



# Workplace Safety Program

Humboldt County, Nevada

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# 1 Management Commitment

## 1.1 Safety Policy

Humboldt County places a high value on the safety of its employees. Humboldt County is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

It is the basic safety policy of this County that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to comply with all County safety rules and are encouraged to actively participate in identifying ways to make our County a safer place to work.

Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Management will do its part by devoting the resources necessary to form a safety committee composed of management and elected employees. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors. And, we will establish a disciplinary policy to ensure that County safety policies are followed.

***Safety is a team effort – Let us all work together to keep this a safe and healthy workplace.***

## 2 Safety and Health Responsibilities

### 2.1 Manager Responsibilities

1. Ensure that a countywide safety committee is formed and is carrying out its responsibilities as described in this program.
2. Ensure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
3. Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
4. Ensure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
5. Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
6. Set a good example by following established safety rules and attending required training.
7. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

### 2.2 Supervisor Responsibilities

1. Ensure that each employee you supervise has received an initial orientation *before* beginning work.
2. Ensure that each employee you supervise is competent or receives training on safe operation of equipment or tasks *before* starting work on that equipment or project.
3. Ensure that each employee receives required personal protective equipment (PPE) *before* starting work on a project requiring PPE.
4. Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find.
5. Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
6. Set a good example for employees by following safety rules and attending required training.
7. Investigate all incidents in your area and report your findings to management.
8. Talk to management about changes to work practices or equipment that will improve employee safety.

### 2.3 Employee Responsibilities

1. Follow safety rules described in this program, Occupational Safety and Health Administration (OSHA) safety standards and training you receive.
2. Report unsafe conditions or actions to your supervisor or safety committee representative promptly.
3. Report all injuries to your supervisor promptly regardless of how serious.
4. Report all near-miss incidents to your supervisor promptly.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your words and example to use safe work practices on the job.
8. Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.

### 2.4 Safety Director Responsibilities

1. Prepares the Safety Committee agenda.
2. Posts and distributes the Safety Committee agenda.
3. Designates secretary for minutes.
4. Presents draft minutes to Safety Committee for markup (if applicable) and approval.

5. Develops, writes, and interprets safety policies and procedures in conjunction with the Safety Committee.
6. Responds to inquiries and recommends solutions to safety issues, complaints, and legal actions.
7. Identifies legal requirements and government reporting regulations and ensures compliance.
8. Represents the County at safety-related hearings and investigations.
9. Represents the Safety Committee in meetings with representatives from other jurisdictions, private industry to resolve problems, negotiates agreements, and studies potential changes which impact County safety.
10. Acts as the Chairperson of the Safety Committee in absence of the same.
11. Maintains Safety Committee and safety related records in accordance with state and federal retention schedules.
12. Represents the Safety Committee with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

#### 2.4.1 Safety Director Designation

If the Safety Director position becomes vacant, the County's Human Resources Director is the Safety Director. If the Safety Director is unavailable to perform the duties outlined in the Written Workplace Program, the County Manager may assign a temporary designee until the Safety Director is available to reassume their duties.

#### 2.5 Safety Committee Chairperson Responsibilities

1. Ensure the safety committee functions properly by;
  - a. Running meetings in accordance with this written workplace safety program,
  - b. Ensuring that matters are dealt with in an orderly and efficient manner,
  - c. Bringing impartiality and objectivity to meetings and decision making, and
  - d. Facilitating change and addressing conflicts within the committee.
2. Ensures that the Safety Committee is managed effectively by liaising with the Safety Director, as appropriate, to keep an overview of the committee's affairs.
3. Understanding the roles and responsibilities of the Safety Committee.

## 3 Employee Participation

### 3.1 Safety Committee Overview

We have formed a safety committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety program. The committee is made up of employee and management-designated representatives and volunteering employees with the approval of their respective department heads.

### 3.2 Department Representation in Safety Committee

Every County department will be represented by at least one, but not more than three persons.

### 3.3 Employees Represented by a Labor Organization

#### 3.3.1 Selection of Committee Member(s)

In accordance with [NRS 618.383\(2\)\(b\)](#), employees in each department represented by a labor organization will select among themselves a representative to be on the committee. If there is only one volunteer or nomination, the employees will approve the person by voice vote at a short meeting called for that purpose. If there is more than one volunteer or nomination, a secret paper ballot will be used to elect the representative.

#### 3.3.2 Department Head Appointment of Employees Represented by a Labor Organization

If employees in a department represented by a labor organization fail or neglect to select among themselves a representative to be on the committee, the department head of that department will appoint an employee to be their department's representative on the safety committee.

The appointment of an employee by a department head does not waive the right of the employees represented by a labor organization to select among themselves a representative to be on the committee. Employees appointed by a department head will be replaced by an employee selected from employees in departments represented by labor organizations.

#### 3.3.3 Participation by Employees Not Represented by a Labor Organization

Department heads in departments not represented by a labor organization may appoint a representative to be on the committee.

### 3.4 Term of Employee Service to the Safety Committee

#### 3.4.1 Employees in Departments/Offices Represented by a Labor Organization

Selected representatives will serve until replaced by employees in their department.

#### 3.4.2 Employees in Departments/Offices Not Represented by a Labor Organization

Appointed representatives will serve until replaced by their office/department head.

### 3.5 Vacancy

If there is a vacancy, then a selection or appointment will be held before the next scheduled meeting. Employees in each department represented by a labor organization and Department Heads

may choose not to select or appoint, respectively, to a vacancy if there is at least one employee representing their department.

### 3.6 Safety Committee Member Responsibilities

In addition to the committee responsibilities explained above, safety committee members will;

1. Regularly attend and participate in Safety Committee meetings or, if a member is not able to attend a meeting, send a substitute, if someone is available.
2. Perform quarterly self-inspections of the areas they represent.
3. Communicate with the employees they represent on safety issues.
4. Encourage safe work practices among co-workers.
5. Review insurance claims quarterly to determine if any unsafe trends exist while ensuring compliance with corresponding privacy laws and regulations.
6. Represent the Safety Committee and their department with dignity, integrity, and a spirit of cooperation.

### 3.7 Safety Committee Chairperson

In addition to the committee responsibilities and committee member responsibilities listed above, the chairperson will lead safety committee meetings.

#### 3.7.1 Selection

A chairperson will be selected by majority vote of the committee members every two years during the last meeting of the year.

#### 3.7.2 Vacancy

If there is a vacancy, the same method will be used to select a replacement.

### 3.8 Meeting Dates and Times (Revised 12/16/2019)

The Safety Committee will meet quarterly during the months of January, April, July, and October on a Wednesday at 2:00 PM at the Humboldt County Commissioners Meeting Room or virtually. The meeting date may be changed by the Safety Director.

#### 3.8.1 Special Meetings

Meetings outside regularly scheduled meeting times may be called by the Safety Director or designee to address any item(s) of importance that may arise and warrant special attention. The Safety Director or designee will notify all members of the safety committee and their respective department heads of the special meeting and subsequently forward them the special meeting agenda.

## 4 Agenda and Minutes Policy

### 4.1 Agenda Policy

#### 4.1.1 Posting of Agenda

The agenda for the Safety Committee meetings will be posted on the Humboldt County, Nevada SharePoint intranet site prior to the meeting. Copies of agendas may be obtained by contacting the Safety Director.

#### 4.1.2 Requesting Agenda Items

Committee members and employees may suggest an agenda item to the Safety Director or designee. Agenda requests made to a Safety Committee member will be forwarded to the Safety Director or designee for inclusion in the agenda corresponding to the next Safety Committee meeting.

#### 4.1.3 Agenda Format

The Safety Director will use a consistent agenda format. The format of the agenda may be changed at the discretion of the Safety Committee.

### 4.2 Minutes Policy

#### 4.2.1 Minutes Availability (Revised 12/16/2019)

Draft minutes corresponding to the last Safety Committee meeting will be completed within two weeks of the meeting and distributed to the Safety Committee prior to the next meeting for review. Approved Minutes will be finalized within one week of their approval. Employees can request copies of available draft and approved minutes by contacting the Safety Director.

#### 4.2.2 Markup and Approval of Minutes

The Safety Committee may markup and approve any draft minutes during a regularly scheduled meeting. Markup feedback may be provided to the Safety Director or designee before the regularly scheduled meeting. The Safety Director or designee will bring up any markup feedback given before the meeting to the Safety Committee during the regularly scheduled meeting before final approval of corresponding minutes.

#### 4.2.3 Minutes Format (Revised 12/16/2019)

The secretary designated to create the Safety Committee meeting minutes will use a consistent format. The format of the minutes may be changed at the discretion of the Safety Committee.

## 5 Hazard Recognition

### 5.1 Recordkeeping and Review

Employees are required to report any injury or work-related illness to their immediate supervisor regardless of how serious. Employees shall use the *Employee's Report of Injury* form to report all work-related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – *no matter how minor*. Minor injuries such as cuts and scrapes can be entered on the minor injury log posted on the employee board inside the Humboldt County Courthouse. Pursuant to [NRS 616C.051](#), the employee must use a *Notice of Injury or Occupational Disease* form, otherwise known as a *C-1* form, to report more serious injuries.

### 5.2 Responsibilities

#### 5.2.1 Supervisor Responsibilities

1. Investigate a serious injury or illness using procedures in the *Incident Investigation* section below.
2. Complete an *Incident Investigation Report* form.
3. Complete *Supervisor's Accident Investigation* form.
4. Give the *Employee's Report, Incident Investigation Report* and *Supervisor's Accident Investigation* to the County Manager's Office and the Safety Committee for review and analysis.

#### 5.2.2 County Manager's Office Responsibilities

1. Determine from the Employee's Report, Incident Investigation Report, Supervisor's Accident Investigation and any claim form associated with the incident, whether it must be recorded on the OSHA Injury and Illness Log and Summary according to the instructions for that form.
2. Enter a recordable incident within six days after the County becomes aware of it.
3. If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
4. Each quarter before the scheduled safety committee meeting, make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA and incident report log.
5. Post a signed copy of the OSHA log summary for the previous year on the employee bulletin board inside the Humboldt County Courthouse on the first floor each February 1 until April 30. Any employee can view an OSHA log upon request to the Safety Director or designee at any time during the year.

### 5.3 Incidents Requiring OSHA Notification

Whenever there is an incident of one or more employees or an employee's amputation or an employee's loss of an eye, as a result of a work-related incident, the Safety Director or designee must report the in-patient hospitalization, amputation, or loss of an eye to OSHA within twenty-four (24) hours after the in-patient hospitalization.

If an employee dies while working or is not expected to survive, or when two or more employees are admitted to a hospital as a result of a work-related incident, the Safety Director or designee will contact OSHA as quickly as practical, but within 8 hours after becoming aware of the incident. The Safety Director or designee must talk with a representative of the department. Fax and answering machine notifications are not acceptable. The Safety Director or designee must report: the employer name, location and time of the incident, number of employees involved, the extent of injuries or illness, a brief description of what happened and the name and phone number of a contact person.

## 5.4 Incident Investigation Procedures

### 5.4.1 Incident Scene

**Do not disturb** the scene except to aid in rescue or make the scene safe.

### 5.4.2 Near-Miss Incidents that could have resulted in Serious Injury

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a near-miss), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred. The *Incident Investigation Report* form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to the bookkeeper to record on the incident log.

An *Incident Investigation Checklist* form can be found in the County's Safety Program website to help the supervisor carry out his/her responsibilities as described above.

### 5.4.3 Incidents that Result in Death or Serious Injuries

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by an Investigation Team comprised of the immediate supervisor of the injured person(s), a person designated by management, an employee representative of the safety committee, and any other persons whose expertise would help the investigation.

#### 5.4.3.1 Investigation Team Responsibilities

The investigation team will take written statements from witnesses, photograph the incident scene and equipment involved. The team will also document as soon as possible after the incident, the condition of equipment and anything else in the work area that may be relevant. The team will make a written *Incident Investigation Report* of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. The report will be reviewed by the safety committee at its next regularly scheduled meeting.

#### 5.4.3.2 Supervisor Responsibilities

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an *Incident Investigation Report* to accompany the *Employee's Injury/Illness Report Form* and forward them to the County Manager's Office.

### 5.4.4 Sheriff's Office Incident Investigations (Revised 12/16/2019)

Sheriff's Office personnel will follow the incident investigation procedures outlined above for workplace incidents and near misses. If an incident occurs as a result of a response to an emergency or unforeseen circumstance due to the specialized nature of the work performed by the Office and an incident investigation as outlined above could adversely interfere with the Sheriff's Office's own investigation, the Office may forgo the incident investigation to maintain the integrity of their own investigation.

## 5.5 Safety Inspection Procedures

Humboldt County is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management and the safety committee will regularly check the workplace for hazards as described below:

### 5.5.1 Annual Site Survey

Once a year an inspection team or teams made up of members of the safety committee will do a wall-to-wall walk through inspection of the entire worksite. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during regular monthly safety inspections and as part of the annual review of the effectiveness of our accident prevention program.

#### 5.5.1.1 Annual Site Survey of Sheriff's Office Facilities

Some Sheriff's Office worksites corresponding to care, custody and control of individuals may not be open to the public due to safety concerns or regulations limiting entry to such areas. Thus, the inspection team will coordinate the annual site survey for these worksites with the Sheriff or his/her designee. The Sheriff may limit worksite areas the inspection team can inspect if he/she believes there is a safety risk to the inspection team or entry into such areas is prohibited by law.

#### 5.5.1.2 Site Surveys Conducted by Third Parties (New 12/16/2019)

Site inspections performed by third parties either as a service to Humboldt County, required by any regulating authority, or required as part of agreement with Humboldt County that adhere to the requirements of the *Annual Site Survey* policy may be accepted in lieu of an annual site survey performed by members of the Safety Committee.

### 5.5.2 Periodic Change Survey

We will assign a supervisor or form a team to look at any changes we make to identify safety issues. Changes include new equipment that may present a safety concern if not used in accordance with manufacturer's recommendations and best practices or a change to the building structure. A team is made up of Buildings and Grounds Department - Maintenance personnel and safety committee representatives. It examines the changed conditions and makes recommendations to eliminate or control any hazards that were or may be created as a result of the change.

### 5.5.3 Annual Safety Inspection (Revised 12/16/2019)

Each year, before the regularly scheduled fourth quarter safety committee meeting, safety committee representatives will inspect their areas for hazards using the standard safety inspection checklist. They will talk to co-workers about their safety concerns. Committee members will report any hazards or concerns to the whole committee for consideration. The results of the area inspection and any action taken will be posted in the affected area. Occasionally, committee representatives may agree to inspect each other's area rather than their own. This brings a fresh pair of eyes to look for hazards.

### 5.5.4 Job Hazard Analysis

As a part of our on-going safety program, we will use a "Job Hazard Analysis" form to look at each type of job task our employees do. This analysis will be done by the supervisor of that job

task or a member of the safety committee. We will change how the job is done as needed to eliminate or control any hazards. We will also check to see if the employee needs to use personal protective equipment (PPE) while doing the job. Employees will be trained in the revised operation and to use any required PPE. The results will be reported to the safety committee. Each job task will be analyzed at least once every two years, whenever there is a change in how the task is done or if there is a serious injury while doing the task.

## 6 Hazard Prevention and Control

### 6.1 Eliminating Workplace Hazards

Humboldt County is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection, etc.

### 6.2 Basic Safety Rules

The following basic safety rules have been established to help make our County a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules will result in disciplinary action up to and including termination of employment.

1. Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
2. Do not remove or disable any safety device! Always keep guards in place on operating machinery.
3. Never operate a piece of equipment unless you have been trained and are authorized.
4. Use your personal protective equipment whenever it is required.
5. Obey all safety warning signs.
6. Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
7. Do not bring firearms or explosives onto County property.
8. Smoking is only permitted outside the building away from any entry or ventilation intake.
9. Horseplay, running and fighting are prohibited.
10. Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

### 6.3 Open Flame and Candle Rules

The following basic open flame and candle rules have been established to help make our County a safer place to work. Failure to comply with these rules will result in disciplinary action up to and including termination of employment.

1. Lighting devices such as tiki lamps, oil lamps, torches, pyrotechnic devices, etc., are prohibited in Humboldt County facilities.
2. The use of candles and the burning of incense in County facilities are prohibited except in conjunction with special events held at the Winnemucca Convention Center. Even unused (decorative) candles/incense are prohibited in County facilities.
3. Candles/incense used during special events at the Winnemucca Convention Center may not be left unattended while burning.
4. When used, it is recommended that candles should be completely enclosed in a tip-resistant non-combustible container constructed to be self-righting if placed in a freestanding position. The container, if tipped, must be capable of containing the entire candle, dripping wax, and any convected heat within the container.

5. All readily combustible materials, such as drapes or curtains, must be secured at least three (3) feet away from the open flame.
6. Candles/incense must not be used near heat or smoke detectors or sprinkler heads in such a way that heat, or smoke might activate the device.
7. Approved cone incense must be burned in a noncombustible container or a noncombustible surface with adequate insulating properties to avoid damage to the surface upon which placed. Approved use of stick incense must be burned in such a manner that hot ashes do not contact any combustible material or cause damage to any surface upon which they fall.

#### 6.4 Job Related Safety Rules

We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task listed below:

**Work in or pass through any production area, for example,** the Vehicle Maintenance shop or Buildings and Grounds shop

Required PPE:

- Safety glasses. Check prior to use for broken or missing components (such as side shields) and for scratched lenses. Safety glasses must have a "Z87.1" marking on the frame. If they are prescription glasses, the initials of the lens manufacturer must be stamped into the corner of the lens to show that they are safety glass lenses.

Work Rules:

- Walk within marked aisles.
- Do not distract or talk with employees when they are using a machine.

**Work with Bench Grinders:** Buildings and Grounds shop

Required PPE:

- Eye protection (full-face shield with safety glasses under the shield).

Work Rules:

- Check that there is a gap between the tool rest and the wheel of no more than 1/8".
- Check that the upper wheel (tongue) guard has a gap of no more than 1/4".
- Check that the wheel edge is not excessively grooved. Dress the wheel if necessary.
- Do not grind on the face of the wheel.

**Work with Ladders:** All locations

Required PPE:

- Full body harness when working at greater than 25' and both hands must be used to do the job.

Work Rules:

- Before you use a ladder, check it for defects such as loose joints, grease on steps, or missing rubber feet.
- Do not paint a ladder! You may hide a defect.

- Do not use a ladder as a brace, workbench or for any other purpose than climbing.
- Do not carry objects up or down a ladder if it will prevent you from using both hands to climb.
- Always face the ladder when climbing up or down.
- If you must place a ladder at a doorway, barricade the door to prevent its use and post a sign.
- Only one person is allowed on a ladder at a time.
- Always keep both feet on the ladder rungs except while climbing. Do not step sideways from an unsecured ladder onto another object.
- If you use a ladder to get to a roof or platform, the ladder must extend at least 3' above the landing and be secured at the top and bottom.
- Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders.
- Do not stand on the top step of a step ladder.
- Set a single or extension ladder with the base 1/4 of the working ladder length away from the support.

**Lifting Tasks:** All locations

Required PPE:

- Leather gloves – for sharp objects or surfaces
- Steel toe safety shoes in production and shipping areas must be in good condition and be marked "ANSI Z41 C - 75"

Work Rules:

- Do not lift on slippery surfaces. Test the load before doing the lift.
- Get help if the load is too heavy or awkward to lift alone.
- Break the load down into smaller components if possible, to provide a comfortable lift.
- Do not overexert!
- Make sure you have a good handhold on the load.
- Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
- Do not twist while lifting (especially with a heavy load). Turn and take a step.
- Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting if necessary.
- Avoid long forward reaches to lift over an obstruction.
- Avoid bending your back backwards to lift or place items above your shoulder. Use a step stool or platform.
- Do not lift while in an awkward position.
- Use a mechanical device such as a forklift, hoist, hand truck or elevated table whenever possible to do the lift or to bring the load up between the knees and waist before you lift.
- Back injury claims are painful for the worker and expensive for the County. Lift safely!

## 6.5 Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. Progressive discipline will be used to provide appropriate consequences for failure to follow safety rules. These policies are designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make

corrections. Employees are encouraged to report safety violations to their immediate supervisor or Human Resources.

An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death.

## 6.6 Equipment Maintenance

Departments/Offices that have machinery and equipment that must be inspected or serviced on a routine basis are listed on Supplement A of this written policy. A checklist/record to document the maintenance items will be maintained and kept on file for the life of the equipment.

## 7 Emergency Planning

### 7.1 In case of fire

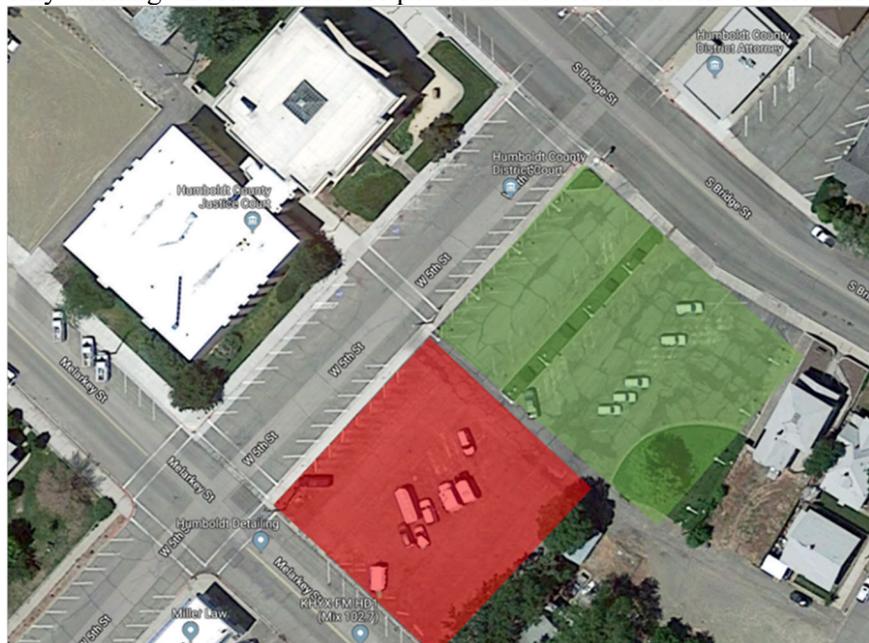
An evacuation map for the building is posted on the employee bulletin board inside the Humboldt County Courthouse. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside. A copy of the map is attached on Supplement B to this program. All employees will receive training on how to use fire extinguishers as part of their initial orientation. A fire evacuation drill will be conducted once a year during the first week of September.

- If you discover a fire: Tell another person immediately. Call or have them call 911 and a supervisor.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate.
- Go to the designated assembly point outside the building. (parking lot across the street from 5th )
- If you are a supervisor notified of a fire in your area: Tell your employees to evacuate to the designated assembly location. Check that all employees have been evacuated from your area.
- Verify that 911 has been called.
- Determine if the fire has been extinguished. If the fire has grown or if there is thick smoke, evacuate any employees trying to fight the fire.
- Tell supervisors in other areas to evacuate the building.
  - Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, do not re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

### 7.2 In case of earthquake

The west coast of the United States is subject to earthquakes. There will be no advance warning. The shock will be your only warning. Because there are power lines over the Sheriff's Office side of the 5th Street parking lot, the designated assembly location for earthquake evacuation is green transparent rectangle superimposed on figure 1. If possible, employees must avoid the area covered by the transparent red square.

**Figure 1**



We have bolted tall narrow storage racks to the floors, walls or to each other to provide a wide base to help reduce the potential for collapse. A wrench is available at the rear entrance to turn off the gas shut-off outside the building. All supervisors will be trained in the gas shut off procedure. An earthquake drill will be conducted each year during the first week of September. In the event of an earthquake:

#### 7.2.1 If you are inside a building:

- Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
- When the shaking stops, Department Heads are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location. The assembly location is the parking lot across the street from the Humboldt County Courthouse on 5th Street.
- Evacuation should proceed as quickly as possible since there may be aftershocks.
- Supervisors must account for each employee in their work group as quickly as possible.
- First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If a gas odor is in the building, tell a supervisor to turn off the gas at the main. Open windows.
- Supervisors and first aid employees must not re-enter the building once evacuation is complete.
- Do not approach or touch downed power lines or objects touched by downed power lines.
- Do not use the phone except for emergency use.
- Turn on a radio and listen for public safety instructions.

#### 7.2.2 If you are outside:

Stand away from buildings, trees, telephone and electric lines.

#### 7.2.3 If you are on the road:

Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle. Stay away from downed power lines.

#### 7.2.4 If an injury occurs

- A first aid kit is kept in the mail room and employee break room on the first and second floor, respectively, of the Humboldt County Courthouse. Also, each County vehicle is equipped with a first aid kit located in the glove box or under the driver's seat. These kits are checked quarterly by members of the safety committee. An inventory of each kit is taped to the inside cover of the box. If you are injured, promptly report it to any supervisor.
- All supervisors are encouraged to have first aid cards. Other employees may have been certified. A list of current first aid and CPR certified supervisors and employees is posted on the safety bulletin board along with the expiration dates of their cards. A list of first aid trained personnel is available in the employee bulletin board on the first floor of the Humboldt County Courthouse.
- In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training. Call for help. If there is no response, call 911.

- AIDS/HIV and Hepatitis B are the primary infectious diseases of concern in blood. All blood should be assumed to be infectious. These diseases can both be deadly. Employees are not required to perform first aid as part of their job duties. In the event of a bleeding injury where first aid is needed, use gloves if possible, to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first aid kits. If you are exposed to blood while giving first aid wash immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated, including medical evaluation, counseling, Hepatitis B vaccine and blood testing of the source person if possible

## 8 Safety and Health Training and Education (Revised 12/16/2019)

Training is an essential part of our plan to provide a safe workplace at Humboldt County. To ensure that all employees are trained before they start a task that requires training, we have training coordinators whose names are posted on the safety bulletin board. Department Heads whose offices/departments require specific safety training are responsible for training their respective employees. Training required by all employees will be conducted by Human Resources. These persons are responsible for verifying that each employee has received an initial orientation by his or her supervisor, has received any training needed to do the job safely and that the employee file documents the training. The coordinators will make sure that an outline and materials list is available for each training course we provide:

<i>Course</i>	<b>Who Must Attend</b>
24-7-365 Workers Compensation Nurse Triage	All employees
Asbestos Awareness	All employees
Basic Orientation	All employees (given by the employee's supervisor)
Blood Borne Pathogens	All employees
Safe Lifting	Any employee who lifts more than 20 pounds
Chemical Hazards (General)	All employees
Chemical Hazards (Specific)	An employee who uses or is exposed to a particular chemical
Fall Protection	Any employee who may work 6 feet or more above a lower level
Fire extinguisher safety	All employees
Respirator Training	Employees who use a respirator
Forklift Training	Employees who operate a forklift
Lockout Training (Awareness)	All employees
Lockout Training (Advanced)	Employees who service equipment
OSHA-10 (Construction or General Industry)	Convention workers as required by AB 119 which expands NRS 618 (2019 Legislative Session)
OSHA-30 (Construction or General Industry)	Convention supervisors as required by AB 119 which expands NRS 618 (2019 Legislative Session)
<b>OSHA-10 Construction</b>	Public Works Department employees
<b>OSHA-30 Construction</b>	Public Works Department managers and supervisors
Nevada OSHA Workplace Safety Agreement ( <a href="#">NRS 618.376</a> )	All employees, with signed agreement
Welding Safety	Employees who operate the arc welder
Workplace Violence	All Employees

Safe Lifting Training Course Outline

Required Materials:

- Video Back Care in Construction from SCATS, video number 1511. (NOTE: there are at least seven videos available from SCATs regarding lifting safety. Video 1511 is only one option.) Reserve at least two weeks in advance. Call (775) 688-3730 in Reno, and (702) 486-9140 in Henderson.
- Safe Lifting rules from Safety Program

Outline: 1-hour class

- Talk about injury statistics related to lifting and handling materials.
- Talk about some injuries that have occurred in our work place.
- Show Video
- Answer questions from participants about video
- Go over safe lifting rules in the Accident Prevention Program.
  - Demonstrate techniques.
  - Discuss mechanical lifting aids such as hoists and carts that are available in our workplace.
- Have employees sign their names to the training roster.

## 9 Signature Page

This Written Workplace Safety Program has been approved by all pertinent levels of management:

<u>12/2/2020</u> Date	<u>David A. Mendiola</u> County Manager's Name (Printed)	DocuSigned by: <u>David A. Mendiola</u> 31370A57FB18414... County Manager's Signature
<u>12/2/2020</u> Date	<u>Abel del Real-Nava</u> Safety Director's Name (Printed)	DocuSigned by: <u>Abel del Real-Nava</u> 36FF13D7A63A467... Safety Director's Signature
<u>12/2/2020</u> Date	<u>Abel del Real-Nava</u> Safety Committee Chairperson's Name (Printed)	DocuSigned by: <u>Abel del Real-Nava</u> 36FF13D7A63A467... Safety Committee Chairperson's Signature
<u>12/2/2020</u> Date	<u>Robert Ken Tipton</u> Board of Commissioners Chairperson's Name (Printed)	DocuSigned by: <u>Ken Tipton</u> 6C82D402C2474B4... Board of Commissioners Chairperson's Signature

## 10 Definition of Terms

The terms used in these policies have the meanings defined below:

**Hazard:** The potential for harm (physical or mental). In practical terms, a hazard often is associated with a condition or activity that, if left uncontrolled, can result in injury or illness.

**Safety:** The condition of being protected from or unlikely to cause danger, risk, or injury.

**Workplace:** A place where people work, such as an office or factory.

**Worksite:** An area where an industry is located or where work takes place.