

# Employee Safety Manual



## Klamath County Risk Management

May 16, 2016

[www.klamathcounty.org](http://www.klamathcounty.org)

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## INTRODUCTION TO SAFETY

Klamath County holds in high regard the safety, welfare and health of our employees. Every reasonable effort shall be made to maintain a safe working environment. No job will be considered so important and no deadline so urgent that we cannot take time to perform our work safely.

The success of Klamath County's daily operation depends on the safety and well being of each employee and their families. Therefore, it is imperative that all hazards be identified, appropriately evaluated, and effectively controlled in order to prevent incidents and injuries and their consequences. This can only be achieved with the commitment and complete support of every employee.

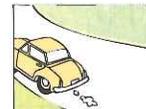
- ❖ *Klamath County operates a drug-free and alcohol-free workplace.*



- ❖ *Klamath County Policy prohibits smoking inside public buildings and county vehicles, which includes e-cigarettes. Please smoke in designated areas only. Under Oregon's Smokefree Workplace Law (ORS 433.835-870, effective January 1, 2016) Smoking, aerosolizing or vaporizing of inhalants in not allowed within 10 feet of building entrances, exits, window(s), accessibility ramp(s) and/or air intake vents.*



- ❖ *Klamath County Policy and Oregon State Law require the use of a seat belt when operating or riding in a vehicle. Please buckle up.*



- ❖ *Klamath County Cell Phone Policy and Oregon Law states it is illegal in Oregon for drivers to operate a vehicle while using a handheld cellular telephone or other device for voice, text, email, PDA's or other electronic messaging. **The speaker option on your phone does not make it a hands free device.***



Please be sure to review our expectation of cellphones in the workplace in the Klamath County Policies and Procedures, Policy Number 418 .

## **EMPLOYEE RESPONSIBILITIES**

The active interest and cooperation of each employee is vital to the success of Klamath County's Safety Program. Therefore, safety in the work place is the responsibility of each individual. Every County employee will assume the following duties and responsibilities for safety:

- ❖ Observe all safety rules and procedures contained in the safety handbook and as developed for each worksite.
- ❖ Report any unsafe conditions and practices to the supervisor as soon as possible.
- ❖ Conduct work activities in a manner that will not endanger yourself or other people.
- ❖ Set an example for other employees, particularly newly assigned employees.
- ❖ Participate in all departmental training and safety related activities.
- ❖ Assist in training and other safety-related activities as assigned and are qualified to perform.
- ❖ Undertake those work duties you are authorized to do and that you understand.
- ❖ Make safety suggestions to supervisors, co-workers, and the Safety Committee.
- ❖ Perform work duties in a safe, attentive, and thoughtful manner.
- ❖ All employees are required to attend safety meetings called by their supervisors.

## **Incident/Injury Prevention & Reporting**

Report incidents and injuries that happen or anything that could present a threat or danger to life or property. When your work is not well planned or haphazardly performed, incidents/injuries happen. Plan your work before you act! *Worse than an incident or an injury happening is the failure to report it.*

- ❖ *Report all injuries to your supervisor immediately.* Your supervisor will provide you with a Return-to-Work packet to complete. Failure to do so could result in your claim or any future claim being delayed or denied, and may result in disciplinary action.
- ❖ *Report all incidents to your supervisor immediately.* An incident would be damage to County property or injury to someone other than a Klamath County employee. An Incident Report Form should be completed and forwarded to Klamath County Human Resources.



## EMERGENCY PREPAREDNESS



- ❖ Be prepared to act.
- ❖ Know where the emergency numbers are located and the proper numbers to call for help.
- ❖ Know emergency procedures before an emergency exists.  
Items to become familiar with before an emergency:
  - Emergency Action Plan
  - Emergency Escape Route
  - Exit Access
  - Meeting Place
- ❖ Fire drills shall be conducted and documented annually.

## BLOODBORNE PATHOGENS (BBP)

Klamath County has developed and implemented a Bloodborne Pathogen (BBP) Exposure Control Plan to comply with the OSHA Bloodborne Pathogen Exposure Control Plan, as adopted by the State of Oregon as 29 CFR 1910.1030 and OAR 437-002-1030.

Under the BBP Exposure Plan the exposure determination is based on two (2) risk levels: high risk and low risk. *High risk* refers to employees who may incur occupational exposure to blood or other potentially infectious materials (OPIM) and *Low risk* refers to employees that have low or no anticipated risk of occupational exposure to blood or OPIM.

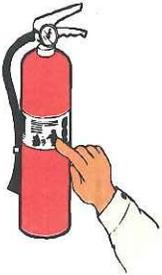
- ❖ Definition of BBP:
  - Any pathogenic (disease causing) microorganisms that are present in human blood or OPIM and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).
- ❖ Three basic recommendations:
  - Treat all blood or bodily fluids as potentially infectious.
  - Protective barriers must be used which reduce the risk of exposure.
  - The barriers only supplement existing infection control measures, such as hand washing.
- ❖ Locate the spill kit in your department. A spill kit is used when a BBP/OPIM incident occurs. The kit consists of:
  - Instructions on how to use the kit.
  - Latex rubber gloves and booties.
  - Protective Apron.
  - Combo Mask/Safety Shield.
  - Red-Z Solidifier.
  - Scoop & Shovel.
  - SaniZide Plus Germicidal Wipe.
  - Red Biohazard Bag.
  - Twist Tie.
  - Antimicrobial Hand Wipes.
  - Identification Tag.

## FIRE PREVENTION

A fire at any workplace is devastating. Fire prevention is a function of planning, organization, housekeeping and safe work practices by ALL employees.

A fire cannot occur unless three (3) elements exist: combustible materials, heat source and oxygen. To prevent and extinguish fires one of these elements must be removed. The most important element under our control is good housekeeping. Keep combustible materials picked up and stored in dedicated areas away from ignition sources. If a fire does occur, one person should attempt to extinguish and control (if trained to do so) while the second person calls for help.

- ❖ Know the location and proper use of fire extinguishers. After use, report such use immediately to the supervisor so that a replacement can be obtained or the extinguisher recharged.
- ❖ Fire extinguishers and smoke detectors shall be maintained and inspected annually, or more frequently, as indicated. The Maintenance Department is responsible for scheduling annual inspections. Equipment shall be prominently displayed, labeled for usage and kept clear for easy access at all times.
- ❖ All extinguishers are labeled with either ABC, or A, B, or C, so be sure to read the label.
  - Class A—Fires involving ordinary combustibles such as paper, wood, rubber and many plastics and where the cooling effect of water solutions are most efficient.
  - Class B—Fires involving Flammables or combustible liquids, and gases.
  - Class C – Fires involving energized electrical fires. If not energized, then Class A or B extinguisher should be used.
  - Class ABC—Is multiple classed and can be used on all fires.
- ❖ Know the flammability characteristics of substances and chemicals commonly used in the work area. This information is available on the Safety Data Sheets (SDS), located in your department.
- ❖ Oily rags and other flammable wastes shall be kept in covered, metal containers. Such debris shall be removed from the building as soon as possible and in no case shall they be left unattended overnight.
- ❖ Cleaning solvents that have flammability properties (a flash point below 140 degrees Fahrenheit) shall be kept in approved safety containers. Each container shall be properly labeled as to its contents. The use of gasoline is prohibited for cleaning parts, floors, or any part of the buildings.
- ❖ Gasoline used in small quantities in shops for fueling engines that are being repaired, tested, adjusted, etc., shall be handled and dispensed in approved one (1) gallon containers. The containers shall be properly labeled as to their contents and properly stored.
- ❖ "NO SMOKING" shall be enforced in all areas where hazardous materials are stored or used and any other area where posted.
- ❖ Exits shall not be locked (chained or otherwise) from the inside.
- ❖ Make fire inspections and preventable measures routine. Make sure that fire extinguishers are properly located, readily accessible, and inspected monthly.



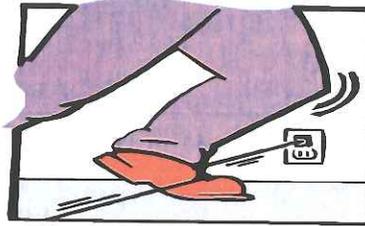
## OFFICE SAFETY



- ❖ All employees are responsible to see that their own desk and work area is clean and orderly. Pick up dropped objects and wipe up spilled fluids. Good housekeeping is the key to a safe office environment.
- ❖ Be familiar with your department's unique safety precautions and potential hazards.
- ❖ Locate and read any Safety Data Sheets (SDS) that might exist for chemicals and substances in your worksite.
- ❖ Be familiar with, or get training on, the office equipment at your worksite before using.
- ❖ Keep an eye open for loose or rough floor coverings.
- ❖ Be extra cautious when you approach a door that can be opened toward you.
- ❖ Proceed with care when opening doors and approaching blind corners.
- ❖ Watch for electrical cords around desks and keep them out of aisle ways.
- ❖ Remedy overloaded electrical outlets and do not use bulbs of excessive wattage in lights.
- ❖ Be sure equipment is properly grounded and that cords are in good condition. Avoid extension cords other than heavy-duty power strips. If a machine gives you a shock, begins to smoke or smells unusual or hot, unplug it and report it immediately.
- ❖ Be careful going around/between desks to avoid bruises, falls and spills.
- ❖ All file, desk, and table drawers should be kept closed when not in use. Avoid having more than one open at a time whenever possible.
- ❖ Do not overload the top drawer of an unsecured file cabinet. Do not pull file cabinet drawers out too far as they may not have a "stop" or travel lock on them.
- ❖ Be sure that tables, desks, chairs and other furnishings are kept in good repair.
- ❖ Correct, or point out to your supervisor, overloaded cabinets, storage rooms and electrical service rooms.
- ❖ Learn the limits of your chair, especially tilting and height adjustments. Do not use a chair with broken or loose supports or arms. Chairs with less than five (5) support legs are not recommended, as they tend to tip. Be sure your chair is behind you before you sit down.
- ❖ Do not use chairs, desks or other office furniture as a "ladder". Do not overreach as you could lose your balance.
- ❖ Keep blades of paper cutters closed when not in use; if it has a safety catch, use it.
- ❖ Keep paper shredders turned off when not in use and make sure loose clothing and jewelry are out of shredders entry.
- ❖ Carry pens and pencils point down, including in your pocket.
- ❖ Store scissors, letter openers, package cutters and other sharp objects so that the points are not exposed and exercise care in their use. Cover razor blades with heavy tape or rubber. Keep tacks and pins in closed boxes.

## GENERAL SAFETY

- ❖ Look for danger spots in the work area that can endanger you or your coworkers.
- ❖ Take steps to remove the risk of accidents.
- ❖ Look for unsafe walkways, hallways, and exits.



- ❖ Do not store materials and equipment in aisles, corners, or passageways.
- ❖ Do not let boxes pile up in an area where they can cause tripping hazards or block escape routes.
- ❖ Keep telephone, electrical cords or other hazards out of aisles.
- ❖ Keep office machines away from the edges of desks and tables.
- ❖ Office materials that are improperly stored can lead to hazards such as objects falling on workers, poor visibility, and fires.
- ❖ Identify flammable and combustible materials and properly store them.
- ❖ Keep Safety Data Sheets (SDS) for each hazardous chemical found in the workplace.
- ❖ Avoid horseplay and practical jokes on the job. Any employee(s) participating in such activities will be subject to disciplinary action.
- ❖ Alert all co-workers and supervisors to hazards upon their discovery and assist in correction.
- ❖ Work at a speed consistent with safety. Unsafe hurrying, such as taking shortcuts in operating machinery or running in passageways or on stairs is dangerous.
- ❖ Use handrails on stairs or elevated platforms.
- ❖ Use proper lifting techniques and get assistance when needed.
- ❖ Be alert for wet floors and loose or rough floor coverings, which might cause footing hazards.
- ❖ Always inspect tools and equipment before use. Report defects to supervisors and other potential users. Do not use tools and equipment that are defective or worn to an unsafe degree.
- ❖ Obey warning tags and signs that point out hazards.
- ❖ Operate only the machinery and equipment you have been authorized and trained to operate safely.
- ❖ Remove jewelry such as rings, bracelets and watches in work involving climbing, materials handling or operating power equipment.
- ❖ Never operate equipment with guards that are in disrepair, defective, or removed.
- ❖ Never reach over moving parts of machinery or equipment.
- ❖ Wear and properly use protective equipment as required or directed.
- ❖ Be familiar with and properly follow site-specific safety practices.
- ❖ Keep fire equipment unobstructed and easily accessible.

## HAZARD COMMUNICATIONS

The Hazard Communication Standard is a law enacted by OSHA to protect employees against chemical exposures at the workplace. The law is intended to reduce health risks by use of safety equipment, training, and informing employees of potential hazards. However, Klamath County encourages employees to use the Hazard Communication Form to report any potential hazard.

### *Hazard Communication Standard:*

1. Employees are informed and trained on Hazard Communication Standard.
2. Safety Data Sheets (SDS) are available for all required products in the workplace.
3. All containers are labeled to identify the product.
4. Employees have been furnished with and trained in the use of Personal Protective Equipment (PPE) in the event of a potentially hazardous product.

❖ Before a chemical injury occurs:

- Know where the *safety shower* is located.
- Know where the *eye wash* area is located.
- Know where *water hoses* are located.
- Know how to use these safety devices
- When chemicals come in contact with eyes or skin, consult the SDS for proper cleaning procedures.



### *Hazardous Materials*

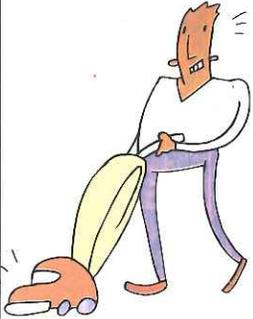
Hazardous materials are substances or mixtures that may cause personal injury, illness, or a threat to the public or environment during handling, use, discharge or disposal.

Some examples of materials considered hazardous:

- ❖ Glue, caulks and adhesives.
- ❖ Paints and pain thinners.
- ❖ Epoxy resins.
- ❖ Acetone.
- ❖ Trichloroethane (TCA).
- ❖ Asphalt, tar, sealants and coatings.
- ❖ Lead (e.g. pipe joints).
- ❖ Landscaping pesticides and weed killers.
- ❖ Diesel fuel, gasoline, oils, grease and Freon.
- ❖ Trisodium Phosphate (TSP).
- ❖ Hydrogen Peroxide.
- ❖ Water treatment chemicals.

If you have any questions regarding the product that you are working with, review the SDS and consult your supervisor.

## GENERAL HOUSEKEEPING



It is the responsibility of every employee to keep their work area neat, clean and organized. When this happens every individual has a safe area to work in. Never rely on others to maintain your work area.

- ❖ All aisles, stairways, passageways, exits, and access ways in and to buildings shall be kept free of obstructions at all times.
- ❖ Clean up all spills immediately to avoid slipping hazards. If the spill cannot be immediately removed, the area is to be appropriately guarded, signed, or roped off at once.
- ❖ Maintain electrical service rooms free from clutter and storage of flammable materials. Keep areas around service boxes, designated by signage or painted lines, clear.
- ❖ Do not place supplies on top of shelves, lockers, hampers, boxes, or movable containers at a height where they are not visible from the floor.
- ❖ Remove or report clutter and obstructions upon discovery.
- ❖ When stacking materials for storage, make sure the base is firm and level. Cross each layer. Keep stacks level and do not stack too high. Keep aisles clear with adequate space to work.
- ❖ When storing materials suspended from racks or hooks, secure from falling and route walkways a safe distance from the materials.
- ❖ Tools, equipment, machinery, and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions shall be reported to your supervisor.
- ❖ Return tools and equipment to their proper place when not in use.
- ❖ All packing material should be disposed of as soon as possible to prevent fire.
- ❖ Oily and greasy rags shall be put in a metal container with a tight fitting lid that is designated only for that purpose.
- ❖ Appropriate lighting in obscure areas shall be maintained for the protection of employees and the public.
- ❖ All switches or drives on machinery shall be properly shut down and locked before cleaning, lubricating, making adjustments or repairs.
- ❖ Control or fuse boxes shall be kept closed at all times except when in use and shall be kept clear of coats, rags, boxes, or other obstructions.
- ❖ Extension cords shall not run across aisles or through oil or water; and shall be inspected for kinks, worn insulation and exposed wire before use. Remember, extension cords are for temporary use only. If the use of the cord becomes permanent, use a power strip.
- ❖ Continual or frequent breaking of a circuit or blowing of a fuse is an indication of a short or overload. Report this condition to your supervisor for inspection and correction.
- ❖ Make fire and hazard inspections and prevention measures routine. Make sure that fire extinguishers are properly located, readily accessible, inspected monthly in a timely manner and are of the proper type for the work environment.

## **HARRASSMENT-FREE WORKPLACE**

Klamath County is committed to fair and impartial treatment of employees, job applicants, customers, vendors, contractors and agents. As such, we endeavor to maintain a discrimination and harassment-free work environment where people treat one another with respect. This means that Klamath County prohibits any form of discrimination or harassment based on race, color, religion, sex, age, handicap, national origin, marital status, or other status protected by law. You are responsible for respecting the rights of your co-worker and the public. An employee engaging in any acts or behavior defined above will be subject to corrective action, up to and including termination of employment. If you feel you have been discriminated against or harassed, you should immediately report the situation to your Department Head or to the Director of Human Resources.

The above excerpts are from the Klamath County Policies and Procedures, Policy Number 412 . Please review this section for more information.

## **VIOLENCE-FREE WORKPLACE**

Klamath County strives to maintain a safe and professional workplace. In support of this, the following actions are considered to be serious violations of our Code of Conduct and may be grounds for disciplinary action:

- ❖ Any type of threatening comment or suggested act of violence;
- ❖ Any abusive or threatening language directed at a co-worker, client or vendor; and
- ❖ Carrying firearms or other dangerous weapons on the premises without the advance approval of your Department Head.

Please note that any threat of violence, even a supposed joke, will be taken seriously. Simply stated, there is no room for this in our workplace and every situation will be dealt with in a serious manner.

The above excerpts are from the Klamath County Policies and Procedures, Policy Number 400.

## **DRUG & ALCOHOL-FREE WORKPLACE**

Klamath County has established a zero tolerance alcohol and drug policy. This is to ensure safe working conditions for employees, as well as, the public that our employees come in contact with. If you are using legally prescribed drugs, read the label to see if the drug could affect your job performance and/or safety, if so, notify your supervisor.

Please be sure to review our expectation of a drug & alcohol-free workplace the Klamath County Policies and Procedures, Policy Number 415 .



## POTENTIAL HEALTH HAZARDS

**Sources of air pollution in the office that can cause health problems include:**

- ❖ Natural agents (e.g., carbon monoxide, Microorganisms, radon, etc.).
- ❖ Synthetic chemicals (e.g., formaldehyde, cleaning solutions.).

**Solutions to air pollution:**

- ❖ An adequate office ventilation system that delivers quality indoor air and provides for comfortable humidity and temperature is a necessity.
- ❖ Where printing or copying machines are present, an exhaust ventilation system that draws particulates and gases away from the employees' breathing zone should be present.
- ❖ Office machines and ventilation system components should be checked and maintained on a regular basis.



**Sources of noise pollution and possible solutions:**

- ❖ Video display terminals.
- ❖ High-speed printers.
- ❖ Telephones.
- ❖ Human voices.
- ❖ Noise can produce tension and stress, as well as damage to hearing.
- ❖ Some of the numerous measures available to control unwanted noise include:
  - Place noisy machines in an enclosed space.
  - Use carpeting, draperies, and acoustical ceiling tiles to muffle noise.
  - Adjust telephone ringer to its lowest level.
  - Rearrange traffic routes within the office to reduce traffic between work areas.



**Potential health hazards associated with photocopying machines and possible solutions:**

- ❖ Toxic chemicals.
- ❖ Excessive noise.
- ❖ Intense light.
- ❖ Photocopying machines can produce indoor air pollution if an office is not well ventilated.
- ❖ Use the controls listed below to reduce hazards:
  - Keep the document cover closed.
  - Reduce noise exposure by isolating the copy machine.
  - Place copy machines in well-ventilated rooms away from workers' desks.
  - Service copy machines routinely to prevent chemical emissions.
  - Avoid skin contact with photocopying chemicals.
  - Clean all spills and dispose of waste properly.



## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment is equipment worn by an employee to prevent injury or occupational illness whenever hazards from processes or equipment cannot be contained or eliminated at their source.



**Foot protection:** Special foot protection is necessary when there is a potential for foot injury, or slipping, or when the feet become wet due to the work environment.

**Hand protection:** Hand protection is worn to protect the hands from mechanical injury due to frictions, heat, shearing/cutting actions, and for protection against chemicals.



**Eye and face protection:** Eye and face protection is to be worn when there is a reasonable probability of injury to the eyes and face from flying objects, glare, harmful liquids, or injurious light, such as arc welding flashing.

**Head protection:** Hardhats are to be used to protect the head from flying objects, impact, and electrical shock.



**Hearing protection:** Earmuffs and earplugs are used to protect against hazardous noise levels when noise exposure levels cannot be adequately controlled by various engineering controls.



### **Respiratory Protection**

- ❖ Filter masks can be worn in dusty areas.
- ❖ Chemical masks must be used when you have dangerous flumes, dust or vapors.
- ❖ Each device is used for different situations. Find out what type of device is used for the task you are going to perform. Ask your supervisor.

### **Protective Clothing**

- ❖ Protects you from flying material.
- ❖ Keeps dangerous material from coming in contact with your skin.
- ❖ Remember to keep your hair and clothing tucked in when you are around machinery.



## ERGONOMICS

Defined as the science that addresses human performance and well-being in relation to job, tools, equipment and environment. Two additional terms that are commonly used in conjunction with ergonomics are:

- ❖ Biomechanics- The study of movement of body segments (fingers, hands, arms, and back) to describe the abilities and limitations of the human body.
- ❖ Anthropometry- The analysis of dimensions and proportions of the human body in relation to workstation design, equipment, furniture, and tools.



Tailor design elements to prevent discomfort.

- ❖ The keyboard position, document holder, screen design, characters, and color are all factors to consider.
- ❖ Vision testing should be conducted before office workers operate video display terminals (VDTs) and annually thereafter.
- ❖ Work breaks and variation of tasks enable VDT operators to rest their eyes.
- ❖ Postural strain related to VDT use can be relieved by performing simple exercises.
- ❖ Finally, a training program should be conducted to inform workers of the capabilities of the equipment they are using.
- ❖ Practice good posture for sitting and standing.

All of us are different, so if you are feeling discomfort with your work station, notify your supervisor or Human Resources. We can arrange for an ergonomics professional to evaluate your work station to recommend changes.



## BACK INJURY PREVENTION

Back strains and other related injuries account for more than half of all related incidents. Unfortunately, many employees only learn how to lift safely after already hurting their backs. Use material handling equipment as much as possible to do the heavy lifting for you. Another solution could also be as simple as asking a co-worker to help you lift something versus lifting it yourself.

The basic rules for safe lifting:

- Plan the lift.
- Move close to the load.
- Keep back straight.
- Bend your knees and lift with your legs.
- Do not lift and twist in the same motion.
- If the load is too heavy, get help.

## SAFETY COMMITTEE

Klamath County is serious about safety. Our Safety Committee meets monthly. If safety is important to you and you are interested in becoming a safety committee member, please let your supervisor know.