for Health Department only
- 4 for entire Courthouse (includes Health & Human Services)

To page through the on-desk telephone speakers:

Select “feature”, then dial 611.

Note: This will page all phones, but is limited to the system you are on. It will either page:

- Health and Human Services Department;
- General Courthouse (including the Maintenance Garage, the Veterans Service Office, the Ambulance/Emergency Government office); or
- Highway Department.

2. Call (or direct someone else to call) 9-911 to report the fire.

You must dial “9” to get an outside line, and then dial 911.

3. Determine the safest exit from the building.

4. Assess the situation to determine if appropriate action is to:

- a. Attempt to extinguish the fire with a fire extinguisher
(*Employees should only attempt to use the fire extinguisher if there is no threat of immediate danger - also see Fire Extinguisher instructions*); or
- b. Immediately evacuate the building

1. Exit the building using the safest exit. Do not use the elevator.
2. Instruct others, including visitors, to leave the building.
3. Before opening closed doors, check for smoke and heat.
4. Close doors behind you to prevent the fire from spreading.
5. Go to the area designated as the meeting space for your employee group. Do not leave the area until you are accounted for and instructed that you may leave or return to the building. Department Heads must account for all employees under their supervision.

TORNADO

1. Using the nearest stairwell, not the elevator, go to the basement hallway. Instruct visitors and other employees to go with you.
2. Do not return to the main level or leave the building until you have been told it is safe to do so and the person in charge is aware of where you are going.
3. If an employee is away from the Courthouse in a vehicle during a tornado, it is advised that the employee leave the vehicle and go to a building with a basement or a low-lying area, such as a ditch. The Department Head is responsible to notify employees in the field of a tornado warning by radio (if one is installed in the vehicle or carried by the employee) or by cell phone (if the employee has a county-issued cell phone or if the employee has a personal cell phone and has provided his/her cell phone number to his/her office). However, employees in the field must be cognizant that severe weather often strikes quickly with little or no warning and that radio and/or cell phone service does not work in all areas of the County. In all cases, employees in the field should watch the sky for possible severe weather conditions and should check commercial radio broadcasts, if possible.

MEDICAL EMERGENCY

1. Call 9-911 to report the medical emergency.
You must dial "9" to get an outside line, and then dial 911.
2. Try to keep the patient calm and keep the area clear. Avoid contact with human blood or body fluid (use precautions described in the Bloodborne Pathogen training).
 - a. A defibrillator unit, for individuals who have been trained in its use, is located in the main lobby of the Courthouse, across the hallway from the restrooms and snack/soda machines.
4. Instruct someone to meet the ambulance attendants at the entrance to the building and direct them to the patient. If the patient is not on the main floor, instruct someone to hold the elevator for use by the ambulance attendants.

For minor injuries to employees, a household-type First Aid Kit is available in the Extension Reception Office.

THREAT OF VIOLENCE

Each incident or threatened incident must be dealt with on a case-by-case basis. The following instructions are general guidelines to be applied as appropriate.

If a weapon is displayed or threatened, leave the area immediately. Report the incident from a safe location and do not return. If a responding law enforcement officer only has to worry about one person and not a crowd of potential victims, the situation becomes much more manageable and safer for everyone. Do not attempt to use logic or reason with a person that has assaulted or threatened to assault someone with a weapon – leave the area.

In all cases of threatened violence:

1. If possible, dial 9-911 to **report** the situation. Even though the Sheriff's Department is located next door to the Courthouse, the best action is to call 9-911 rather than to try to locate a Deputy. The Dispatch Center will be more effective in locating a law enforcement officer.
 - a. The following offices have "panic buttons" that will automatically notify the Sheriff's Department of an emergency: Clerk of Court, Judge's Secretary, Judge's Bench in Small Courtroom, Child Support Office (2), District Attorney's Office, Register in Probate, and Human Services. Employees in these departments shall be shown the location of the panic button.
2. **Identify** the aggressor. If you do not know the identity of the aggressor, get as detailed a description of the person as possible. Identify what the aggressor is doing or threatening to do.
3. **Isolate** yourself and others from the situation/incident as much as possible. A crowd or audience invariably escalates any confrontation. If you cannot leave the Courthouse safely, close and lock your office doors and stand away from potential lines of fire.

If you receive a telephone threat, such as a bomb threat, it is not your responsibility to judge the seriousness of any such threat. Do not dismiss any threat. Write down the exact words used by the caller and report them to your supervisor and/or the Sheriff's Department immediately. Do not put yourself or others at risk by ignoring the damage that could be done by one unhappy or unstable person.

SUMMARY

Each emergency situation will involve unique circumstances. Employees are instructed to report any dangerous situation to their supervisor, the County Clerk, or the Human Resources Manager. Employees must follow the instructions of these individuals – or the law enforcement, fire or ambulance official in charge – in all emergency situations.

DESIGNATED MEETING PLACES FOR COURTHOUSE EMPLOYEES
(for Fire or Emergency Evacuation)

General Administrative Offices
(Clerk, Register of Deeds, Treasurer, Zoning,
Mapping, Land Records, Information Technology,
Human Resources, Extension)

Lawn at Sheriff's Department

Human Services, Health Department,
Land & Water, Forestry, Surveyors

Steps of Congregational Church

Child Support, District Attorney's Office

Outside Fence at McCormick House

Clerk of Court, Community Service, Judge,
Judge's Secretary, Register in Probate

Lawn at Veteran's Office

Maintenance – Report to Incident Command Vehicle

EMERGENCY ACTION PLAN
ADDENDUM
for
VETERANS SERVICE OFFICE
&
AMBULANCE/EMERGENCY GOVERNMENT GARAGE

The information and instructions in the Emergency Action Plan serve as the guideline for the Veteran's Service Office and Ambulance/Emergency Government Garage, with the following noted exceptions:

Veteran's Service Office

1. The most effective method to alert co-workers of a **fire** is to simply shout, "Fire – Leave the Building"
2. If the Veteran's Service Office is evacuated for fire or other reason, the **designated meeting place is the Courthouse lawn** (across the street from the Veteran's Service Office).
3. In the event of a **Tornado**, employees should go to the **basement of the Veteran's Service Office**.

Ambulance/Emergency Government Garage

1. The most effective method to alert co-workers of a **fire** is to simply shout, "Fire – Leave the Building"
2. If the Ambulance/Emergency Government Garage is evacuated for fire or other reason, the **designated meeting place is under the adjacent Water Tower**.
3. The Ambulance/Emergency Government Garage is a steel "pole" building and, in the event of a **Tornado**, it is recommended that employees **go another facility with a basement if there is sufficient time**. The Sheriff's Department, the Courthouse and the adjacent Federal Forest Service Office have basements. If there is not sufficient time to evacuate the building, employees should go to the cement block communication room adjacent to the training room or to the restrooms in the Ambulance/Emergency Government Garage – these rooms will provide the best protection within the building.

EMERGENCY ACTION PLAN

for

SAWYER COUNTY HIGHWAY DEPARTMENT

Safety of the employees and visitors in the Sawyer County Highway Shops is the highest priority. This Emergency Action Plan has been developed to set guidelines for actions to be taken in various emergency situations. Each Highway employee shall be provided with a copy of these guidelines and a diagram of the escape routes from the buildings. Diagrams shall also be posted in each building. The posted diagrams show the location of exits and of fire extinguishers.

In implementing this policy, Sawyer County stresses that trained professionals, such as firefighters and law enforcement officers, are best equipped to handle emergency situations and their expertise should always be used.

FIRE

1. Alert co-workers of the fire. In the Hayward Shop, the telephone intercom system may be used. To alert the office areas, press “page all” and make the announcement; to alert the shop areas press the “speaker” button, then dial 3902, then make the announcement. In the Radisson and Winter Shops, the most effective means to notify others is simply by yelling “fire – get out of the building” in a loud voice. This may also be the most effective means in the Hayward Shop, but all areas should be included in the warning.
2. Call (or direct someone else to call) 911 to report the fire.
At the Hayward Shop, you must first dial “9” to get an outside line, and then dial 911.
3. Determine the safest exit from the building.
4. Assess the situation to determine if appropriate action is to:
 - b. Attempt to extinguish the fire with a fire extinguisher
(Employees should only attempt to use the fire extinguisher if there is no threat of immediate danger - also see Fire Extinguisher instructions); or
 - b. Immediately evacuate the building
 1. Exit the building using the safest exit.
 2. Instruct others, including visitors, to leave the building.
 3. Before opening closed doors, check for smoke and heat.
 4. Close doors behind you to prevent the fire from spreading.
 5. Go to the designated meeting place for the shop. Do not leave the area until you are accounted for and instructed that you may leave or return to the building. The Highway Commissioner must account for all employees at the Hayward Shop. The designated leadman must account for all employees at the Radisson and Winter shops.

Designated Meeting Places:

Hayward Highway Shop: Cold Storage Shed

Radisson Highway Shop: State Salt Dome

Winter Highway Shop: State Salt Dome

TORNADO

1. The Highway buildings do not have basements. The safest rooms in a tornado will be the restrooms because they are on interior walls and do not have windows. Go to the restrooms and instruct visitors and other employees to go with you.
2. Do not leave the building until you have been told it is safe to do so and the person in charge is aware of where you are going.
3. When employees are in vehicles during a tornado, it is advised that they leave the vehicle and go to a building with a basement or a low-lying area, such as a ditch. The Highway Commissioner and/or Patrol Superintendent are responsible to notify employees in the field of a tornado warning. Notification will be by radio. However, employees in the field must be cognizant that severe weather often strikes quickly with little or no warning and that radio service does not work in all areas of the County. In all cases, employees in the field should watch the sky for possible severe weather conditions and should check commercial radio broadcasts, if possible.

MEDICAL EMERGENCY

1. Call 911 to report the medical emergency.
At the Hayward shop, you must dial "9" to get an outside line, and then dial 911. In the field, call the emergency in to the dispatch center on the radio.
2. Try to keep the patient calm and keep the area clear. Avoid contact with human blood or body fluid (use precautions described in the Bloodborne Pathogen training).
3. Instruct someone to meet the ambulance attendants at the entrance to the building (or at the start of the construction zone or the point of entry to other work sites) and direct them to the patient.

For minor injuries to employees, a household-type First Aid Kit is available in the each of the Highway Shops and in each vehicle.

THREAT OF VIOLENCE

Each incident or threatened incident must be dealt with on a case-by-case basis. The following instructions are general guidelines to be applied as appropriate.

If a weapon is displayed or threatened, leave the area immediately. Report the incident from a safe location and do not return. If a responding law enforcement officer only has to worry about one person and not a crowd of potential victims, the situation becomes much more manageable and safer for everyone. Do not attempt to use logic or reason with a person that has assaulted or threatened to assault someone with a weapon – leave the area.

In all cases of threatened violence:

1. If possible, dial 911 to report the situation or use the radio system.
At the Hayward Shop, you must first dial “9” to get an outside line and then dial 911.
2. Identify the aggressor. If you do not know the identity of the aggressor, get as detailed a description of the person as possible. Identify what the aggressor is doing or threatening to do.
3. Isolate yourself and others from the situation/incident as much as possible. A crowd or audience invariably escalates any confrontation. If the situation is in a Highway Shop and you cannot leave the shop safely, close and lock your doors and stand away from potential lines of fire.

If you receive a telephone threat, such as a bomb threat, it is not your responsibility to judge the seriousness of any such threat. Do not dismiss any threat. Write down the exact words used by the caller and report them to the Highway Commissioner and/or the Sheriff’s Department immediately. Do not put yourself or others at risk by ignoring the damage that could be done by one unhappy or unstable person.

SUMMARY

Each emergency situation will involve unique circumstances. Employees are instructed to report any dangerous situation to their supervisor or the Highway Commissioner. Employees must follow the instructions of these individuals – or the law enforcement, fire or ambulance official in charge – in all emergency situations.

Sawyer County Fire Safety/Prevention Plan

Fire Plans

Each county facility must have an Emergency Action Plan and distribute it to employees. The plan must include: adequate warning measures for alerting all persons in the area of the existence of a fire or other emergency; rapid reporting to the Fire Department; evacuation of affected people for areas involved in a fire; procedures for containing the fire insofar as it is safe to do so, and particularly only to the extent that it is possible to maintain a safe exit for employees so engaged; instruction of employees who regularly work there concerning location and proper use of fire extinguishers and in the duties they are to perform in given fire situations; and adequate fire extinguishing equipment that is annually inspected by a responsible authority.

Exits

Exits shall not be locked or blocked so as to impede proper evacuation. Exits shall be marked/illuminated in accordance with applicable state statutes and local ordinances.

Storage of Fire Equipment

Fire equipment shall be prominently displayed, labeled for usage, and kept clear for easy access at all times.

Discharged Fire Extinguishers

Employees must not place a discharged extinguisher back on the bracket. Discharged extinguishers must be tagged and reported at once so that they may be recharged or replaced. In the Courthouse and at the Veteran's Service Office, the discharged extinguisher should be reported to the Maintenance Supervisor. At the Highway Shops, the discharged extinguisher should be reported to the Building, Grounds & Shop Superintendent. At the ambulance garage, the discharged extinguisher shall be reported to Ambulance/Emergency Government Director.

Vehicle Fire Extinguishers

Certain vehicles and equipment, as designated by the Department Head, may be equipped with fire extinguishers. Employees using the designated vehicles shall be informed of the presence of the fire extinguishers.

Reporting Equipment Problems

If an employee notices an extinguisher with a low pressure gauge reading or an expired inspection tag, he/she shall notify the appropriate supervisor (as listed above) at once.

Inspection

Fire extinguishers shall be checked routinely and serviced annually by a qualified professional. The Maintenance Supervisor shall be responsible for fire extinguishers located in the Courthouse and in the Veteran's Service Office. The Building, Grounds & Shop Superintendent shall be responsible for fire extinguishers located at the Highway Shops. The Ambulance/ Emergency Government Director shall be responsible for fire extinguishers located at the Ambulance

Garage. The applicable Department Head shall be responsible for fire extinguishers located in departmental vehicles.

Use of Fire Extinguishers

The following chart will help you understand the use of fire extinguishers. In case of fire, be sure you sound the alarm, get others out, and call the Fire Department **before** attempting to extinguish the fire.

Sawyer County has Type ABC Fire Extinguishers mounted in the Courthouse, Highway Shops, Veteran’s Service Office, Ambulance Garage, and in vehicles.

<u>TYPE OF FIRE</u>	<u>EXTINGUISHING AGENT</u>
<p>Type A - Ordinary Combustibles paper, wood, grass, trash, rubber, plastics, etc.</p>	<p>The common extinguisher agent is water, but dry chemicals are also effective.</p>
<p>Type B - Flammable Liquids oil, paint, thinner, solvents, grease, gasoline, etc.</p>	<p>The extinguishers to use are foam, carbon dioxide and dry chemical. Also, water fog and vaporizing liquid extinguishers can be used.</p>
<p>Type C - Energized Electrical electrical boxes, panels, transformers, etc.</p>	<p>A non-conducting agent must be used such as carbon dioxide and dry chemical extinguishers. <u>Never use foam or water-type extinguishers on these types of fires.</u></p>
<p>Type D - Combustible Metals metals and metal dusts such as magnesium, titanium, zirconium, lithium, potassium, and sodium</p>	<p>These fires require specialized techniques and special liquid or dry powder agents to extinguish them. <u>None of the common extinguishers should be used</u> since they can increase the intensity of the fire by adding an additional chemical reaction.</p>

Use a Fire Extinguisher Only on the Type of Fire for which it is Recommended
Sawyer County’s Fire Extinguishers can be Used on Type A, B or C Fires

Types of Fires – Incipient vs. Structural Fires

An incipient fire is a fire typically in its beginning stages, such as a fire that is burning in a trash container. If an employee feels he/she can safely extinguish this type of fire, he/she may attempt to extinguish the fire with a fire extinguisher. A structural fire is a fire that is in the walls or ceiling of the building. Employees should not attempt to use a fire extinguisher on this type of fire, but instead should proceed with evacuation of themselves and others from the building and call the fire department.

Storage of Flammable Liquids

Flammable liquids shall be stored in accordance with the flammable liquids Code of the State of Wisconsin (Chapter 8 of the Administrative Code) and the directives of the Fire Department. No storage of flammable or combustible materials shall be allowed in furnace or boiler rooms.

Use of Safety Containers

Gasoline and other flammable liquids shall be kept in approved safety containers, stored in a flammable liquid storage cabinet, and be properly marked.

Use of Non-Flammable Cleaners

Employees should never use gasoline or other solvents to clean hands or parts. A non-flammable cleaner must be used.

Smoking

Smoking or open flames are absolutely prohibited in areas where flammable liquids are present.

Use of Artificial Lights

No artificial lights, except UL approved electric flashlights, shall be used near escaping gasoline or other flammable vapors.

Entry Into Confined Spaces Prohibited

Entry to a confined space must be done in compliance with the confined space entry procedures. Employees must not enter confined spaces. Employees must stay out of the confined space area and call the Fire Department.

Burning

Outdoor burning shall be done in strict compliance with local and state ordinances. Caution must be observed. No flammable liquids shall be used to start a fire.

Candles

Burning candles is prohibited in County buildings.

How to Use a Fire Extinguisher

Even though fire extinguishers come in a number of shapes and sizes, they all operate in a similar manner. Here's an easy acronym for fire extinguisher use:

P A S S -- Pull, Aim, Squeeze, and Sweep

Pull the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.

Aim the nozzle toward the base of the fire.

Stand approximately 8 feet away from the fire and **squeeze** the handle to discharge the fire extinguisher. If you release the handle, the discharge will stop.

Sweep the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite.

Sawyer County

Hazard Communication Policy

Purpose: The purpose of this hazard communications program is to ensure that all pertinent information regarding the hazards of substances used by Sawyer County employees, along with information on protective measures, is provided to our employees in a usable and understandable manner.

Scope: This program applies to all Sawyer County personnel who perform operations which may expose them to hazardous substances either under normal working conditions or during an emergency.

Hazard Determination/Chemical Inventory

Prior to the transport or use of a substance, the Supervisor or Department Head shall ensure that employees are aware of the hazard(s) associated with the substance, along with the precautions necessary for safe handling and use. This determination shall be made utilizing the Chemical Inventory List, Material Safety Data Sheets (MSDS) and/or warning labels located on the product containers.

Department Heads, or designated employees, shall be responsible for the Chemical Inventory List and Material Safety Data Sheets (MSDS) for their respective departments. The Department Head or employee ordering materials shall be responsible for identifying new hazardous chemicals before they are introduced into the workplace and shall notify employees of hazards associated with a new chemical or of new hazards associated with a chemical that has previously been in use.

Labels and Other Forms of Warnings

Existing and incoming containers will be labeled with the following information:

- Identity of substance
- Hazard warnings that convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s)
- Name and address of manufacturer

Work supervisors will ensure that all hazardous chemicals in county facilities are properly labeled. Labels on primary containers should list the chemical identity, hazard warnings that convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s), and the name and address of the manufacturer.

If chemicals are transferred from a labeled container to a portable container that is intended only for immediate use, no labels are required on the portable container. Portable or transfer containers are to have their contents emptied back into primary storage containers (if allowed by

law and/or the manufacturer) and be cleaned at the end of the employee's shift or when use of the substance has been completed, whichever comes first.

Material Safety Data Sheets

Material Safety Data Sheets (MSDS) are available during normal working hours and will be made available in emergency situations.

The supervisor of each work area is responsible for obtaining a MSDS for each product ordered/used and for properly filing the MSDS on-site.

- MSDS for common office products used in the Courthouse shall be available in the Human Resources Office and the Law Library.
- MSDS for the Maintenance/Custodial Department shall be available in the Maintenance/Custodial Office and in the Human Resources Office.
- MSDS for the Highway Department shall be available in the Office of the Building, Grounds and Parts Superintendent.

When a specific product is no longer used and no longer on-site, the MSDS shall be placed in a separate binder for previously, but no longer, used chemicals. The MSDS shall be marked with the date the product was last used and shall be retained for thirty (30) years after that date.

Employee Information and Training

During orientation, new employees will be provided with a copy of Sawyer County's Hazard Communication Program, an explanation of the requirements of CFR 1910.1200, an explanation and walk through of the work area where hazardous materials are present, the location of the MSDS sheets and index (list) of hazardous chemicals along with an explanation of how to use the index (list) and MSDS to determine the physical and health hazards associated with a product. Whenever a new physical or health hazard is introduced into the workplace, all employees who may be affected will be provided with an explanation of the physical or health hazards associated with the product and informed where the MSDS is filed.

All employees will be provided with annual safety training designed to provide them with information on the following: review of the Hazard Communication Program, proper work practices, personal protective equipment, first aid, emergency procedures, methods and observations that may be used to detect the presence or release of hazardous chemicals in work areas including visual or odor detections, labels and warnings, where to obtain MSDS and how to properly use MSDS. Department Heads or their designees will provide new employees training in the preceding procedures prior to exposure to hazardous chemicals. Note: The level of hazardous material training will vary for employee groups, depending on the level of exposure to chemicals within their work environment.

Employees are required to contact their Department Head or immediate supervisor if they do not understand information provided on MSDS, including physical and health risks, safe handling and use, and emergency and first-aid procedures. Employees required to perform non-routine

tasks that involve hazardous chemicals shall first be trained in the proper handling of those chemicals by their Department Head or his/her designee. No employee shall handle an unknown hazardous material. In all circumstances, employees should contact their supervisor when encountering an unknown or unidentified substance.

Informing Other Employers (Subcontractors)

Employers other than the county who perform work on county property where hazardous materials are present will be provided with information on Sawyer County's Hazard Communication Policy, information on the labeling system in place, access to MSDS and any required safety procedures for normal and emergency conditions. This information will be provided by, and any questions may be addressed to, the supervisor of the specific work area or the Department Head. Any employer working on county property must inform the work area supervisor and/or the Department Head of any hazardous materials which they will be using on county property.

Sawyer County Personal Protective Equipment Policy

General Guidelines

Employees shall wear the protective clothing and equipment required for the job or project to which they are assigned. The County will supply required protective equipment. Training on the proper use of tools, equipment and machinery and personal protective equipment will be conducted upon hire and reviewed annually with employees.

Personal Protective Equipment

Examples of Personal Protective Equipment (PPE) that are required include, but are not limited to:

Hardhats:

- *Whenever there is a possibility of head injuries from impact, falling, or flying objects, electrical shock or burns.*

Protective Eyewear such as Safety Glasses, Face Shields, or Goggles:

- *Where eye injuries may occur from the hazards of flying objects or liquids.*

Full Face Shield

- *When handling batteries, acids, caustics, and other harmful dust, liquids, or gases.*

Hearing Protection:

- *Whenever the noise level exceeds 85 decibels or when using the shooting range, or using air hammers, jackhammers, chainsaws, chippers, etc. Ear protection shall always be available upon request to an employee, regardless of the decibel level.*

High Visibility Vest:

- *When working in the roadway or right of way.*

Protective Gloves:

- *Whenever hands are exposed to a hazard such as absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, thermal burns, or harmful temperature extremes (cold/heat). Examples include handling rough materials such as lumber, stone, brush, etc., handling chemicals, batteries, etc., handling ropes or steel cables, handling cement, hot asphalt or oil, and when welding. Rubber gloves shall be included in all first aid kits and shall be used when in contact with human blood or body fluids.*

Seat Belts:

- *Whenever an employee is operating or riding in a vehicle so equipped, including personal vehicles used for County business.*

Respiratory Protection:

- *Whenever employees are exposed to contaminants as defined under OSHA 19.10.134, they shall use required respiratory protection and must have a departmental policy addressing such use. Prior to using respiratory protection, employees must be properly fitted and trained to use the respirator and must meet medical standards (see respiratory protection policies).*
- *Employees engaged in activities where dust, particles or fumes are present, but which do not meet the threshold standards under OSHA 19.10.134, will be provided with the drug-store type of dust masks if they wish to utilize them.*

Protective Clothing such as Splash Aprons:

- *Whenever there is a potential for hazardous materials (heated materials, chemicals) to come in contact with the body.*

Safety Boots/Shoes:

- *Safety boots/shoes are required in the Highway Department for all employees except the office staff. Other departments do not require safety boots/shoes, but they are highly recommended when the work environment presents a hazard to the employees' feet. Examples include, but are not limited to, mowing, using a chainsaw, working near heavy objects which may fall on the employee's foot, or working on heavy mechanical equipment.*

Supervisors have the authority to require or prohibit certain types or styles of clothing if the requirement or prohibition results from a legitimate concern for an employee's safety.

LIST OF ACTIVITIES REQUIRING PERSONAL PROTECTIVE EQUIPMENT

The following activities commonly performed by Sawyer County employees lists the Personal Protective Equipment (PPE) that is required to perform the work. This list is meant to address common work activities, however, each Department Head is responsible to continuously assess work activities under their control to determine if PPE is required. Employees are responsible to use the required PPE when performing the duties listed below. Employees are also encouraged to immediately report any situations not listed where PPE is recommended and are required to apply the general PPE guidelines in performing all work.

Mowing & Trimming

When mowing and trimming, employees must follow the instructions and safety recommendations of the equipment manufacturer. Approved safety glasses with side shields will be provided and are highly recommended when mowing. Safety glasses with side shields are required for trimming. Ear protection will be provided and is highly recommended when mowing or trimming. Steel toe safety shoes or toe guards are highly recommended.

Prior to mowing:

- inspect the area first and remove all debris
- cut with the discharge chute pointed down
- always shut the engine off before refueling the engine, cleaning the discharge chute, or making any adjustments to the mower

Welding

A face shield with the proper filter lens or welders lens or welders goggles shall be worn in all welding and cutting operations.

Cracksealing

Safety glasses

Anti-Vibration Gloves (when operating router)

Filer Mask (when operating router and air lance)

Safety Vest

Hearing Protection (if noise levels exceed OSHA limits – see hearing protection policy)

Gel Blanket (attached to crack sealing kettle)

Steaming Culverts

Waterproof Gloves

Hearing Protection

Eye Protection

Safety Vest

Installing Culverts

Hardhat

Safety Vest

Hearing Protection (if noise levels exceed OSHA limits – see hearing protection policy)

Patching

Protective Gloves

Safety Vest

Equipment Operation, including but not limited to:

Roller Operator, Sweeper Operator, Front-End Loader, Excavator, Loader, Grader, Brush

Mower, Trucks

Hardhat (whenever danger from falling objects or dismounting into traffic or right-of-way)

Hearing protection (if noise levels exceed OSHA limits – see hearing protection policy)

Dust masks (when conditions warrant)

Safety Vest (whenever dismounting into traffic or right-of-way)

PPE Also Suggested as Needed: Gloves to mitigate vibration

Brushing

Safety Vest (in addition to all PPE listed under chainsaw use)

Sawyer County Chainsaw Use Policy

Required Protective Clothing:

- Hardhat* (whenever there is potential for injury to the head from falling trees, branches, or other objects)
- Hearing Protection*
- Eye Protection*
- Chainsaw Pants or Chaps

* A hardhat with a full face shield and hearing protection will be available for use with every chainsaw.

Suggested Protective Clothing:

- Safety Shoes or Boots
- Kevlar or Ballistic Nylon Protection in Boots
- Safety Shirt
- Kevlar Gloves
- Leather Gloves for Saw Filing.

Protective Equipment Required:

- Chainsaw with functioning factory mechanical safety devices including:
 - chain brake
 - vibration dampened handle system
 - throttle interlock to prevent accidental engine acceleration
 - chain catcher near clutch housing and throttle hand guard
- First Aid Kit

Operating Procedures

Read and understand the contents of the owner's manual and safety manual before starting and operating any chainsaw. Improper use or maintenance could result in injury or death.

Check controls, chain tension, and all bolts and handles to ensure they are functioning properly and adjusted according to the manufacturer's instructions. Make sure that all guards are in place and emergency stops are functioning properly. Do not operate a chainsaw that is damaged or improperly adjusted. Be sure the chain stops moving when the throttle control is released.

Use caution when handling fuel. Move the chainsaw at least 10 feet from the fueling point before starting the engine. Start the saw with chain brake engaged and with the chainsaw on the ground or otherwise firmly supported.

Before you start the engine, make sure the saw chain is not in contact with anything.

Do not allow others to be near a chainsaw when starting or cutting with the saw.

When cutting trees, do not begin until you have a clear work area, secure footing, and a planned retreat path from the falling tree. Clear the area of obstacles that might interfere with cutting the tree or using the retreat path. Shut off the chainsaw or release the throttle prior to retreating.

Keep handles dry, clean, and free of oil or fuel mixture.

Keep hands on the handles, and maintain secure footing while operating the chainsaw.

Do not cut directly overhead.

Keep all parts of your body away from the saw chain when the engine is running.

Carry the chainsaw with the chain break engaged if the engine is running.

Shut off the engine before setting a chainsaw down.

Operate a chainsaw only in well-ventilated areas.

Do not operate a chainsaw in a tree unless you have been trained to do so.

Make sure chainsaws are cleaned thoroughly and lubricated before storing.

Sawyer County Work Alone Policy

Working alone is commonplace and often necessary due to the nature of the County's work and staffing levels. Working alone involves risk, which can be minimized through effective communication and following safe operating procedures. Communicating effectively and following safe operation procedures are the responsibility of both the employee and the supervisor.

Development of Departmental Policy

Each department has work conditions that are unique to their operations and must develop a working alone policy that fits their needs. The purpose of the policy is to confirm that employees have safely returned from the field at the end of their scheduled shift or call-out. The following should be considered as options in devising a work alone plan:

1. A readily accessible written log of each employee's whereabouts updated as needed.
2. A buddy system where two or more employees are responsible for knowing each other's location.
3. Use of electronic equipment, such as cell phones, 2-way radios, remote answering machines, voice mail, etc.

Extreme cold, bad weather, rough terrain, high fire danger, mentally unstable or physically abusive/dangerous clients, or any other abnormally hazardous conditions may warrant more frequent contact with employees during the course of the day. Individual departments should consider the potential for these types of danger as they develop departmental policies.

Supervisor's Responsibility

It is the supervisor's or his/her designee's responsibility to develop a departmental work alone policy, to inform each employee of the provisions of the policy, and to monitor that it is followed. It is the supervisor's responsibility to provide the employee with the proper training, required tools, required personal protective equipment and the safe operating procedures connected with his/her job duties.

Employee's Responsibility

When working alone, it is the employee's responsibility to follow the procedures established to communicate to the supervisor or the supervisor's designee his/her whereabouts for the day and/or changes to those whereabouts as they may occur. It is the responsibility of each employee to follow all safe operating procedures connected with his/her job duties.

Sawyer County Violence Prevention Policy

Sawyer County, in an attempt to maintain a violence-free workplace, has adopted a zero-tolerance policy toward workplace violence. Accordingly, all acts or threats of violence will be taken seriously.

For our purposes, a threat or act of violence shall include, but not be limited to, any act or gesture intended to harass or intimidate another person; any act or gesture likely to damage County-owned property; or any act or gesture likely to leave another person injured or fearing injury.

All employees are responsible for helping to maintain a violence-free workplace. To that end, each employee is required to govern himself or herself accordingly. Additionally, any employee experiencing an act or threat of violence is required to report such act or threat to his or her immediate supervisor, Department Head, or the Human Resources Manager.

Each act or threat of violence will be investigated and appropriate action will be taken. Any such act or threat made by an employee may lead to discipline, up to and including termination. A threat of violence may also lead to arrest and prosecution.

Any employee who applies for or obtains a protective or restraining order which includes Sawyer County work location(s) as being protected area(s) must provide his or her Department Head or the Human Resource Manager a copy of said application for the protective or restraining order and must also provide a copy of any temporary or permanent order issued. The Department Head and Human Resource Manager will attempt to honor any confidentiality requests, but will also be responsible to assess the potential workplace danger and determine if other individuals in the workplace should be advised of the potential danger. If an employee applies for or is issued a protective or restraining order for himself or herself that does not include a Sawyer County workplace, he or she is encouraged to voluntarily report said application for, or issuance of, the protective or restraining order to his or her Department Head or the Human Resources Manager.

Accident Prevention Signs

Maintenance/Custodial employees shall block off access or place caution signs in appropriate, visible locations before applying cleaning solutions to floors, when performing other work on floors that presents a risk of slips and falls, or when working overhead on ladders. All employees must remain out of blocked off areas – this is for the safety of employees who should not be in the area and for the safety of Maintenance/Custodial employees. All employees must observe caution signs placed by the Maintenance/Custodian Department and take appropriate special precautions.

BLOODBORNE PATHOGEN & HEPATITIS B VIRUS EXPOSURE CONTROL PLAN

Sawyer County is committed to providing a safe and healthful work environment for its entire staff. Exposure control plans (ECPs) have been established to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens." The Sheriff's Department, the Jail, the Custodial/Maintenance Department, the Ambulance & Emergency Government Department, the Coroner, and the Health & Human Services Department have Bloodborne Pathogen, including Hepatitis B Virus (HBV), Exposure Control Plans that address the situations unique to their operations.

It has been determined that employees in the following County Departments do not have an occupational exposure to bloodborne pathogens:

County Clerk	County Treasurer
Register of Deeds	District Attorney
Zoning	Child Support
Veteran's Service	UW Extension Office
Forestry	Information Technology
Land Records	Survey
Land & Water Conservation	Highway Department
Clerk of Courts	Human Resources
Judicial Staff	Register of Probate
Health & Human Services Clerical Staff	

Employees identified as not having an occupational exposure may, nevertheless, be exposed at work through use of public restrooms, waste receptacles, traffic accidents, or interaction with other employees and the public. At the time of hire, the employees identified as not having an occupational exposure will be provided with information on universal precautions. Under the concept of universal precautions, all human blood and body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens (**a Bloodborne Pathogens training brochure is attached**). In the event that these employees discover needles, other sharps, blood, or other human body fluid in an area where exposure to themselves or others exists, they are instructed to take the following measures:

- Avoid any contact with the needle, sharp, blood, or other fluid and take appropriate measures to prevent others from exposure to the potential contaminant, including the public.
- Courthouse and Veterans Service Office employees should immediately contact the custodial/maintenance department supervisor to report the potential contaminant.

- If Highway employees must sweep up glass from a vehicle accident that might have blood or other contaminants on it, they must wear gloves and use a broom and dust pan to avoid any direct contact and cuts.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

In the atypical event an at-work exposure incident occurs, employees should immediately take initial first aid measures (wash hands, clean the wound, flush eyes or other mucous membranes, etc.) and must contact their Department Head or the Human Resources Manager to report the incident so appropriate reporting and follow-up are conducted. Department Heads are responsible to inform the Human Resources Manager of any incidents reported to them.

SAWYER COUNTY
Custodial / Maintenance Department
Bloodborne Pathogen Policy and Procedure

I. GENERAL.

- A. References.** OSHA 29 CFR 1910, 1030 (Bloodborne Pathogens Standard).
- B. Related Forms.** Hepatitis B Vaccination.
- C. Policy.** The Sawyer County Custodial / Maintenance Department has established the following procedures to prevent the transmission of bloodborne diseases and to react to exposure to bodily fluids. Sawyer County has determined that the Custodial / Maintenance staff has an occupational exposure to blood and bodily fluids and shall receive annual training on bloodborne pathogens (see Section III. H).
- D. Definitions.**
 - 1. Potentially Infectious Materials.** Any body fluid, tissue, or organs from a living or dead human.
 - 2. High Risk Area.** Areas of the facility where the possibility of coming in contact with body fluids from others is likely.
 - a. The following areas are considered high risk:**
 - 1. Jail: Booking Room, Holding Cells, Housing Areas, Interview Rooms, Visiting Booths.
 - 2. Courthouse: Health Department exam rooms and lab, dental clinic.
 - 3. All County-Maintained Buildings: Trash receptacles, restrooms.
 - 4. Vehicles: Ambulances and squad cars.

II. RESPONSIBILITIES.

- A. Human Resources Manager**
 - 1. Develop and Implement this Bloodborne Pathogen Policy.
 - 2. Ensure that required training is completed.
 - 3. Ensure that employees who are exposed to infectious materials are provided with appropriate medical care.
- B. Custodial / Maintenance Supervisor**
 - 1. Ensure that equipment is provided to protect employees from exposure to bloodborne pathogens.
 - 2. Ensure that employees who are exposed to infectious materials report to the Human Resources Manager to be provided with appropriate medical care and record keeping.

C. Custodial / Maintenance Staff

1. Notify the Custodial / Maintenance Supervisor if there are any conditions that would be a potential threat to exposure to infectious materials.
2. Notify the Custodial / Maintenance Supervisor if there is a shortage of personal protective equipment or protective materials.
3. Suggest to the Custodial / Maintenance Supervisor additional protective measures that can be considered.
4. Report any exposure to the Custodial / Maintenance Supervisor and the Human Resources Manager.

III. PROCEDURES.

A. Prevention.

1. Universal precautions (**see attached Bloodborne Pathogen training brochure**) will be observed by all employees when dealing with contaminated or potentially contaminated areas. Under the concept of universal precautions, all human blood and body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
2. Hand washing facilities will be used as the primary method for cleaning after contact with contaminated areas.
3. Anti-bacterial cleaner may be used when hand-washing facilities are not readily available.
4. Employees will not eat, drink, apply cosmetics or lip balm or handle contact lenses in high risk areas (see list in Section I. D).

B. Personal Protective Equipment.

1. Personal protective equipment (PPE) is provided at no cost to employees.
2. Rubber gloves are on the cleaning carts. Rubber gloves, protective eye shields, and splash aprons are in the supply closets at each facility.
3. Disposable body suits and shoe/boot protectors are available in the supply closet at the jail.
4. All personal protective equipment is disposable and will not be reused.
5. Normal disposal of PPE will be in a normal trash receptacle, except if the PPE has been contaminated with body fluids in which case it will be disposed of in a doubled bagged biohazard bag (see Section III. E).

C. Work Practice Controls.

1. Any needles, lancets, and other sharp objects found will be assumed to be contaminated and will be disposed of in the sharps container. Needles and other sharp material potentially contaminated with blood or other potentially infectious materials shall not be picked up by hand. A dust pan and brush, two pieces of cardboard, or some other mechanical means of collecting the sharp material shall be used. Sharps containers are available in the Jail and in the Public Health Nurse Department.

2. Any contaminated area will be decontaminated as soon as possible. Decontamination of floors and other surfaces will be accomplished using one or more of the following methods:
 - a. applying an approved fluid absorption material which shall be picked up by a mechanical means, such as a broom and dust pan.
 - b. scrubbing areas using a freshly made 10% bleach/water solution or an approved anti-germicidal cleaner.
 - c. hosing down the area after it has been decontaminated.
3. Disposable cleaning items (fluid absorption material, paper towels, sponges, etc.) will be disposed of in a doubled bagged biohazard bag (see Section III. E).
4. Bins and pails will be cleaned and decontaminated as soon as feasible after contamination.
5. Personnel who are doing the decontamination will use gloves and other PPE as required.
6. All PPE worn during decontamination will be disposed of in a biohazard bag (See Section III. E).

D. Contaminated Equipment.

1. Any equipment that becomes contaminated with body fluids that is not worth salvaging will be disposed of as described below (Section III. E).
2. Equipment that becomes contaminated that is worth salvaging will be cleaned with a freshly made 10% bleach/water solution or with an approved anti-germicidal cleaner.

E. Regulated Waste Disposal

1. Any sharps (needles, lancets, etc.) will be disposed of in a listed sharps container located in the Jail or the Public Health Department. The Jail staff and County Public Health Nurse staff will be responsible for maintaining and disposing of sharps containers.
2. Used fluid absorption material and items contaminated with blood or other body fluids that are dry will be disposed of by placing them in a bio-hazard bag, tying the bag, double bagging in a second biohazard bag, tying that bag, and placing in the County garbage dumpster.
3. In the unlikely event contaminated items are not dry, they shall be placed in a bio-hazard bag, the bag shall be tied, that bag shall be doubled bagged in a second biohazard bag, and that bag shall be tied. The Ambulance Director shall be contacted for disposal of the bag(s) at the Hayward Hospital.

F. Hepatitis B Vaccine.

1. Hepatitis B vaccine is not mandatory, but shall be offered at no cost, to all employees of the Sawyer County Custodial / Maintenance Department.
2. All new hires will be given the Hepatitis B Vaccination form and briefed on the program by the Public Health Nurse, in conjunction with the Custodial / Maintenance Supervisor.

3. Each employee must either sign the declination or contact the Public Nurses Office for a schedule to receive the vaccination.
4. Completed forms will be retained by the Human Resources Manager.

G. Exposure Follow-up.

Any occupational exposure will be reported, investigated, and documented as follows:

1. Exposed employees will be offered a confidential medical examination which will include a blood test to determine HIV and HBV infection.
2. The source of the exposure will be identified and requested (or required, if allowed by law) to provide a blood sample for testing.
3. The route(s) of exposure and the circumstances under which the exposure incident occurred shall be documented.
4. Exposures will be reported to the County's Workers Compensation Insurance Carrier.
5. All follow-up care will be provided at County expense.
6. The health care professional will provide the Human Resources Manager with written reports on the status of the employee's evaluation.
7. The medical evaluation and a copy of the information provided to the medical provider will also be provided to the employee.

H. Training.

1. The Human Resources Manager, in conjunction with the Maintenance / Custodial Supervisor, shall provide training to Maintenance / Custodial employees at the time of hire; when there are changes to the plan; and annually thereafter. The training shall cover the following elements:
 - a. Distribution of the plan to the employee at the time of hire. Thereafter, employees may obtain a copy of the plan from the Sawyer County extranet website or from the Human Resources Manager.
 - b. A general explanation of epidemiology and symptoms of bloodborne diseases.
 - c. An explanation of the modes of transmission of bloodborne pathogens.
 - d. An explanation of the exposure control plan within this policy.
 - e. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
 - f. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.
 - g. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
 - h. An explanation of the basis for selection of personal protective equipment.

- i. Information on hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.
- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or potentially infectious materials.
- k. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- l. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- m. An explanation of the signs and labels and/or color coding used.
- n. An opportunity for interactive questions and answers.

I. Record Keeping.

The Human Resources Manager shall establish and maintain an accurate record for each Maintenance/Custodial employee.

1. Medical Records

- a. Medical records shall include:
 - 1. The name and social security number of the employee;
 - 2. A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
 - 3. A copy of all results of examinations, medical testing, and follow-up procedures.
 - 4. The employer's copy of the healthcare professional's written opinion following a post-exposure examination.
 - 5. A copy of the information provided to the healthcare professional following a post-exposure examination.
- b. Employee medical records will be kept confidential and separate from all other records. Medical records shall not be disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by law.
- c. Medical records will be kept for the duration of the employee's employment plus 30 years.

2. Training Records

- a. Training records shall include the name of the trainer, date of training, and an outline of the training session.
- b. Training records will be maintained for the duration of the employee's employment.

HEPATITIS B VACCINE DECLINATION (MANDATORY)

I understand that I have an occupational exposure to blood or other potentially infectious materials. I understand that Sawyer County has determined, based on the fact that my exposure would be “after-incident” exposure, that I do not have an occupational exposure to hepatitis B virus (HBV) infection. However, I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. I decline hepatitis B vaccination at this time. If in the future I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed: _____ Date: _____

Printed Name: _____

Sawyer County Maintenance/Custodial Department

Hazardous Energy Control Program

Lockout / Tagout Program

The purpose of this program is to establish the minimum requirements and procedures for affixing appropriate lockout or tagout devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start-up or release of stored energy in order to prevent injury to employees. All maintenance/custodial department employees are covered by this program and must receive adequate training. All facilities where maintenance/custodial employees work are covered by this program including the Courthouse, the Sheriff's Department, including the Jail, the Veteran's Service Office, the Ambulance facility, the Maintenance Shop, the Highway Shops, the Airport, and the Dog Pound.

This program applies to the control of energy during servicing and/or normal maintenance of machines or equipment if:

1. An employee is required to remove or bypass a guard or other safety device.
2. An employee is required to place any of his/her body into an area on a machine or piece of equipment where work is being performed at or upon the point of operation, or when an associated danger zone exists during a machine operating cycle.

This program does not apply to work on cord and plug connected electrical equipment when the employee performing the service/maintenance unplugs the equipment from the energy source and the plug is under his/her exclusive control. A cord lock-box shall be used if an employee is working on a plug connected piece of equipment and must leave the equipment prior to completing the service or repair.

Sources of Energy and Stored Energy Requiring Lockout

1. Electrical: service panels, outlets, transformers, motors, capacitors
2. Mechanical: spring loaded equipment, tensioning devices
3. Hydraulic: rams, oil-powered equipment
4. Pneumatic: compressed air equipment
5. Kinetic/Gravity: counterweights, flywheels
6. Fluids/Steam: heating pipes, steam lines

Employees will be provided with appropriate lockout equipment including but not limited to: padlocks, lockout/tagout devices, lockout hasps, and circuit breaker lockouts.

Warning tags will be issued which must be used whenever a lockout device cannot be used.

Tags shall be substantial enough to prevent inadvertent or accidental removal. Lockout and tagout devices shall indicate the identity of the employee applying the device.

Sequence of Lockout

1. The Maintenance/Custodial Supervisor shall be designated as the person to exercise primary responsibility for the implementation and coordination of the lockout/tagout of hazardous energy sources for machines or equipment to be serviced or repaired.
2. The Maintenance/Custodial Supervisor shall notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform servicing or maintenance.
3. The employee performing the service or repairs must obtain approval to proceed from the Maintenance/Custodial Supervisor.

Note: The Maintenance Mechanic shall be considered the primary person for lockout/tagout procedures related to mobile equipment and may proceed with lockout/tagout measures without notifying the Maintenance/Custodial Supervisor. If a lockout/tag out occurs during the night shift, the shift supervisor shall be designated as the primary responsible person.

4. The employee shall identify the type and magnitude of the energy that the machine or equipment utilizes, understand the hazards of each energy source and shall know the methods to control the energy.
5. When the electrical disconnect is attached (or adjacent) to the equipment, the motor stop button shall be depressed and the disconnect handle placed in the "OFF" position. The disconnect handle should be operated while standing to one side of the disconnect rather than in front of the switch. This is a safety precaution in case parts of the switch explode. The employee should attach his/her lock to the handle of the disconnect and remove the key.
6. If a switch or disconnect cannot be locked out for any reason, the fuse(s) must be removed and the fuse box locked out before any work is started.
7. Stored or residual energy such as that in capacitors, springs, rotating flywheels and hydraulic systems, and in air/gas, steam or water pressure lines must be dissipated or restrained by methods such as grounding, repositioning, blocking or venting. If there is a possibility of accumulation of stored energy, isolation must be verified continuously until servicing or maintenance is complete.
8. Equipment using hydraulic pressure shall be locked out by placing the hydraulic pump motor electrical disconnect switch in the "OFF" position, applying a lock to the disconnect and bleeding off residual pressure in the piping system if the energy could potentially endanger employees.
9. The employee shall ensure that the equipment is completely disconnected from all energy source(s) by operating the push button or other normal operating controls or by otherwise testing to make certain the machine or equipment will not operate.
10. Return operating control(s) to neutral or "OFF" position after verifying the isolation of the equipment.
11. The machine is now locked out and service or repairs can safely begin.
12. If there are any doubts about the above procedure, the employee shall contact the Maintenance/Custodial Supervisor before proceeding.

Restoring Equipment to Service

When servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken by the employee performing the service or repairs:

1. Visually inspect the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Visually inspect the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify the controls are in neutral.
4. Remove the lockout device(s) and re-energize the machine or equipment.
5. Notify the Maintenance/Custodial Supervisor and the affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use.

Training & Inspection

All employees will receive training in recognition of applicable energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control. All employees will also receive instruction in the purpose and use of the energy control procedure and procedures and prohibitions relating to attempts to restart or re-energize machines or equipment which are locked out. Training will be documented.

Employees will be retrained wherever there is a change in their job assignments that could affect their lockout responsibilities, a change in the machines or equipment that presents a hazard or when there is a change in energy control procedures.

The Maintenance/Custodial Supervisor will conduct a comprehensive inspection of the energy control procedures at least annually to ensure that the facilities are in compliance with the ILHR/OSHA Power Lockout/Tagout Standard and the procedures outlined in this program. The results of the annual inspection will be recorded with the training documents.

Contractors

The requirements and procedures described in this program will be explained to contractors who come into the facilities to perform installation, service and/or maintenance work. Contractors must also inform the Maintenance/Custodial Supervisor, or his/her representative, of their own lockout/tagout procedures.

**SAWYER COUNTY
RESPIRATORY PROTECTION POLICY
HIGHWAY DEPARTMENT**

Sawyer County has established the following Respiratory Protection Policy to protect the health and safety of Highway Department employees. Highway employees performing routing and blowing related to cracksealing operations are exposed to airborne silicon or silica dust particles. Inhaling silicon or silica dust particles may cause the development of a disease called silicosis. Silicosis is a disease where scar tissue forms in the lungs and reduces the ability to extract oxygen from the air. The disease is preventable if appropriate steps are taken. For the purposes of cracksealing operations, it has been determined that dusk masks with an Assigned Protection Factor (APF) of five (5) or more will provide sufficient protection. All employees performing routing or blowing operations related to cracksealing are required to comply with this policy.

1. Medical Evaluation

Each employee who is required to wear respiratory protection in the performance of his/her duties must complete a medical questionnaire (OSHA 1910.134 Appendix C) and return it to the Highway Commissioner. The Highway Commissioner will send the questionnaire to the contracted physician. The contracted physician will evaluate the questionnaire and determine if further examination is required. The contracted physician will provide a certification on each employee as to whether or not the employee can wear respiratory protection. If an employee refuses, or does not pass, the medical evaluation, he/she will not be allowed to perform duties that require respiratory protection.

After an employee has received clearance and has started to use respiratory protection, additional medical evaluations will be provided under the following circumstances:

- a. The employee reports signs and symptoms related to their ability to use respiratory protection, such as shortness of breath, dizziness, chest pains, or wheezing.
- b. The contracted physician notifies the Human Resources Manager or the Highway Commissioner that the employee needs to be reevaluated.
- c. Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation.

2. Fit Testing

Fit testing will be conducted prior to the employee wearing respiratory protection. When there are changes in the employees physical condition that could affect respiratory fit (such as dentures), the employee will be fit tested again.

- a. Employees will be fit tested with the make, model, and size of dust mask they will be wearing for respiratory protection.

- b. The Highway Commissioner will ensure that there are adequate supplies of dust masks for each Highway Department employee that will be required to use a respirator.
- c. Fit testing will be accomplished by the employee putting on the mask and inhaling air quickly and deeply. If the mask becomes tighter to the face and/or begins to collapse, it will provide sufficient proof that the mask is adequately protecting the employee from airborne particles. If the mask does not become tighter to the face and/or begin to collapse when inhaling air quickly and deeply, it is allowing air to come through the seal to the face and not providing adequate protection.

3. Use Procedures

Highway employees will be required to use adequate respiratory protection for routing and blowing activities involved with cracksealing operations. Such operations expose the employee to silicon dust.

Employees shall conduct user seal checks each time they wear the dust masks. Employees are not permitted to wear the dust masks if they have facial hair or scars that would prevent a good seal. Employees are not permitted to wear jewelry, headphones, or other articles that may interfere with the face to mask seal.

Dust masks shall be discarded after each use or when it becomes difficult to breathe through the mask due to the accumulation of particles on the surface.

Employees are responsible to:

- a. Ensure that the dust mask is new before use and discarded after use.
- b. Inform the Highway Commissioner if the type of dust mask provided no longer fits well or is defective.
- c. Inform the Highway Commissioner of any respiratory hazards that they feel are not adequately addressed and of any other concerns they have regarding the program.
- d. Inform the Highway Commissioner, the Human Resources Manager, or the contracted physician of any change in medical condition that may affect their ability to safely use dust masks as respiratory protection.

4. Training

The Highway Commissioner is designated as the Respiratory Protection Program Administrator for the Highway Department. The Highway Commissioner will receive adequate training to carry out the duties of their respective Respiratory Protection Administrator positions.

The Highway Commissioner will insure that all employees who use respiratory equipment are trained in the contents of this program and their responsibilities under it.

All employees will be trained prior to using a dust mask as a respiratory protection device and retrained annually or as the need for using respiratory protection arises.

Training will be conducted in the following areas:

- a. Why the dust mask is necessary and how improper fit, usage or maintenance can compromise the protective effect of the respirator;
- b. What the limitations and capabilities of the dust mask are;
- c. How to inspect, put on and remove, use, and check the seals of the dust mask;
- d. When to discard the dust mask;
- e. How to recognize the medical signs and symptoms that may limit or prevent the effective use of dust masks;
- f. The general requirements of the respiratory protection policy and standards and the proper use of the dust masks.

Program Evaluation

- a. The Highway Commissioner shall conduct evaluations of the workplace to ensure that this policy is being properly implemented.
- b. The Highway Commissioner shall consult employees to ensure they are using the dust masks properly. Employees shall be consulted on these specific factors:
 - Dust mask fit (including the ability to use the dust mask without interfering with effective workplace performance);
 - Appropriate dust mask selection for the silicon hazard to which the employee is exposed;
 - Proper dust mask use under the workplace conditions the employee encounters when cracksealing; and
 - Proper dust mask disposal.

5. Documentation and Record-Keeping

This policy will be provided to all Highway employees.

The medical evaluation forms associated with this policy shall be maintained in a confidential file in the Highway Commissioner's office. The records will be made available in accordance with 29 CFR 1910.1020.

Fit test records shall include the name or identification of the employee tested; the type of fit test performed; the type of dust mask tested; the date of the test; and the results of the test. Fit test records shall be kept in the employees' personnel files.

SAWYER COUNTY HEARING CONSERVATION PROGRAM

Purpose: The purpose of this hearing conservation program is to ensure that all pertinent information regarding employee noise exposure is provided to our employees in a usable and understandable manner.

Scope: This program applies to all Sawyer County employees who are required to perform work that exposes them to an 8-hour time-weighted average sound level (TWA) that equals or exceeds 85 decibels measured on the A scale (slow response) or, equivalently, a dose of fifty percent (the action level).

Exposure Determination

Employee noise exposure will be monitored by each Department Head on an ongoing basis to determine employee exposure and identify employees for inclusion in the hearing conservation program and to enable the proper selection of hearing protection. Monitoring shall be repeated whenever a change in production, process, equipment or controls increases noise exposures to the extent that:

- Additional employees may be exposed at or above the action level.
- The attenuation provided by hearing protectors being used by employees may be rendered inadequate.

Accurate measurement of noise levels may be accomplished by use of a dosimeter. As a general guideline, when a task, process or work area creates enough noise to require you to raise your voice in order to be heard at 2 feet and when the employee spends more than 6 hours in that environment without moving to a much quieter environment, a noise assessment should be performed. The Department Head is responsible to assess noise levels of the working environment of their respective Department.

Sawyer County has determined that all Highway employees, with the exception of the Highway Commissioner, Patrol Superintendent, Office Manager and Accounts Clerk, may be exposed to the threshold levels and are therefore included in this policy. Highway Department noise exposure is through the operation of heavy equipment and chainsaws.

Sawyer County has determined that the Maintenance/Custodial employees, the Land & Water Conservation Department employees, the Survey Department employees, and the Forestry Department employees are occasionally exposed to loud noise, but not at the threshold levels, through the use of hand tools, chainsaws, and cleaning equipment. These Department Heads shall determine if they wish to include their employees in the hearing tests provided under this program on a voluntary basis.

Program Administration

The Sawyer County Human Resources Manager is responsible to assure that the Hearing Conservation Program is implemented. The Sawyer County Highway Commissioner is responsible to make arrangements for hearing tests. The Highway Commission shall inform the Human Resources Manager and Maintenance/Custodial Supervisor of the arrangements made for testing to allow voluntary participation of the department staff members listed above. The Sawyer County Health & Human Services Director shall maintain hearing test records on all County employees tested.

Employee Notification

Sawyer County shall notify each employee exposed at or above an 8-hour time-weighted average of 85 decibels and all employees who voluntarily participated in the hearing tests of the results of the monitoring. Sawyer County shall provide affected employees or their representatives with an opportunity to observe any noise measurements conducted pursuant to this program.

Audiometric Testing Program

Audiometric testing performed in compliance with 29 CFR 1910.95 shall be made available to all employees whose exposure equals or exceeds an 8-hour time-weighted average of 85 decibels and to all employees in the above listed departments who participate on a voluntary basis. There will be no cost to the employee for audiometric testing. Audiometric tests shall be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or who has satisfactorily demonstrated competence in administering audiometric examinations, obtaining valid audiograms, and properly using, maintaining and checking calibration and proper functioning of the audiometers being used. A technician who operates microprocessor audiometers does not need to be certified. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist or physician. All audiograms shall meet the requirements of Appendix C of 29CFR 1910.95.

Within 6 months of an employee's first exposure at or above the action level, Sawyer County shall establish a valid baseline audiogram against which subsequent audiograms can be prepared. Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise. Hearing protectors may be used as a substitute for the 14 hour period of no workplace noise exposure and the employee shall be notified of the need to avoid high levels of non-occupational noise exposure during the 14 hour period immediately preceding the audiometric examination.

After obtaining the baseline audiogram, Sawyer County shall obtain a new audiogram at least annually for each employee exposed at or above an 8-hour time-weighted average of 85 decibels. Each employee's annual audiogram shall be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. A standard threshold shift is a change in hearing threshold relative to the baseline audiogram of an average of 10 db or more at 2000, 3000 and 4000 Hz in either ear (allowance may be made for the

contribution of aging using the prescribed procedure). If an employee suffers a standard threshold shift, a retest may be obtained within 30 days and consider the results of the retest as the annual audiogram. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift has occurred, the employee shall be informed of this fact in writing, within 21 days of the determination.

Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, Sawyer County shall ensure that the following steps are taken:

- Employees not using hearing protectors shall be fitted with hearing protectors, trained in their use and care, and required to use them.
- Employees already using hearing protectors shall be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary.
- The employee shall be referred for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary or if Sawyer County suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.
- The employee is informed of the need for an otological examination if a medical pathology of the ear that is unrelated to the use of hearing protectors is suspected.

If subsequent audiometric testing of an employee whose exposure to noise is less than an 8-hour TWA of 90 decibels indicates that a standard threshold shift is not persistent, Sawyer County shall inform the employee of the new audiometric interpretation and may discontinue the required use of hearing protectors for that employee.

An annual audiogram may be substituted for the baseline audiogram when, in the judgment of the audiologist, otolaryngologist or physician who is evaluating the audiogram:

- The standard threshold shift revealed by the audiogram is persistent, or
- The hearing threshold shown in the annual audiogram indicates significant improvement over the baseline audiogram.

Hearing Protection

Sawyer County shall make hearing protectors available to all employees at no cost to the employee. Custom made hearing protectors shall be provided at no cost to those employees who request them or are recommended for custom made protectors as a result of their annual hearing exam. Hearing protectors shall be replaced as necessary due to normal wear and tear at Sawyer County's expense; custom made hearing protectors that are lost or misplaced shall be replaced at the employee's expense. Sawyer County encourages employees to use proper ear protection both in the workplace and at home.

Hearing protector attenuation shall be evaluated for the specific noise environments in which the protector will be used and re-evaluated whenever the employee noise exposures increase to the extent that the hearing protectors provided may no longer be adequate attenuation. More effective hearing protectors shall be provided as necessary. Hearing protectors shall be worn:

- By an employee who is required to wear personal protective equipment due to the inability of feasible administrative or engineering controls to reduce sound levels to permissible limits.
- By any employee who is exposed to an 8-hour TWA of 85 decibels or greater and who:
 - a) Has not yet had a baseline audiogram.
 - b) Has experienced a standard threshold shift.

At the Highway Shop, hearing protection devices are available from the Building, Grounds and Shop Superintendent. Employees in other departments shall obtain hearing protection through their Department Head.

Employee Training

An annual training program consisting of:

- The effects of noise on hearing.
- The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use and care.
- The purpose of audiometric testing, and an explanation of the test procedures, shall be provided to each employee included in the hearing conservation program.