

CHARLES COUNTY GOVERNMENT

SAFETY MANUAL



ADOPTED & REVISED

March 29, 2011

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ADOPTED and revised this manual as policy effective this 29th day of March, 2011.

COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND

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1.0 OBJECTIVE, SCOPE AND RESPONSIBILITIES

The County Commissioners have a sincere concern for the welfare and safety of County employees and the public we serve. We acknowledge our obligation, as an employer, to provide the safest possible working conditions for employees and, as a government services organization, to provide a safe environment for the public. Charles County Government will abide by all Federal and State safety regulations.

Most accidents are preventable and no part of the service we render should ever become so important that it will endanger the life of an employee or jeopardize the safety of the general public. It is with this conviction that we are instituting the "Charles County Safety Manual" and directing department heads and supervisors to assist the Safety Officer in implementing the procedures set forth in this manual, as well as, developing and administering an effective safety program.

To be successful, management and supervisory personnel must provide informed leadership and adequate supervision, job training and safety instructions, secure prompt medical care if an injury occurs, and safeguard the physical and mental welfare of employees. All employees are charged with the responsibility of cooperating with, and supporting safety program activities.

1.01 Purpose

The purpose of establishing a defined Safety Manual is to prevent and/or substantially decrease all types of occupational accidents and illnesses. It is the goal of Charles County Government and its employees to increase productivity by securing a work environment free of safety hazards. This will reduce losses incurred by the County and its taxpayers.

The occupational safe work practices outlined in this document are applicable to all employees of Charles County Government. Every job is designed to serve the public, and, in the performance of this service, the safety of all employees and the public is paramount. Employees are expected to familiarize themselves with, and abide by, job procedures and safety guidelines specific to their respective departments.

1.02 Policy Statement

It is the policy of Charles County Government to administer its programs so that employees work under safe and healthy conditions, seek out and correct unsafe conditions, eliminate unsafe acts, and make accident prevention their primary responsibility.

Therefore, safety, risk management and accident prevention is not separate from, nor is it in addition to, normal job procedures. It is the combination of safe work procedures, safe conditions and equipment, and a total commitment to safety that is an integral part of County operations.

All employees should receive documented orientation and periodic training detailing responsibilities and procedures for developing and maintaining safe working environments, which are detailed in the Safety Manual.

This manual should be reviewed annually and updated as necessary to address changes in the County's safety program.

1.03 Definition of Terms

Driving Record: Shall include all violations/accidents/incidents during the course of employment, as well as, other violations reflected on Motor Vehicle Administration driving record.

Gender: This manual, when necessary, employs the masculine third person pronoun, “he”, “him”, and “his”. These terms refer to either gender.

Impaired: “Impaired” means under the influence of a substance while on the job such that an employee’s motor senses (i.e. sight, hearing, balance, reaction, coordination, reflex) or judgment are affected.

Individual Employee: Includes all full-time, full-time reduced hours, part-time, and seasonal employees paid with Charles County Government funds.

Management: For the purpose of this manual the term management refers to all department and division heads, the County Administrator and the County Commissioners.

Reasonable Suspicion: “Reasonable Suspicion” means belief that the employee has violated the alcohol or controlled substances prohibitions, based upon specific, contemporaneous articulated observations concerning appearance, behavior, speech, or body odors of the employee.

Supervisor: Any employee directly responsible for the supervision and operations of assigned County personnel. This includes line supervisors, foremen, team leaders, and those responsible for supervising volunteers and court-ordered workers, etc...

Shall/Must: Safety practices stated as “shall” or “must”, or in such a manner to imply their use, are mandatory and considered specific instructions.

1.04 Manual Revision Log Filing Instructions

Instructions below should be followed carefully. Obsolete pages in your manual are listed in the column headed “Remove Page Number”. New and replacement pages in this supplement are listed in the column headed “Insert New Page Number”. It is important to complete the instructions in both columns.

Revisions and additions must be entered on your Manual Revision Log upon receipt.

Revision Number: Each revision will have an assigned number. Enter this number in the “Revision Number” column.

Revision Date: Each revision will be dated. Enter this date in the “Revision Date” column.

Remove Page Number: Remove those pages listed in this column. When only new material is to be added this column will be left blank.

Insert New Page Number: This identifies pages to be filled.

Initials: This column is for your initials to verify that you have made the revisions.

Employees who have problems or questions regarding the Safety Manual can contact the Safety Office at 301-645-0687 or X2687.

1.05 **Manual Revision Log**

MANUAL REVISION LOG				
REVISION NUMBER	REVISION DATE	REMOVE PAGE NUMBER	INSERT NEW PAGE NUMBER	INITIALS

2.0 RESPONSIBILITIES

2.01 Responsibility of the Individual Employee

It is the responsibility of County employees to provide:

- A. Safety for yourself
- B. Safety for your co-workers
- C. Safety for the public
- D. Protection of County property, and
- E. Protection of private property.

It is the duty of each employee to know and follow regulations which pertain to any work he might perform. This includes the application of regulations outlined in this manual supplemented by regulations which pertain to individual job assignments and the use of common sense in all situations.

If an employee feels for any reason that he is unable to safely perform the assigned work, the supervisor or lead employee in charge is to be advised and informed of the reasons.

When an employee considers that the work being done is in violation of the provisions of this manual, or that sufficient safeguards are not being used, or that the work is not being performed in a safe manner, the employee should immediately bring the matter to the attention of the supervisor or lead employee.

Everyone has the responsibility to see that new employees are given time and attention regarding the County safety regulations. It is only through constant effort that we can obtain a high degree of job proficiency and a low accident rate. It is common knowledge that a safe worker is most likely to perform a quality job.

Employees must immediately report all injuries, no matter how slight, to the person in charge so that necessary first aid can be provided and information regarding the accident may be obtained so that the required accident report can be completed.

Employees shall attend and take an active part in safety meetings as outlined in Section 2.02C and special job training classes required by the County.

It shall be understood by employees that we operate under the rules and regulations of the Maryland Occupational Safety and Health Administration (MOSHA) and the Occupational Safety and Health Act (OSHA).

Employees must immediately report the suspension, revocation, and/or expiration of licenses required in job performance.

Employees violating safety rules, procedures or standards, or acting in a manner which endangers his or another's personal safety, may be subject to disciplinary action up to and/or including termination.

2.02 **Management's Responsibility for Safety**

Management shall have the same responsibility for safety as for any other part of the operation.

Management shall select qualified persons as supervisors who shall be responsible for the safety of those they supervise. Department Heads shall require supervisors to observe and enforce all Safety Rules and Work Practices. A written record of all training and meetings shall be maintained according to those guidelines outlined in Section 30.05, Job Safety Training.

Management shall provide weekly safety topics to staff and maintain records, provide for necessary on-the-job training and implement a comprehensive safety program for employees.

Management has the authority to, and total responsibility for, maintaining safe working conditions within his jurisdiction. Although exposure to hazards varies widely from division to division, it is expected that an unrelenting effort will be directed toward controlling injuries, accidents, liabilities and waste of materials. Therefore, Management :

- A. Shall ensure that the policies and procedures set forth herein are complied with by all personnel under his direction.
- B. Shall provide the leadership and positive direction essential in maintaining firm loss prevention policies as a prime consideration in all operations.
- C. Shall devote a portion of staff meetings at least once a week, or more if the frequency and severity of losses and the degree of hazardous operations within a division necessitates it, to discuss safety issues and to review agency losses and the plans to correct and reduce them.
- D. Shall ensure that all planning for construction and remodeling of facilities fully implements appropriate refinements as specified in MOSHA standards.
- E. Shall call upon the Safety Officer for any assistance needed in promoting aggressive and effective loss control.
- F. Shall hold each department accountable for any investigation of injuries, accidents and liabilities incurred by his employees. An excessive number is an indication that some management policies and practices need corrective or disciplinary action.
- G. Shall ensure that on-the-job injuries and accident reporting procedures are followed.
- H. Shall be aware of the status of employees off work due to on-the-job injuries or accidents, and make modified duty assignments. The Safety Officer shall be contacted if management does not have a modified duty assignment for the employee. The Safety Officer will try to locate a modified duty assignment for the employee.

- I. Members of management will receive training as needed to enable them to discharge their responsibilities and provide leadership, direction, and support for the Safety Program by means of the following:
 1. Set a good example.
 2. Make periodic visits to establishments and work sites to observe safety and health conditions and practices.
 3. Be familiar with, evaluate, and ensure compliance with the program.
 4. Be aware of the principal causes of accidents.
 5. Provide opportunities and facilities for safety trainings and meetings.
 6. Demonstrate commitment to the program by attending safety meetings.
 7. Ensure that speedy corrective actions are taken on all known safety hazards.
 8. Support safety enforcement activities of subordinates.
 9. Ensure that all employees are permitted to report safety hazards without fear of reprisal.
 10. Maintain complete central records on Department accidents and publicize information detailing positive and/or negative trends which call for corrective measures.
 11. Recommend revisions in this manual to address changing County needs and new developments in the field of Occupational Safety and Health.

2.03 Responsibilities of Supervisors

All levels of supervision, including employees directly in charge of a job, are responsible for safe, properly planned work and safe work performances. The following are the responsibilities of a supervisor:

- A. Maintain safe work condition.
- B. Ensure personnel are provided the proper safety gear needed to perform their task in a safe manner and reinforce the need for each employee to use the personal protective equipment given to them.
- C. Oversee responsibility for maintaining tools and equipment in good working order.
- D. Enforce safety regulations.
- E. Assign jobs only to those qualified to execute them safely.
- F. Act immediately and decisively to correct any violation of safety regulations.
- G. Ensure all employees at all levels are instructed in the proper and safe method of executing assigned tasks.
- H. Investigate incidents immediately for accurate reporting and preventing action.
- I. Ensure that employees are trained and, when necessary, as specified by current OSHA regulations, retrained in the accepted way each hazardous job must be accomplished.

Ensure workers understand directions and can perform given assignments. If there is doubt, or if special hazards are involved in the performance of a task, discuss the assignment and work methods with the worker. The supervisor of a job shall make every effort to ensure safe job performance.

Carefully monitor accident reports to ensure they are timely and contain unbiased and thorough evaluations of each accident and prepare appropriate reports.

Receive formal training annually.

Assist in the thorough investigation of accidents.

Supervisors are required to evaluate employee safety records and safe work habits as part of the performance evaluation for each employee. An employee who causes accidents has specific performance deficiencies that must be recognized, itemized and corrected. To ignore the deficiency and reward substandard performance is a disservice to the individual, co-workers and the public, and is detrimental to management efforts.

Report through the appropriate chain of command any instance where an employee under his supervision is not physically able to perform his duties. He is to identify the problem and provide facts known to him to the Safety Officer as soon as he is aware of the situation.

2.04 **Safety Officer Responsibilities**

- A. Act as the central liaison official for all accident prevention and safety programs throughout the County.
- B. Assist all Departments in the establishment of an effective and on-going safety awareness and education program.
- C. Provide coordination throughout the County on all matters relating to loss prevention and on-the-job safety.
- D. Ensure that on-the-job injury and vehicle accident reporting procedures are kept current.
- E. The Safety Officer will respond to and investigate all County vehicle accidents, and work related injuries as well as reported hazards and incidents of workplace violence.
- F. Perform field inspections and investigations in cooperation with appropriate department personnel utilizing the specialized knowledge of appropriate members of the Safety Committee.
- G. Maintain objectivity and independence in carrying out the County's safety responsibilities.
- H. Establish procedures for handling suggestions and recommendations on safety issues.

- I. Provide and update information to management, supervisors and first-line employees on safe working methods and practices.
- J. Recommend changes or additions to improve protective clothing and equipment for the elimination of hazards.
- K. Recommend or revise standard operating procedures to comply with current safety standards.
- L. Promote safety and first aid training for employees.
- M. Participate in safety promotion programs.
- N. Cooperate with and assist in the investigation of accidents, along with any other employee who may be called upon, to identify correctable causes and to prevent recurrence.
- O. Monitor for thoroughness, uniformity, fairness and trends and develop policy and procedures to attain management's goals.

Inspection Reports – Safety Officer reports most frequently are concerned with crowded or disorderly conditions, unguarded machines, unsafe methods of material handling, tools in bad condition, danger from flying objects, insufficient lighting or glare, unreasonable heat or cold, poor ventilation and/or fire safety, poor ergonomics, and layout of desks and computers.

The Safety Officer will watch for and report unsafe behavior. Unsafe behavior falls into two categories. One is individual behavior, behavior shall be corrected through the employee's chain of command. The second type of unsafe behavior stems from unsafe methods and procedures permitted by someone in authority. The Safety Officer will report such unsafe practices and recommend corrections whether they are violations by employees or management. Work will be stopped by the Safety Officer if there is a concern about the practice being immediately dangerous to life or health of the employee or the public.

Conduct safety audits in accordance with but not limited to OSHA/MOSHA standards, Building Codes, NFPA Recommendations, Life Safety Code, etc..., notifying Department Heads, documenting findings in a detailed Safety Inspection Report. Upon completion of Safety Audits, the Safety Officer will review with respective Department Heads deficiencies noted prior to completion of written report. A copy of the report shall be forwarded to the head of the department in which the inspection was completed, a copy to the President, Board of County Commissioners, and one to the County Administrator.

The report must be thorough and understandable. The report will consist of the violation, standard violated and recommendation for abatement. Locations shall be accurately named or numbered, machines and operations identified, and unsafe conditions or actions described in detail, e.g., a notation of "bad housekeeping" is insufficient; the report shall be specific. Pictures of violations will be attached, when available.

2.05 Safety Suggestions

Suggestions by employees are always welcome and helpful in preventing accidents. Please pass ideas along to your supervisor, your safety representative or directly to the Safety Officer.

Safety suggestions shall explain the potential problem or hazard and give any possible solutions to correcting the matter. The supervisor is responsible for implementing any new procedures deemed necessary.

2.06 Safety Committee

Purpose - Given the full support of management, the Safety Committee can give every employee who serves on it a sense of responsibility and safety awareness that he can communicate to his fellow workers. A properly run Safety Committee can be used to fight more than one battle for management, ranging from promoting job safety, saving time, and improving the quality of services. The cost of insurance and worker's compensation may also be lowered as a result of the Committee's work.

The work of a Safety Committee is a participatory decision-making process. Management shall provide the Committee with its direction, goals and limits. The Committee's function is strictly advisory.

Structure - The County Government Safety Committee shall consist of fifteen (16) members representing departments of County Government, including the following: Public Facilities (5) from Roads, Parks, Solid Waste, Building and Trades and Vehicle Maintenance; Utilities (2) from Water/Wastewater and Maintenance; Community Services (2); County Government Building (6) from Treasurer's Office, Office of the County Administrator, Department of Emergency Services, Department of Fiscal & Administrative Services, and the Department of Planning and Growth Management. The Safety Officer will chair the Safety Committee.

Terms of Office - In order to assure continuity of the Committee, initial appointment terms shall be staggered. Thereafter, members shall serve 12 months, unless otherwise stated.

Functions of the Committee -

- A. Conduct regularly scheduled meetings quarterly to discuss accident and illness prevention methods, safety promotion, hazards noted on inspections, on-the-job injuries and other pertinent subjects.
- B. Review circumstances and causes of accidents.
- C. Participate in safety promotion programs.

Meetings - The Secretary of the Committee shall:

- A. Provide each member with a notice of the meeting and a copy of the minutes of the last meeting.

- B. With the advice of the Chair, compile an agenda. In most cases, meetings shall not last more than one hour. A typical meeting might include revision of minutes from the previous meeting, reports on past assignments and any new business that needs to be addressed.
- C. Specific duties shall be assigned and accepted, with deadlines noted in the minutes.

3.0 GENERAL SAFE WORK PRACTICES

3.01 Knowledge of Safe Work Practices

A copy of this Safety Manual will be available within each Division. Office supervisors will be responsible for maintaining this manual. This manual shall be placed in an area accessible to employees at all times.

Employees are required to attend an orientation and training workshop on this manual. Employees shall know and observe the safety rules and work practices stated in this manual. These rules and safe work practices will be strictly enforced and ignorance of them will not be accepted as an excuse for their violation. Employees will participate in various safety refresher courses as deemed necessary by their supervisor and/or as required by OSHA regulations.

3.02 Most accidents and injuries can be avoided by the application of caution and common sense under all working situations. Make safety the first consideration in every situation.

Employees must take every precaution to prevent accidents involving the general public, fellow employees and themselves. Employees shall follow instructions and obey and apply safety rules and practices at all times.

Report all accidents, injuries, or safety hazards to your supervisor immediately.

Whenever personal protective equipment (vehicle seat belts, hard hats, respirators, etc.) is provided for your protection, you are required to use it.

Know your job and be fully acquainted with the tools, machinery, and equipment you use. Be familiar with safety requirements. Only authorized and properly trained personnel shall operate equipment.

Emergency telephone numbers are posted at each establishment. Know where they are posted.

Practical joking, fighting, harassment, hazing, verbal abuse and other forms of inappropriate behavior are prohibited.

Smoking and/or cell phone use are prohibited when refueling equipment or handling gasoline or other volatile materials such as paint thinners.

All chemicals shall be properly labeled. Promptly store flammable materials in approved containers to prevent fires.

Keep work areas clean and orderly at all times, free of trash and unnecessary equipment. Straighten up your work area daily and dispose of hazardous materials. Stacks/piles of paper is a fire hazard and shall be stored properly.

Use passageways and aisles as directed. Office furniture and equipment shall be arranged to allow easy traffic flow and to minimize tripping hazards.

Walk up and down stairs. Take one step at a time and use the handrail. Do not run in hallways. Always be alert and aware of slipping/tripping hazards and overhead projections.

Ensure that construction sites conform to applicable regulations.

Keep out of restricted areas.

Do not operate switches or valves unless you are authorized to do so.

Never use chairs, desks, tables, boxes, file cabinets, etc. for ladders.

Do not jump from elevated structures. When climbing down from vehicles, ladders or platforms always use available hand-holds.

Always hand materials or tools to other employees. Do not toss or drop materials/tools to co-workers. Immediately remove or replace defective tools or unsafe equipment.

Exercise caution when working in hot temperatures.

All electrical devices, power tools, etc, must be properly grounded at all times.

- A. Unless you are an authorized electrician, do not attempt repairs on any equipment. Notify your supervisor immediately.
- B. Take care to avoid contact with above-ground power lines.
- C. Use of extension cords or other electrical service extenders shall be used only as directed by a manufacturer. Keep cords clean and free from exposure to heat which can damage insulation.
- D. Treat all electrical wires as live wires.
- E. Do not drag cords over sharp edges or run cables across aisles where they are subject to damage.
- F. Pull the plug; don't yank the cord. Never remove a cord if it is in use. Unplug electric cords on all power tools not in use.
- G. Electrical shock is a sign that something is wrong. Any equipment which shocks when used shall immediately be disconnected, reported to a supervisor, and replaced or repaired as necessary.

Do not walk or run in front of, or behind moving equipment.

Equipment shall not be left unattended with the motor running.

Never leave an unsafe condition unguarded or unmarked – even temporarily.

First-aid kits shall be available in all County vehicles and in various locations at each work site.

No attempt shall be made to lift an object beyond your physical ability.

Don't wear loose jewelry or loose clothing (neckties, loose headbands, and shirt tails) when working around or operating rotating machinery or tools.

Discard junked light bulbs, fluorescent tubes, glass, metal scraps and other sharp objects in approved containers, not wastebaskets. Wrap the sharp pieces in a protective cover, when possible.

County vehicles and property shall not be for personal use.

3.03 **Interpretation of Safe Work Practices**

When a difference of opinion arises with respect to the meaning or application of these Safe Work Practices or the steps necessary to execute them, the decision of the person supervising the work shall be accepted.

3.04 **Cooperation Among Staff**

Close and friendly cooperation between employees and supervisors results in fewer accidents and better service.

The County expects no employee to undertake work he is not qualified to do. Work which requires a high degree of training and skill must be carefully directed by the supervisor or his designee.

3.05 **Exercise of Care**

Self-preservation is the first law of nature and the first principle of safety. Its importance exceeds all efforts practiced by others to guarantee your physical safety. Careful planning by the supervisor and employees and a clear understanding of the work are essential.

3.06 **Procedures in Case of Accident/Injury**

All accidents and/or injuries shall be reported to a supervisor or lead employee as soon as possible. Contact 9-1-1 if necessary. Use good judgment so the injured employee may receive prompt medical attention. A written report on the Employee/Supervisor Report of Injury form shall be completed.

- A. Know the location of first aid kits.
- B. Do not give first aid unless you are qualified.
- C. Do not move the victim more than is absolutely necessary.
- D. Keep onlookers away from the victim.
- E. Report all injuries, no matter how slight, to your supervisor.
- F. If possible, an employee or supervisor shall accompany/meet the injured employee at the hospital.
- G. A member of management will go to the hospital to coordinate County responsibilities.
- H. The Safety Officer shall be notified immediately of all accidents.

3.07 **Emergencies**

Unforeseen emergencies may arise which are not covered by this manual. In such cases employees must be relied upon to make decisions; however, an emergency is not justification for employees to circumvent safety procedures.

3.08 **Protection of the General Public – Visitors**

Protection of the general public and public property is the duty of every employee. It is your responsibility to recognize the types of risks affecting each operation and to take proper action to prevent property damage and/or the loss of life.

- A. Keep work areas compact with adequate protection for employees.
- B. Make every effort to protect and minimize inconveniences to the public while executing County responsibilities.
- C. Use certified flagmen, signs, tapes, barricades, and other warning devices in accordance with SHA and MUTCD regulations. High voltage areas shall be properly marked.
- D. Arrange tools and equipment neatly within work areas. Promptly clear away excess materials and equipment.
- E. Ensure work sites present no unmarked hazards or inconveniences to the public.
- F. Account for all tools/equipment used at the work site at the end of the work shift.

3.09 **Laws, Ordinances and Regulations**

It is impractical for the Safety Manual to include all laws, rules and ordinances affecting safe County operations. Supervisors and employees should be familiar with applicable Federal, State, and County laws (specifically OSHA and MOSHA) relating to working environments.

3.10 **Use of or Impairment by Intoxicating Liquids or Drugs While on Duty**

It is the County's intent and policy to provide an alcohol/drug – free, healthy, safe and secure work environment. Charles County Government has a zero tolerance for impairment by intoxicating liquids or drugs while on duty. Employees are required to report for work free of controlled substances or alcohol which could adversely affect job performance, jeopardize the safety of others, or cause unsafe operation of equipment. On-the-job impairment is grounds for disciplinary action as outlined in the County's Personnel Policy and Procedures Manual.

The unlawful manufacture, distribution, dispensation, or possession or use of a controlled substance on County property, or while conducting County business, or operating County vehicles is prohibited. Violations will result in disciplinary action, up to and including termination, and may have legal consequences.

Employees are expected and required to report to work fit for duty and remain able to perform their job duties throughout the day. Employees who are impaired by the use of a controlled substance, including over the counter medications, or who are in possession of a controlled

substance without a prescription, on the job, have the potential for interfering with their own, as well as their co-workers' safe and efficient job performance. Any employee at work impaired by alcohol or drugs, or in the possession of controlled substances without a prescription, will be subject to dismissal per the Personnel Policy and Procedures Manual.

Employees required to use drugs prescribed by a licensed physician are responsible for being aware of any potential side effects such drugs may have on the performance of their duties. Employees shall report the use of prescribed medication with known adverse side effects which could affect performance to their supervisors before commencing work.

- A. Employee Assistance Program (E.A.P.) - The County recognizes drug dependency as an illness and a major health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use the County's EAP and health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job. Refer to the County's Personnel Policy and Procedures Manual for further information.
- B. The Drug Free Work Place Act of 1988 - As mandated by the Drug Free Work Place Act of 1988, employees must, as a condition of employment, abide by these terms and report any conviction under a criminal drug statute for violations occurring on or off County property while conducting County business. A report of conviction must be made to the Department Head, Safety Officer or Human Resource Office within five (5) days after conviction.
- C. Identifying Problems - To determine whether there is a substance abuse problem or the potential for developing one, a supervisor can take the following steps:
 - 1. Identify substandard performance, such as increases in accidents, theft and property losses, security breaches, over utilization of benefits, absenteeism, lateness, training costs and workers compensation claims. (NOTE: These criteria are not limited to a substance abuse problem, but may be caused by other factors).
 - 2. Gather employee views to determine if drug abuse is prevalent and whether it is undermining health, safety, security or other aspects of County work activities.
- D. Alcohol/Drug Testing Policy: Whenever any employee's observed behavior raises a reasonable suspicion that the employee is impaired, urine, breath and/or blood samples may be taken and screened by an authorized laboratory for the presence of alcohol and/or controlled substances.

"Reasonable Suspicion" means belief that the employee has violated the alcohol or controlled substances prohibitions, based upon specific, contemporaneous articulated observations concerning appearance, behavior, speech, or body odors of the employee.

 - 1. An employee who is found to be impaired by the use of a substance and who cooperates with his supervisor and submits to a blood and/or urine test, may be given an opportunity to seek assistance through the County's Employee

Assistance Program (EAP) or another drug/alcohol rehabilitation program approved by the County. A Department Head may consider an employee's cooperation and willingness to participate in the EAP when deciding on the appropriate disciplinary action to be taken.

"Impaired" means under the influence of a substance while on the job such that an employee's motor senses (i.e., sight, hearing, balance, coordination, reaction, reflex) or judgment are affected.

2. An employee who is reasonably suspected of violating this policy and who refuses to give a blood and/or urine sample will be subject to disciplinary action, up to and/or including dismissal.

E. Procedures for Assessing Fitness for Duty and Arranging an Alcohol/Drug Screening Test (Reasonable Cause Alcohol/Drug Testing).

1. It is the responsibility of all supervisors to ensure that employees under their supervision are fit at all times to perform their duties safely and are not impaired because of the consumption of alcohol and/or drugs.
2. Employees who may have a substance abuse problem and request assistance should be immediately referred to the County's Employee Assistance Program.
3. Whenever an employee appears to be impaired because of substance abuse, the employee's supervisor is responsible for immediately investigating the matter and initiating action consistent with this policy and Personnel Policy and Procedures Manual.
4. When a supervisor has a reasonable suspicion that an employee is impaired and, therefore, unfit for duty due to substance abuse, the supervisor shall arrange, if possible, for another supervisor or manager, or the Safety Officer to verify his/her reasonable suspicion. **It is critical for a supervisor to be able to clearly articulate and document the odd or unusual behavior giving rise to his reasonable suspicion that an employee is impaired due to substance abuse.**

A reasonable suspicion determination shall only be made by a supervisor who has completed training on the symptoms of alcohol or controlled substance abuse. All supervisors are required to attend "Reasonable Suspicion" training. If possible, a supervisor's reasonable suspicion shall be confirmed by a second supervisor before requiring an employee to undergo alcohol or controlled substances testing. At least 60 minutes of training on alcohol misuse and at least 60 minutes of training on controlled substances use must be taken before a person can be designated to determine whether reasonable suspicion exists to require an employee to undergo alcohol or controlled substances testing. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. The supervisor shall request the employee to come to a confidential area, away from the work station and other employees and ask the employee to explain his behavior. Nothing in this

section shall be interpreted to prevent a supervisor from taking any immediate action necessary to ensure the safety of the employee, his fellow workers or the public, such as preventing the employee from continuing to operate tools or equipment in an unsafe manner.

5. Appendix M outlines a list of characteristics often associated with impaired and/or substance abuse behavior. The Supervisor can reference this list when determining whether an employee is “fit for duty”. In determining fitness for duty, a supervisor will be responsible for specifically documenting the reasons for confronting the employee about his behavior. It is important that the supervisor ensures that, from this point in the process until the employee is safely removed from the work place or the situation is otherwise resolved, that the employee is not left unattended by supervisory personnel for any reason.
6. If the employee is unable to satisfactorily explain his behavior(s) and/or the supervisor considers the employee’s condition as one which is disruptive or may present a danger, the supervisor may require the employee to submit to a drug/alcohol test to assess fitness for duty. The employee should be informed, verbally and in writing, that refusal to submit to a fitness for duty examination is grounds for dismissal. The supervisor should issue the employee consent form (Appendix N) at this time to the employee, and request that the employee read and sign the form.
7. The supervisor must immediately inform his Department Head or authorized designee of the request for a medical evaluation. The medical referral form (Appendix O), authorizing the drug/alcohol screen must be signed by the Department Head or authorized designee. Every effort shall be made to contact the Safety Officer, or Human Resources Director for concurrence prior to proceeding with the screening test.
8. If the employee refuses to consent to an alcohol/drug screening test, the employee shall be advised that he is suspended from work without pay and will be notified whether or not and under what circumstances he will be permitted to return to work. Arrange to have the employee taken home. Do not allow the employee to drive his vehicle. Call police if he does.
9. If the employee agrees to submit to an alcohol/drug test, it is the responsibility of the supervisor to arrange to transport the employee, in the company of a supervisor, to the laboratory for testing. The employee to be tested shall not be permitted to drive to the facility.
10. The supervisor shall explain the situation to the medical person on duty and present the laboratory with its copies of the consent and referral forms.
11. After the alcohol/drug screening procedure is completed, the supervisor shall arrange to have the employee taken home unless the employee is admitted to a hospital. **The supervisor shall not request the test results.** Test results will be forwarded to the Safety Officer. The employee shall be informed that he is being placed on administrative leave and will be

informed whether or not, and under what circumstance, he will be permitted to return to work.

12. The supervisor must complete a detailed report, concerning the incident, noting all actions, observations, statements and other pertinent facts (i.e., date, time of day, location, any witness to the incident). This completed report shall be forwarded no later than the close of business on the date of occurrence to the department head, with a copy to the Human Resources Director and the Safety Officer.
13. The laboratory will maintain a split sample of the specimen to allow an employee, at the employer's expense, to arrange for an independent alcohol or drug test. The employee will be notified of the availability of the split sample in the Employee Consent for Drug and Alcohol Test form.
14. An employee has 72 hours following notification of a positive test result to make a request, in writing, to the Medical Review Officer (MRO) for testing of the split specimen.
15. The MRO should direct the laboratory, in writing, to provide the split specimen to another Department of Health and Human Services certified laboratory for analysis.
16. If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing, or is untestable, the MRO should cancel the test and report cancellation and reasons for it to the employer and the employee.
17. If an employee has not contacted the MRO within 72 hours, as provided above, the employee may present to the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test, or other circumstance which unavoidably prevented the employee from contacting the MRO during the prescribed 72 hours. If the MRO concludes that there is a legitimate explanation for the employee's failure to contact the MRO within 72 hours, the MRO should direct that the analysis of the split specimen be performed.
18. An employee is not authorized to request a re-analysis of the primary sample.
19. All test results will be kept in strictest confidence. No final determination should be made by a Department Head regarding the employee's status until the results of the confirming test are reported by the Safety Officer to the Department Head and the Human Resources Director.

3.11 Use of Firearms or Other Types of Weapons

It is forbidden to bring firearms, weapons or explosives onto County property or have them in your possession while on duty, unless as required by job duties (example: Law Enforcement, various PF divisions, ES personnel, and various Utilities Division employees) as defined by Maryland State law.

3.12 Enforcement

Safety procedures cannot be effective unless provisions are made for enforcing them.

- A. Department Heads and supervisors must be familiar with and enforce safety procedures.
- B. In preparing performance evaluations, supervisors and management will consider employee performance in safety related matters.

3.13 Disciplinary Action

The Safety Officer shall identify safety hazards, order and enforce corrective action. When an employee willfully disobeys safety procedures or has an accident deemed preventable by the Safety Officer, he shall be subject to disciplinary action as set forth in the Personnel Policies and Procedures Manual.

3.14 Work in Other Departments

Required safety equipment including but not limited to hard hats, safety goggles, warning signs, etc., shall be used as specified by the department responsible for the work area.

3.15 Loan and Use of Equipment

County-owned equipment shall not be loaned to or used by any company or individual for purposes other than County business.

4.0 RETURN TO WORK PROCEDURES

Although preventing injuries is the best way to control workers' compensation costs, the County Government needs a way to manage injuries when they do occur. When an employee is injured, a Return to Work Program will help provide prompt medical care and then return the employee to work in the shortest possible time in a way that is compatible with work limitations during the period of disability.

A Return to Work Program has also proven to be one of the most effective methods for cutting the ever-rising claim costs associated with Workers' Compensation injuries. This procedure is the County's internal administrative document and details the manner in which the County will administer its Return to Work Program.

A Return to Work Program can be a win-win situation for the County and the employee. The program benefits the County by reducing workers' compensation costs and by continuing to utilize the knowledge, skills, and insight of the injured employee. The employee benefits by remaining connected to the workplace in a productive way, which also lessens his or her risk of extended lost time and a higher impairment rating.

While the most significant advantage is a marked reduction in overall claim costs, this overall reduction is realized through many associated benefits:

- The County has an established uniform response to all work-related injuries;
- Employee concerns about continued employment are resolved;
- An established formal program reduces the "fear of the unknown" for the employee when an injury occurs;
- The employee is assisting in his or her own recovery by performing medically approved tasks;
- Both mental and physical work conditioning is maintained;
- The chances of returning the employee to work permanently are greatly improved. The longer an employee is off work, the less likely he or she will ever return to full duty work status. Employees who return to work in a modified or alternate duty capacity are likely to recover more quickly with less impairment;
- Lost days are decreased;
- Co-workers are not overburdened with the additional duties of the absent employee
- Wage costs for substitute employees are saved;
- Full or partial wages are earned which brings the employee's income closer to pre-injury wages than workers' compensation temporary income benefits alone;
- Medical treatment and costs, such as work-hardening programs, are reduced;
- Workers compensation claims are resolved more quickly;
- The County's annual loss experience will decrease as a result of the decrease in the severity of claims. Successful Return to Work Programs have been reported to reduce workers' compensation costs by as much as 30% - 40%.

Job assignments used in the Return to Work Program are referred to by various names such as "light duty," "alternate duty," or "modified duty." For consistency, the term "modified duty" will be used throughout this procedure.

The focus of this procedure is on modified duty positions designed for those employees who are **temporarily** functioning at less than full capacity due to a job-related injury or illness. Although the length of the temporary limitation may vary, the employee is expected to recover fully. This might be, for example, a Public Facilities or Utilities employee with a fractured ankle, a Community Service employee with contact dermatitis, or an administrative employee with a shoulder strain.

Modified duty work assignments should be distinguished from “reasonable accommodation” requirements contained in the Americans with Disabilities Act (ADA). Modified Duty work assignments associated with early return to work are intended to fulfill a **temporary** need and should be extended only for a specified period of time. The ADA does not require employers to modify duties to place a temporarily disabled worker, and we will not create permanent modified duty work positions. But, where there is a long-term disability (greater than 6 months) or a permanent residual impairment, a determination may need to be made at some point as to whether an employee has recovered sufficiently to perform the essential functions of his or her position and what reasonable accommodations may be required if the employee requests special accommodations.

PROGRAM ELEMENTS:

The County’s Return to Work Program embodies the following characteristics:

- Written and consistent procedures that are applied to all injured employees;
- Job descriptions and possible modified duty work assignments are prepared for these assignments, e.g., modifying the employee’s regular assignment or assigning the employee to alternate duties;
- The Safety Office in conjunction with the Department of Human Resources is assigned responsibility for coordination;
- Responsibilities for supervision are defined to monitor and ensure satisfactory performance of modified duty and to minimize the possibility of re-injury;
- Procedures are established for informing health care providers of the modified duty work assignments. Functional job analyses are prepared to assist health care providers in determining whether an employee can be released and what restrictions on duty should be applied;
- Potential consequences to an employee who refuses to accept modified duty approved by a health care provider are identified. **It is important to note that the Workers’ Compensation Act includes provisions for stopping or reducing temporary income benefits if the employee turns down a sincere offer of employment.** Sincere offers of employment are discussed later in this procedure;
- Guidelines are provided on the maximum length of time an employee may be assigned modified duty;
- Modified duty assignments are documented to include health care provider’s releases, correspondence, assignments made, and any special considerations such as reduced hours or workplace modifications. Medical records are kept confidential; and
- The Safety Officer is kept continuously informed and acts as liaison for medical information. The employee is responsible for getting the information to the Safety Office.

This information should not be given to the employee's Department. The Safety Office will ensure that the Department receives the information they need.

IDENTIFYING MODIFIED DUTY:

Modified duty is used to bring injured employees back to work as soon as medically possible. In most cases, employees will be able to return to their original jobs while recovering from an injury. Modified duty lets you match job tasks to the capabilities of injured employees. Here are some helpful tips.

When an injury occurs:

Direct the employee to seek immediate medical treatment, and, have someone accompany him/her to the health care provider.

Inform the treating health care provider that the County has a Return to Work Program.

Ask the treating health care provider to complete a "Physical and Functional Evaluation" form, stating the employee's current work status, medical restrictions, current capabilities, and the date the restrictions are expected to expire.

Identify or create a modified duty position that complies with the restrictions imposed by the treating health care provider. Seek supervisor and employee input to help you brainstorm about everyday tasks as well as new tasks that an injured employee can perform. Suitable tasks usually are not physically demanding and should be safe, meaningful, and productive. To get started, ask:

- What tasks are being performed?
- What tasks are not being performed?
- What tasks are performed occasionally?
- What tasks could an injured employee do that would free other employees to perform their jobs more efficiently?

Copies of the Modified Duty Job Description should be given to the injured employee to ensure his or her understanding of the temporary modifications, and to the employee's supervisor to monitor compliance with those modifications.

A sincere offer of employment will be made to the injured employee.

If the modified duty does not exactly comply with the doctor's restrictions, the offer can be deemed null and void.

Continually monitor the employee's progress. Talk with the employee regularly and discuss any concerns. Make sure the health care provider agrees to any changes in modified duty.

EXAMPLES OF MODIFIED DUTY ASSIGNMENTS:

The following types of tasks or projects could provide the basis for modified duty assignments in County Government. Modified duty tasks should be productive activities that are, to the extent possible, similar to an employee's regular duty.

- Filing and clerical tasks
- Fixed asset inventories
- Answer telephone
- Run copy machine
- Check first aid kits
- Check fire extinguishers
- Operate paper shredder
- Purge/update files
- Inventory duties
- Update material safety data sheets
- Inventory chemicals
- Organize files
- Typing
- Data entry
- Road flagging
- Updating manuals/policies

These are just examples and are not intended to be the only options available.

The acting supervisor of the modified duty position will track attendance and tardiness.

LENGTH OF ASSIGNMENT

The County does not have a duty to create a modified duty position, nor does the County have an obligation to convert a temporary modified duty position to a permanent position. No position will be created as a permanent job to be held open specifically to accommodate modified duty work.

The County can offer available, suitable work while the employee is:

- A. Undergoing medical treatment and/or rehabilitation as a result of the injury;
- B. Until the predetermined expiration of the modified duty position; or
- C. Until the employee has reached Maximum Medical Improvement.

While the duration of modified duty assignments may be flexible individually, modified light duty jobs will be limited to ninety days in duration.

COMMUNICATION WITH THE EMPLOYEE

Regular communication with the employee by the employee's supervisor is key to promoting and supporting a quick recovery. Communication keeps the injured employee plugged into the workplace and feeling important. The type of communication should not overly emphasize the employee's return to work.

The County's Return to Work Program can be a win-win situation for both the County and an employee trying to remain productive despite a temporary disability. This program will not serve as a panacea for workers' compensation woes. Combined, however, with a prudently managed loss control program that emphasizes prevention, this effort may further establish the County as an employer who focuses on the safety, health, and productivity of all its employees and on carrying out its mission efficiently.

ELEMENTS OF A SINCERE OFFER

An offer of modified duty is sincere only if the offer:

- Is made in writing;
- Includes a copy of the Physical and Functional Evaluation Form;
- States the location at which the employee will be working;
- States the wages that the employee will be paid;
- Includes a description of the physical and time requirements of the modified position; and
- Includes a statement that the County will only assign tasks consistent with the employee's physical abilities, knowledge and skills, and will provide training if necessary.

The sincere offer of modified duty is provisionally extended to accommodate a **temporary** and **limited** need for the purpose of assisting in an injured employee's recovery and a safe, speedy return to work. Although not a requirement, it is important to clarify how long the modified duty position will last.

The location of the offer must be geographically accessible to the injured worker. When evaluating whether a work location is geographically accessible, the carrier will at a minimum consider:

- The affect that the employee's physical limitations have on the employee's ability to travel;
- The distance that the employee will have to travel;
- The availability of transportation; and
- Whether the offered work schedule is similar to the employee's work schedule prior to the injury.

CHARLES COUNTY GOVERNMENT

TEMPORARY MODIFIED DUTY

JOB DESCRIPTION GUIDE

Job Title:

Scheduled Work Hours:

Reports to:

Dept./Division:

Date Revised:

Primary Purpose:

Focus on outcome of the job rather than process. List required expectations and special requirements.

Qualifications:

Education/Certification:

Describe required or desired licenses, certifications.

Special Knowledge/Skills:

List all pertinent skill requirements to job function.

Experience:

List number of years experience, training, and other qualifications required.

Major Responsibilities:

List essential responsibilities of the job as well as marginal duties.

State how frequently a task is performed and what equipment, tools, and materials are used.

Physical Demands:

List specific physical demands, including measurement, frequency and duration.
Describe body position, parts of the body used and required exertion.
Give number of hours per day spent performing each function.
Describe temperature, hazards and other conditions.

Supervisory Responsibilities:

Equipment Used:

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

The foregoing statements describe temporary modified duties in compliance with the physical restrictions and limitations outlined in the Physical and Functional Evaluation form submitted by

Dr. _____ and dated
_____.

The responsibilities assigned to this job are to be performed strictly as outlined and may not be amended without review and consent of a physician.

Submitted by: _____ Date: _____
Director of Department

Approved by: _____ Date: _____
Safety Officer

STATEMENT OF RESPONSIBILITIES

EMPLOYEE RESPONSIBILITIES:

- Make sure that the employee understands the County's procedure for reporting injuries.
- If an employee is injured, they should inform the treating healthcare provider that modified work is available to them.
- If a health care provider restricts an employee from working, the employee should check in with their supervisor once a week to advise of their status.
- If a health care provider releases an employee to work, they should return to work on the next scheduled work day.
- If a health care provider gives an employee medical restrictions for modified duty work, they should follow the health care provider's orders.

DEPARTMENT HEAD

- Create or identify meaningful modified duty work assignments.
- Assist the Safety Office in coordination of modified duty work assignments.
- Draft modified duty job description and forward to the Safety Office for approval.

SUPERVISOR RESPONSIBILITIES:

- Train employees on proper reporting of incidents and injuries or occupational illnesses and return to work procedures.
- Go to the health care provider/hospital with the injured employee.
- Tell the health care provider about the County's Return to Work Program, and provide the health care provider with the Physical and Functional Evaluation form, and the employee's job description (original as well as a modified job description for light duty).
- Contact the injured employee once a week and express concern for his/her health and recovery. Keep the employee "plugged in" to the workplace and feeling important.
- Make sure the injured employee is following the health care provider's restrictions.
- Check the employee's status regularly to help get the employee back to his or her original job.
- Provide the above information to the Safety Office immediately upon receipt.

TIMEKEEPER

- Track the employee's time and attendance.
- Notify the Department of Human Resources and the Safety Office of time and attendance.
- Track modified work duty assignments and report to the Safety Office weekly.

HUMAN RESOURCES RESPONSIBILITIES:

- Provide the employee with Family Medical Leave Act (FMLA) paperwork (if required).
- When necessary, assist the Safety Office in reviewing modified duty work assignments and accompanying job descriptions identified by Departments.

SAFETY OFFICE RESPONSIBILITIES:

- Act as the employer's representative with the worker's compensation adjuster and health care providers.
- Maintain contact with the Workers' Compensation Insurance Carrier, the Department of Human Resources, the employee, and the employee's supervisor.
- Maintain record keeping and reporting systems for incidents and injuries.
- Provide copies of the sincere offer of employment to the insurance carrier if one is rendered.
- Help Department Directors create or identify meaningful modified work assignments, as needed.
- Check the employee's condition regularly to help get the employee back to his or her original job.
- Work with Department Directors to identify meaningful modified duty assignments.
- When needed, coordinate review of modified duty job descriptions with the Department of Human Resources.

HEALTH CARE PROVIDER RESPONSIBILITIES:

- Provide immediate and appropriate medical care to the injured employee.
- Assess the abilities of the injured employee.
- Provide the employee with physical restrictions to follow when doing job functions.
- Provide information about the employee's work capabilities to the employer.

CLAIMS ADMINISTRATIVE SERVICES (WORKER'S COMPENSATION INSURANCE CARRIER) RESPONSIBILITIES:

- Assign an adjuster to complete a "three point" contact with the injured employee, health care provider, and employer, and complete a thorough investigation.
- Provide workers' compensation benefits to the injured employee.
- Provide information about the return to work process to employees and healthcare providers.
- Monitor the employee's recovery for return to regular duty work and MMI (maximum medical improvement).
- Notify the Safety Office and health care provider when case management is assigned.

CHARLES COUNTY GOVERNMENT MEDICAL RELEASE FORM

I, _____, hereby release my treating health care provider,

_____ to give my employer, Charles County

Government, Safety Office/Human Resources Department pertinent information about my current work-related injury of _____, and how that injury may affect my ability to complete the functions of my job. No other confidential information may be released without my written consent.

Employee's Signature

Date: _____

Safety Officer Signature

Date: _____



5.0 FIRE PREVENTION AND EXTINGUISHERS

All employees shall be on the alert for fires and fire hazards. They shall eliminate such hazards if possible and in any event report them to supervisors. Extinguishers are a first line of defense for the control of fire, but should there be any doubt that any fire can't be controlled with extinguishers, call 9-1-1.

5.01 Fire Classification and Equipment

Fire protection equipment or devices shall not be tampered with, rendered inoperative, or used for any purpose other than fire protection.

Fire extinguishers of the appropriate type shall be placed where they are highly visible and easily accessible. They shall be prominently marked with their type, directions for their use, and date of last inspection.

All fire extinguishers (including those in vehicles) shall be inspected monthly. Each extinguisher shall have a tag on which is recorded the inspection dates and initials of individual performing inspection.

Department Heads or their assignees shall be responsible for monthly inspections of fire extinguishers. Public Facilities shall be responsible for monthly inspections of fire extinguishers in the Government building.

Fire Fighting Equipment

Fires are grouped into four general classifications, each of which can be extinguished by a particular agent. Because all types of extinguishing agents cannot be used on all types of fires, this classification makes it possible to determine and use the type of extinguisher best suited for fighting a particular type of fire.

CLASS A Fires occurring in wood, paper, and rags are termed Class A fires. Fires in this classification will be effectively and safely extinguished by water or solutions containing water. This classification is primarily concerned with cooling or quenching the fire as water does. Multipurpose ABC or water-containing extinguishers should be used on these fires. Please note that electrocution may be possible if a Class A extinguisher is mistakenly used on an electrical fire.

CLASS B Fires occurring in flammable liquids such as gasoline, oil, solvents, grease and similar substances are termed Class B fires. The agents required for extinguishing this type of fire are those which eliminate or dilute air by exclusion or blanketing, thereby creating a smother effect, such as CO₂ or ABC.

CLASS C Those fires occurring in electrical equipment and facilities such as motors, transformers, switches, etc., are termed Class C fires. The extinguishers used on Class C fires must be nonconductors of electricity and have a smothering effect such as CO₂ or ABC.

ABC fire extinguishers are your best defense against most fires.

NOTE: *Fire extinguishers should be the first choice for protection of all delicate, sensitive and expensive computers, electrical equipment, tapes and films. The discharged vapor rapidly blankets a fire and quickly penetrates difficult to see and hard to reach places. NOT to be used on Class A fires.*

CLASS D Those fires where the fuel is combustible metal such as magnesium, sodium, zirconium, potassium and titanium are considered Class D fires. The extinguishers used must be the application of special powders such as Dry Graphite or Dry Sand.

5.02 **Portable Fire Extinguishers**

Portable fire extinguishers are primarily of value for immediate use on small fires. They have a limited quantity of extinguishing material and therefore must be used properly so this material is not wasted. Extinguishers are mechanical devices. In most cases they are high pressure vessels and must be treated with respect and handled with care.

Fire extinguishers will be kept in their designated locations.

5.03 **Inspection and Maintenance of Equipment**

Have fire extinguishers recharged as soon as possible after use, and on a regular schedule as indicated on the extinguisher.

Maintenance requires a thorough check of the extinguisher. It includes hydrostatic testing (every five years), a thorough examination and necessary repair, recharging or replacement. Maintenance is conducted at intervals of one year or less or when the need is indicated by an inspection or after discharge.

Public Facilities shall be responsible for seeing that monthly inspections of fire extinguishers are completed.

Any fire extinguisher not fully charged or appearing to have some malfunction will be taken out of service immediately and replaced by one of the same type.

All outdoor fire extinguishers shall be encased or have a weatherproof tag.

5.04 **Training**

All supervisors shall know the following information and ensure employees are aware of:

- A. How to sound the fire alarm.
- B. Employees shall learn the location of the nearest extinguisher to their work area, how to operate it and the type of fire on which it shall be used. Training in the safe use of this firefighting equipment will keep most fires from getting beyond the "first aid" state.
- C. Location of the nearest exit to his work station.

- D. All employees shall be formally trained to use portable fire extinguishers with documentation of such.

5.05 **Fire Alarms and Emergency Procedures**

The first act upon discovery of flame, excess heat, or smoke in a building shall be to activate the fire alarm. The sounding of a fire alarm shall be treated as an extreme emergency and complete evacuation of the building is required. Notify 9-1-1.

During any real or practice emergency evacuation, operation of elevators is prohibited.

5.06 **Fire Plan**

Each establishment shall possess a written fire emergency plan accessible to all employees. Each establishment shall conduct fire drills in accordance with local codes, and often enough to ensure familiarity with the procedures. All employees shall participate.

Procedures in case of fire (please refer to Emergency Procedures Plan):

- A. Turn on alarm at once. Turn off electrical equipment and secure all doors and windows.
- B. Walk, don't run, to the nearest exit, as in the fire drill.
- C. If there is a delay in getting through the exit, DO NOT shove or crowd. Wait your turn.
- D. Keep calm. Do not shout.
- E. Do not delay leaving the building. Do not return to the building until authorized to do so.
- F. In order to account for all employees after an emergency evacuation has been completed, report to the area designated for your department in the Emergency Procedures Plan.

5.07 **Fire Prevention Housekeeping**

Good housekeeping is essential to prevent fire. Combustible waste material such as paper, wood, cardboard boxes, oil soaked rags, paint covered rags, packing materials, rubbish, etc. shall not be allowed to accumulate but be disposed of promptly. Oil and paint rags shall be kept in metal containers with self-closing lids and emptied daily.

Carelessness in the disposal of matches and cigarettes is one of the major causes of fires. Particular care shall be exercised when near flammable materials and in vehicles.

- A. Do not leave fires or open flame devices unattended.
- B. Grounds shall be kept clear of weeds and underbrush.
- C. Do not store oily or greasy clothes in lockers.

- D. No spark producing machinery, open flames, or heating elements shall be used within 20 feet of paint spraying operations.
- E. Do not use flammable liquids to start a fire.
- F. Work with flammable liquids only outdoors or in an area that is provided with forced ventilation via enclosed electrical fixtures.
- G. All flammable liquids shall be stored in OSHA approved containers, as defined in Section 4.11.
- H. All flammable liquids that are stored indoors are to be in OSHA approved cabinets with adequate ventilation.

A well planned and supervised program of housekeeping, combined with careful maintenance of equipment, will do much to reduce the fire incidence rate.

One of the most important life safety features of any multi-story building is the closing off of vertical openings, as at stairways. The vertical opening enclosures serve to delay the spread of fire and are vital in preventing the rapid flow of smoke, death-dealing gases, and super heated air throughout the building. Such doors and fire doors shall not be blocked or wedged in the open position.

5.08 **Emergency Exits**

To ensure timely evacuation of buildings in the event of an emergency, all interior and exterior exits shall be marked and exit signs illuminated at all times.

Exterior exit doors must open out, contain panic hardware, and be in proper operating order at all times.

Landings and stairs must be equipped with hand rails maintained in good condition.

Exit routes must be adequately lighted.

Floor surfaces, especially in hallways, must be kept clean, in good repair, and cleared of all items that may prove hazardous. Keep fire doors and exits free from all obstructions and closed at all times.

Corridors in buildings are not to be considered as spaces available to department for expansion or storage.

In auditoriums and similar assembly occupancies where there are non-continuous programs, an audible announcement should be made prior to the start of each program to notify occupants of the location of the exits to be used in case of fire or other emergency.

5.09 **Smoking**

Smoking is prohibited in all County buildings, County vehicles and at all County parks. Smoking is also prohibited within 20 feet of any County Government building located within the Incorporated Town of La Plata.

Make sure “NO SMOKING” signs are posted where required.

Observe “NO SMOKING” signs without exception.

Do not smoke in areas where flammable or combustible materials are stored. “NO SMOKING” signs should be prominently displayed in such areas.

When smoking outdoors, make sure all cigarettes, cigars, etc., are completely extinguished before discarding. Do not throw matches, cigars, cigarettes, etc., into waste baskets. Use ash trays made of noncombustible materials large and deep enough to prevent butts from spilling, rolling or falling.

Smoking or open flame is prohibited within 50 feet of refueling and/or other flammable substances.

5.10 **Appliances**

Heavy load appliances, including refrigerators, coffee makers, etc., should be connected directly to permanent outlets by the service cord attached to the appliance. Use of extension cords are subject to Safety Officer approval. All coffee makers with automatic timing devices are strictly prohibited.

5.11 **Flammable Liquid Storage Handling**

Commercial cleaning fluids may present some fire or health hazards unless proper precautions are taken. Only those solvents which have been approved and recommended for use shall be used for cleaning purposes.

Gasoline, kerosene, or carbon tetrachloride is not approved for use as a cleaning agent.

Flammable solvents shall be handled only in approved safety containers.

Cleaning fluids shall not be used in confined areas unless adequate forced ventilation is provided.

Only OSHA approved safety cans of not more than a five gallon capacity, having a flash arresting screen, spring closing lid, spout cover, and so designed that it will safely relieve internal pressure when subjected to fire exposure, should be used for storing and transporting gasoline or other flammable liquids.

Metallic contact shall be maintained when transferring gasoline or other flammable liquids from one metal container to another via grounding cables or other suitable apparatus.

No smoking or open flames shall be allowed where flammable liquids are being used.

Adequate fire extinguishing equipment shall be readily available when using flammable liquids.

Avoid, to the extent possible, contact of cleaning fluids and solvents with the skin. Clothing contaminated by spillage of any cleaning fluid shall be removed promptly. Protective gloves on nonporous materials shall be used in cases of excessive exposure and where skin sensitivity is noted. Skin protecting creams are also of value.

All parts cleaners shall be equipped with fusible plugs, so lids will close in the event of a fire.

6.0 MATERIAL HANDLING AND STORAGE

6.01 Rules for Lifting and Carrying

Employees should not stand or pass under loads of materials suspended by ropes, chains, or cables. Anyone working in surrounding areas shall exercise caution. (All elevated loads must be securely blocked before any work is started on or under them).

Heavy timbers, steel beams, poles and other heavy objects shall as far as practical, be lowered to place and not dropped.

Gloves or hand pads shall be used when handling sheet metal and objects with rough surfaces or edges.

Never carry any object which obstructs the vision without securing help. Secure help when carrying long objects and use caution when approaching or turning corners or when approaching doorways. In the vicinity of energized equipment use at least two people, one on each end, and carry below shoulder height.

When ascending or descending stairs, use caution, proceed slowly and be sure of your footing.

Nail points, ends of loops or tie wires, etc., shall not be left exposed when packing and unpacking boxes, crates, kegs, barrels, etc... Nails should be removed from loose lumber or the points should be bent down. All such nails and lumber should be disposed of in a location where they will not become a hazard. Use a carton opener for opening cartons to avoid cutting hands.

Sharp or pointed articles shall be so stored as to prevent persons coming in contact with the sharp edges or points.

When packing or unpacking porcelain, glassware, and other fragile objects, it should be kept in mind that they have sharp edges when broken and necessary precautions need to be taken.

When handling loads with mobile equipment, extreme care must be taken to avoid contact with electric lines or equipment. When working near such facilities, a watchman (spotter) is required.

Size up the load first. Do not attempt to lift it alone if it cannot be done safely. Secure help.

Wipe off wet, greasy, or slippery objects before lifting, and make sure your hands are free of oil and grease.

Use mechanical equipment whenever possible to lessen the danger of handling heavy loads. Maintain a rigid inspection of all mechanical lifting and hoisting equipment.

When team lifting and carrying, let one person take command and call the signals. Make sure before starting that the signals are understood by everyone. Adjust the load so that each person carries an equal weight. Make test lifts before the actual lifting if necessary.

In lifting boxes, cartons, or bags, the best grip is usually by diagonal top and bottom corners.

When carrying sheet glass, you shall wear leather gloves with gauntlets that cover your wrist and forearms. You shall wear shoes that cover your feet and ankles. Carry one sheet at a time unless the panes are very small.



6.02 **Proper Lifting and Carrying Techniques**

Size up the load. Do not attempt to lift it alone if there is any doubt in your mind of your ability to do so.

Make sure your footing is secure. Get a proper balance. This means feet fairly close together (10 to 12 inches apart).

Place your feet close to the base of the object to be lifted. Placement of your feet is important because this prevents the back muscles from taking all of the load.

Bend the knees and squat. Don't stoop. Keep the back straight and as nearly vertical as possible. If necessary, spread the knees or lower one knee to get closer to the object.

Now start pushing with your legs, thereby using your strongest set of muscles and keeping the load close to your body as you come up.

Lift objects to the carrying position. If it is necessary to change your direction when in the upright position, be careful not to twist the body. Turn your body with changes of foot positions.

In putting the load down to the floor surface from a waist-high position, bend the knees and with a straight back, lower the load with the arm and leg muscles.

To place an object in a tight space, it is safer to slide it into place with your hands in the clear, than to try to lift it and set it down.

If you deposit the load on a bench, table, truck, etc., place it on the edge so the landing point takes part of the load, and then push forward with the arms or if necessary with part of the body in a forward motion.

6.03 **Pulling and Prying**

When pulling or prying objects, be sure you are properly positioned, balanced and in the clear so you will not be caught between or thrown off balance if the pry slips or the piece suddenly gives. Wear proper protective equipment, i.e, gloves, eye protection (if needed).

6.04 **Falling Objects**

While in construction sites, shafts and tunnels, be constantly alert for falling objects; stay clear of other material being hoisted. Exercise extreme caution while in such areas. Hard hats are required to be worn in these areas.

6.05 **Storage and Handling**

Stack all bagged materials in tiers that are blocked, interlocked, and limited to a height you can comfortably reach. Stack the bags with the mouths pointed inward.

Do not stack bagged material more than ten bags high without a setback.

When removing sand and gravel from a pile, do not create an overhang.

Stack pipe and block it to prevent spreading or rolling. Place each pipe in position. Do not drop in place.

When stacking barrels and drums on their sides, make a pyramid and block the bottom tier.

When stacking barrels and drums on end, put planks between the rows, and block the end of each row.

When stacking or removing lumber, always use tie strips. Keep the tops of the stacks level.

Whenever possible, avoid carrying materials by hand. Use mechanical devices such as trucks, dollies, or skids.

When operating hand trucks, do not hurry. No running or shortcuts. Approach all corners and blind intersections with caution. Be prepared to stop suddenly.

Inspect all trucks and dollies and turn defective ones over to the supervisor for removal from service.

Push hand trucks when traveling on level ground or downhill. Pull trucks uphill.

Never load trucks so high that your view is obstructed.

When loading two-wheel trucks, keep the load close to the truck and to the wheels to prevent toppling. You should never have to bear the weight of the load, only balance, steer, and push or pull the truck.

No combustible materials may be stored under stairs or in stairwells.

All storerooms must be neatly arranged and have aisles for adequate ventilation. Nothing should be stacked near an exit, or in such a manner that the exit would be blocked should the stack topple. Fire aisles must be maintained in all warehouse storage to allow room to extinguish fires.

All long-term storage shall be on pallets, dunnage or tie strips. Using pallets prevents water damage, allows better ventilation, facilitates housekeeping, and allows more effective pest and rodent control. Never stack items any closer than 36 inches to ceiling lights. Remove all defective pallets from service.

Heavy and bulky items shall be stored on lower shelves. Materials must not be piled on top of lockers or in other places not designated for storage.

Loads shall not be handled from the street side or road side of a vehicle if it can be avoided.

Make certain that storage buildings are designed and maintained for the weights of materials stored. Safe floor loading values shall be determined and posted. Do not overload.

Provide adequate clearance between stack and piles of materials. Store materials and supplies in an orderly manner to prevent their falling or spreading and to eliminate tripping hazards. Stairways, aisles, exits, roadways, walkways and material storage areas shall be kept reasonably free from obstructions, depressions and debris.

When heavy equipment is lifted, slings of suitable strength shall be used. These slings shall be so placed or protected to avoid being cut on sharp edges or projections.

Bins shall not be overloaded. The material shall be stored so that the removal of one item will not dislodge others. When possible avoid storing material in upper bins and do not use bins as a ladder.

7.0 HOUSEKEEPING

Good housekeeping is recognized as being fundamental to safety. It is a very definite factor in the reduction of hazards, in the elimination of accidents and the prevention of fires.

Good housekeeping requires “a place for everything and everything in its place.”

7.01 Safe Housekeeping Practices

Do not allow waste to accumulate on benches, tables, or floors. Deposit trash and refuse into proper containers.

Keep unused tools off the floor.

Remove and dispose of trash on a regular basis.

Do not allow trash to accumulate in lockers, on desks, floors, or other work areas.

Pick up broken glass with a brush and dust pan, not bare hands.

When disposing of broken glass, wrap up the pieces in thick newspaper and identify the package.

Clean dust from overhead fixtures regularly.

Turn wastebaskets upside down to empty, or use trash bags. Do not reach into the wastebasket.

When cleaning floors, follow these steps:

- A. Clean when traffic is light.
- B. Wet a small area and allow to dry at once.
- C. Mark all wet and/or slippery areas with proper signs.
- D. Clean one side of the hallway or aisle at a time.
- E. Do not leave mops, brooms and other cleaning gear in hallways.

Floors and stairways are to be kept clean. Pick up paper clips, pencils, thumb tacks and other objects immediately. Wipe up spilled liquids promptly.

Loose cords and wires shall not be placed in pedestrian areas or walkways. Extension cords and telephone cords shall not restrict traffic.

Paper cutters, scissors and other cutting instruments shall be in a locked position whenever they are not immediately in use.

Areas having carpet covering will be routinely surveyed for rips, tears or other defects that could cause slip/trip and fall hazards.

Sweeping of debris from County mobile equipment in parking areas or dumping of debris from private vehicles into County parking areas is prohibited.

Broken light bulbs, fluorescent tubes, glass, metal scraps and other sharp objects shall be given special handling.

Walks, aisles, stairways, exits and all other passageways shall be kept clear of all obstructions.

Tools, materials, and office supplies shall not be placed where they may cause tripping or stumbling hazards or where they may fall and strike anyone below.

Truck beds and compartments shall be kept neat and in safe condition. Tools which are not being used shall be kept in compartments or convenient racks or otherwise stored where they will not create a hazard.

Cooperate in keeping change rooms, toilet rooms, drinking facilities and areas containing first aid equipment in a clean, dry and sanitary condition. They are provided for your convenience and health.

Remove snow, ice, fallen branches on steps and walks as soon as possible.

Post signs where there are wet floors.

Report all safety hazards, if they cannot be fixed on the spot, such as:

- A. Any broken or loose wire.
- B. Any loose floor, or ripped carpeting.
- C. Tables or chairs (needing repair or removal).
- D. Any loose or broken concrete in walkways.
- E. Broken windows or glass of any kind.
- F. Water pipes or fixtures that are broken.
- G. Wet and/or broken ceiling tiles.
- H. Any strange smells (Example: gas leak in kitchen).

PROPER PROTECTIVE EQUIPMENT SHALL ALWAYS BE USED.



8.0 BUILDING, OFFICE AND CLERICAL SAFE WORKING PRACTICES.

8.01 General Rules for Safety

Tripping hazards such as chairs, waste baskets, cords, etc., shall not be left in aisles.

File cabinets must be located, whenever possible, so that the drawers do not open into aisles (maintain a 36" walkway at all times).

Place materials that are heavier in weight at the bottom of file cabinets to prevent them from falling over.

Desk drawers, file drawers, and cabinet doors shall not be left open while unattended. To prevent tipping, not more than one drawer in a file cabinet shall be open at a time.

Do not overload shelves.

Do not carry pointed or sharp objects such as screwdrivers, open blade knives, pencils, or scissors in clothing pockets with points unprotected.

Care shall be used when passing through or closing doors, particularly those with glass panels. Caution shall be used when entering an area marked "Wet Floors".

Extension cords, telephone lines, etc., shall not be placed across traveled areas unless covered with an approved device.

Never overload electrical outlets; use surge protectors as needed.

Floor level electrical plug boxes in traffic patterns will be moved or traffic patterns relocated.

Employees shall limit the number of horizontally stacked publications and materials, on book shelves: corrective action includes reviewing the materials, discarding the unneeded, and safely stacking retained materials.

Planters shall not be hung on overhead lights.

Boxes and materials stored on the floor increases the chances of tripping or loss of balance. Remove such material from areas of circulation, storing until shelves are mounted in the Division.

Plants, pictures or any other ornaments placed on top of room dividers or walls shall be anchored securely.

Utilization of extension cords shall be minimized to avoid electrical fires and/or tripping hazards.

Adequate lighting shall be provided for all desks and work areas.

All permanent wiring such as wall switches, convenience outlets, etc., shall be kept in good repair. Notify your supervisor immediately when such outlets are broken or worn.

Approved types of ladders, step stools or other safe supports shall be used to reach material on high shelves or at other elevations.

All worn and defective cords and plugs on electrical equipment shall be repaired promptly. Notify your supervisor when repairs are needed.

Pens, pencils, pins, paper clips, etc., shall not be put in the mouth or left lying on floors.

Comfortable work shoes in good condition shall be worn. Shoes with excessively worn down heels or with very high "spike" heels shall be avoided.

Employees not physically capable, shall not lift or carry heavy office machines such as typewriters, computer equipment, etc. They shall also not lift or carry large quantities of ledgers, paper or card supplies. Moving carts and tables shall be used and assistance requested as necessary.

Employees not physically capable, shall not lift/change 5 gallon water bottles.

Portable stands for typewriters or other office machines shall be designed with sufficient size and stability to prevent easy tipping or breakage. Wheels shall be lubricated and replaced when worn.

Keep cleaning solutions and other chemicals away from food and designated eating areas.

Clean up spills immediately to eliminate the possibility of someone slipping in it.

Maintain all office equipment in proper working order.

8.02 Office Machines

Office machines shall not be placed on the edge of a table or desk. Machines that tend to creep during operation should be secured either directly to the desk or table or placed on a non-slip pad. Typewriters on folding pedestals shall be fastened to the pedestal. Heavy equipment shall be placed against walls or columns.

Electrical machines and connections shall not be touched with wet hands or operated on damp floors.

Office machines shall not be adjusted, lubricated, or cleaned while they are running. Make sure the machine is stopped by pulling the plug out of the outlet.

8.03 Desks and Tables

Only shatterproof glass or plastic with beveled edges shall be used on desk tops.

Manual pencil sharpeners shall be mounted on desks or tables so that they do not protrude.

Desks and tables located on tile floors shall have rubber feet on them to prevent creeping.

Desks and tables shall be checked for splinters, dangerous cracks, and loose veneer.

8.04 **Chairs**

Extreme care shall be taken by persons tilting back in swivel chairs to which they are not accustomed.

The seats on swivel chairs shall not be raised so high as to contribute to overbalancing.

Spring tension bolts shall be checked regularly. Weak bolts on swivel chairs can break and cause a person to be thrown with considerable force.

When sitting in chairs, all of the legs shall be kept in contact with the floor.

8.05 **Fans**

Check fans regularly to make sure that the guards are not defective and that blades are secure.

Fans shall not be placed on low tables, boxes, chairs, etc., or in any location where individuals might catch their clothing or hands in them.

All accessible fans shall be cover-guarded with wire mesh to prevent injury. There may be loss of ventilating capacity, but this will be compensated for by eliminating the major cause of fan accidents.

Fans shall not be handled until power is turned off and the blades have stopped completely.

8.06 **File Cabinets**

Filing cabinets shall be filled from the bottom drawer up or bolted at the back to prevent overbalance. Filing drawers must be closed unless in immediate use to prevent falling over an open drawer or lifting one's head and striking a sharp corner. Desk drawers shall also be kept closed to eliminate accidents.

Heavy materials shall be put in the bottom drawers, lighter materials in the top drawers.

Pull only one drawer out at a time.

File cabinets shall be checked periodically for burrs and sharp edges.

File cabinets shall be located so that drawers do not open into aisles.

8.07 **Doors and Windows**

Every glass door shall have some conspicuous design in paint or decal, about 4 ½ feet above the floor and centered on the door so that people will not walk into it. Solid doors present a hazard when being approached from both sides at the same time, because one person can be struck when the door opens. Employees shall be aware of this hazard and approach a solid door in the proper manner, that is, out away from the path of an opening door. Any door that opens directly into the path of traffic shall be opened slowly.

Operable windows must open and close freely. Do not force open if window is stuck.

8.08 Cell Phones

Employees driving County vehicles are required to comply with all state and local laws regarding the use of mobile communication devices while driving. If a mobile communication device must be used by an employee while driving a County vehicle, a hands-free device must be used. Drivers are encouraged to keep mobile communications device use to a minimum. Whenever possible, employees should not make or receive calls while driving. Only in the case of an emergency is the use of a hand-held mobile communication device without a hands-free device permitted. It is recommended that employees would find a safe place to park and either make or receive their phone calls with hand held devices.





9.0 EQUIPMENT AND SAFE WORK PRACTICES

An employee may be injured through absorption, inhalation, noise, or physical contact. Therefore, the County shall provide protective equipment for the eyes, face, head, ears and extremities wherever a hazard exists. Employees shall use personal protective equipment (PPE) whenever a hazard exists or when directed to do so by a supervisor.

When the use of personal protective equipment has been specified for hazardous work, its use is mandatory as a condition of employment. Supervisors will be held accountable for employees allowed to work without compliance. Enforcement can be made easier by educating employees on the reasons for using or wearing the protective equipment and the possible injuries that can result when the need is ignored. The monthly review of injuries by the County Safety Officer should place emphasis on those that resulted from failure to use protective equipment.

This equipment shall not be substituted for engineering controls that can eliminate or minimize hazards.

9.01 Safety Practices

The supervisor shall see that all necessary safety equipment, PPE, precautionary devices, flags, signs, barricades and other safety items deemed pertinent to a particular task are available and in use at all times.

All equipment will be operated in a safe manner with regard to operator safety, employee safety and public safety.

Any personal protective safety equipment needed to operate equipment shall be worn: hard hats, ear plugs, goggles, shin guards, steel toed shoes, gloves, etc....

Supervisors and foreman will instruct employees in the proper use and operation of equipment before any employee operates such equipment. Equipment use shall conform to that stated in the Operators Manual.

Any employee operating fuel type equipment will ensure that the proper fuel and/or the proper mixture of fuel is being used for that specific type of equipment.

All equipment to be used in the field will be started to ensure its proper operation before leaving the maintenance yard.

Clean all equipment, assure it's in proper working condition before each use, after each use and before storage.

Every employee shall be constantly on the alert to help locate and report any defects or hazards in connection with County property. Every employee shall report immediately to the supervisor unsafe conditions found on such premises which involve either our service or the

safety of our employees. Any equipment which appears defective or unsafe, shall be removed from service at once and not used until tested, repaired or replaced.

9.02 Personal Clothing and Accessories While on Duty

Personal clothing of synthetic materials shall not be worn around welding areas or where a flash or spark could ignite such materials.

Loose or flapping clothing, including neckties, scarves and/or jewelry shall not be worn in the proximity of machinery, motors, engines, etc...

Employees who work with or around electrical circuits which are energized, or moving machinery shall not wear jewelry (i.e. wrist watches, bands, chains, rings, etc...).

Employees shall wear suitable shoes and, in some assignments, safety shoes are required. Shoes with hard soles shall be used for field work and shop work.

It is the policy of the County to provide approved protective equipment. It is the responsibility of both supervisors and employees to see that this equipment receives proper care, is kept available, tested periodically and used when required.

All PPE procured and/or used shall fully comply with MOSHA/OSHA/ANSI standards. When possible, practicable and/or applicable NFPA recommendations will also be followed.

9.03 Protective Clothing

Individual employees are responsible for wearing clothing that will adequately meet the safety requirements for the general type of work and conditions assigned. Appropriate clothing is required at all times to afford protection from overexposure to sun, toxic plants, materials, weather, bruises and abrasions, etc...

Long trousers are required for operations, maintenance and production work.

Sunglasses are prohibited inside shop areas, office areas or poorly illuminated spaces.

Wear a life jacket when working over or near water where safety rails are not provided and the danger of drowning exists.

Employees shall wear clothing suitable to weather conditions and the work being done. Long shirt sleeves shall be worn rolled down and buttoned at the cuff when working on or near equipment.



9.04 **Head Protection**

Reference: OSHA 29 CFR 1910.135

Head protective equipment (hard hats) must be worn in areas where there is a possible danger of head injuries from impact and penetration by stationary or moving objects, and electrical contact with exposed high voltage conductors.

An approved hard hat must be worn by any employee or visitor working in or entering any area where there is the possibility of head injury including, but not limited to the following:

- Construction sites;
- Working on any project on/or near a roadway;
- Tree trimming operations;
- When assisting persons working overhead;
- Working overhead;
- Excavation or demolition projects.

Only approved, issued hard hats shall be worn in accordance with MOSHA/OSHA standards, and the provisions of the ANSI Z89.2-1971 requirements.

Before each use, the wearer shall inspect the hard hat/helmet/headgear for cracks or punctures which can reduce the degree of protection provided by the equipment. Protective headgear shall be immediately removed from service and disposed of if found defective. Protective headgear shall be clearly marked or stamped with the manufacturer's name.

The wearer shall inspect the suspension system for evidence of material cracking, tearing, fraying, or other signs of deterioration, and replace the suspension system immediately if any of these signs are observed. Suspension systems shall be adjusted so that there is 1 to 1 ¼ inches between the top of the wearer's head and the helmet. Other hats/caps shall not be worn under hard hats.

The wearer shall wash a soiled helmet in a cleaner recommended by the manufacturer or in warm, soapy water.

Hard hats shall not be painted or defaced in any manner.

Protective caps shall not be reversed with the exception of welders who may reverse their caps in order use a welding shield.

A hard hat left unsecured on the rear shelf of a vehicle may become a dangerous projectile should an emergency stop be necessary. Place hard hats on the seat or floor of a vehicle or in a rack designed for this purpose.

9.05 Foot Protection



Reference: OSHA 29 CFR 1910.136

In order to create a professional image and to facilitate employees' working conditions, Charles County employees, full-time, full-time reduced hours and seasonal, are provided at no cost, safety shoes per their job requirements.

Each employee, male/female having job requirements that require safety shoes will be issued one (1) pair per year or as needed via the current shoe contract. Employees must wear suitable shoes as required by MOSHA/OSHA and ANSI C75/Z41 PT91 standards or ASTM F 2413-05 with puncture-proof sole and protective toe cap. Work boots are also available with metatarsal and dielectric protection. A white label with the Greek letter Omega (Ω) in orange indicates protection from electrical shock under dry conditions.

Shoes with loose or excessively worn soles or heels are prohibited.

Safety shoes have reinforced toes with a cap. The type of protection needed will determine whether the reinforced toes is made of steel, reinforced plastics, or hard rubber. The safety shoe can insulate the wearer from heat and cold, be waterproof or chemical resistant, or provide puncture and instep protection.

Safety shoes may be purchased in three styles that meet OSHA requirements in accordance with ANSI Standard Z41 PT 91, low quarter, 6" high top, 8" high top, laced style. No pull on boots, tennis shoes, athletic type shoe, etc...

Safety shoes must be worn laced to the top to provide support and protection against injury. Safety shoes must be maintained in good working condition at all times, no rips, tears, missing soles, heels, laces, etc.

Rubber sole shoes or boots do not always provide adequate protection when working on electrical equipment in wet conditions. The equipment must be de-energized.

It is the direct responsibility of each employee in a designated occupation to provide and wear the required protective footwear in compliance with Charles County Government policies. Charles County Government has agreed to supply safety footwear for designated job classifications.

9.06 Eye Protection



Reference: OSHA 29 CFR 1910.133 and 1926.102

Goggles, face shields or safety glasses are required when there is a potential danger from flying particles, flying objects, heavy dust conditions, molten metal, liquid chemicals, acids, or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

Eye and face protection used by County employees shall:

- A. Provide adequate protection against the particular hazards for which they are designed.
- B. Be comfortable, fit properly, and not interfere with the movements of the wearer.
- C. Be durable.
- D. Be cleaned and disinfected easily.
- E. Be clearly marked to identify the manufacturer.
- F. Meet ANSI Z87.1

An employee who wears corrective lenses for normal vision and needs to wear eye protection must wear spectacles with protective lenses that provide optical correction, goggles worn over spectacles that do not disturb the way the spectacles fit, or goggles that have corrective lenses mounted behind the protective lenses.

Safety glasses provide eye protection from flying objects and particles encountered in such jobs as carpentry, woodworking and grinding. Glasses shall resist impact and have side shields for additional protection.

Goggles provide adequate protection from hazards such as sparks, dust, chemical splashes, and flying objects. They can be worn over corrective lenses or spectacles as long as they do not disturb the way the spectacles fit.

The face shield protects against chemical or molten metal splashes, heat radiation, light impact and other hazards. A face shield shall be worn during operations when the entire face needs protection. If the shield becomes warped or scratched to the point that it impairs vision, it must be replaced. For increased protection from chemical splashes, goggles shall be worn under a face shield.

Wearing goggles under a helmet or shield is required to provide maximum protection from flying particles.

It is important that goggles and other eye protective safety equipment fit properly and be kept clean.

Cracked or broken lenses should be replaced promptly.

Eye protection equipment appropriate for the circumstances will be made available by Charles County Government. It is the employee's responsibility to obtain appropriate PPE as required by the job.

Where appropriate, screens or other protective barriers must be used by workers to protect others during welding, cutting, grinding, abrasive blasting, chain saw operations, or other similar operations.

Warning signs must be posted in any permanent location where the use of eye protection is required (i.e. pedestal grinder, bench grinder, etc...).



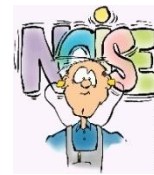
9.07 **Hand Protection**

Reference: OSHA 29 CFR 1910.138

The type of gloves an employee needs will be determined by the type of work he does. For light work, a canvas, or cotton glove can be used. Leather or leather-reinforced gloves with metal stitching are required for employees who handle rough or abrasive materials. Employees must wear rubber, neoprene, or vinyl gloves when handling chemicals or working around electricity.

Employees shall wear approved work gloves on jobs where gloves will help prevent hand injuries.

Appropriate hand protection shall be worn when dealing with hazardous or infectious conditions or substances.



9.08 **Hearing Conservation**

Reference: OSHA 29 CFR 1910.95

Sound level surveys will be conducted by either the Safety Office or a third party to identify potentially hazardous areas and occupations or job tasks which have the potential for overexposure. Such surveys will be conducted in accordance with ANSI S12.18.

No employee will be permitted to work in an area where the sound level exceeds 85 decibels (A scale) unless hearing protection that reduces the exposure to a level below 85 decibels (85 dBA) is worn.

Noise level surveys, record keeping, monitoring, and medical evaluations will be conducted in accordance with OSHA 29 CFR 1910.95.

Exposure to excessive noise levels can result in hearing loss or damage. The loudness and the duration of sound determine whether the noise is harmful. Working daily in an area where there is steady noise greater than 90 decibels (dB) is considered hazardous, and hearing protection must be worn.

Earplugs or earmuffs must be worn by all employees who work at the maximum allowable exposure time and at the maximum sound level.

Earplugs, if properly fitted, inserted, and used, may reduce the noise reaching the ear by 25 – 30 dB in the higher, more harmful frequencies. Earplugs have several advantages. They are small, comfortable when worn for a long time, and suppress noise equally at all frequencies. Earplugs made of substances other than rubber or plastic shall not be used because they tend to lose their effectiveness during the workday.

Earmuffs surround the entire external ear with a shell to provide a barrier to the sound. The effectiveness varies with the size, shape, seal material, shell mass, and the suspension of the

muff. When properly fitted, earmuffs can lower noise by an additional 10 – 15 dB more than the earplugs, making them effective against sound levels of 130 – 135 dB. Earmuffs are easy to use and may be used by more than one person if the earmuffs are properly cleaned after each use.

Protection against the effects of noise exposure should be provided when the sound levels exceed those shown in the chart below. A detailed explanation and the specific regulations can be found by referring to the Code of Federal Regulations (29 CFR 1910.95, Chapter XVII). The Safety Officer shall be consulted when any issue regarding hearing conservation is in question.

<i>PERMISSIBLE NOISE EXPOSURES</i>	
<i>Duration Per Day (Hours)</i>	<i>Sound Level dBA Slow Response</i>
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
½	110

Warning signs must be posted in any permanent location where the sound level exceeds 85 dBA. These signs must indicate:

Maximum daily exposure, and
Charles County Government standards for hearing protection.

Hearing protection devices and equipment must meet ANSI S12.6.

Protective devices and equipment will be supplied to the employee by the supervisor responsible for the operation. Ear muffs and disposable ear plugs are available.

Ear plugs are disposable and may not be shared amongst employees.

9.09 **High Visibility Vest**

All employees who work on/near the County Landfill, any roadways, highways and rights-of-ways must wear a minimum Class 2 ANSI/ISEA 107/2004 apparel. The apparel must be fluorescent yellow-green background and must be the outermost garment worn.

9.10 Chemicals and Pesticides

Each department will obtain and maintain a Material Safety Data Sheet (MSDS) for each hazardous chemical substance at the facility of use. Each department must maintain a MSDS file.

Each chemical information list and MSDS shall be in English and be maintained and made available according to the guidelines stated in the access to information about hazardous and toxic substances.

All personnel assigned to spray pesticides/chemicals will:

- A. Receive a training program in respirator use, protective gear required, pesticide spraying, and a briefing on plant and pest identification.
- B. Wear personal Protective equipment necessary in their daily pesticide spraying.

9.11 Machinery and Machine Guarding

Reference: OSHA 29 CFR 1910.212 through 29 CFR 1910.244

It is Charles County Government's policy to provide a place of employment that is free from recognized hazards that cause, or are likely to cause death or serious physical harm to employees or the public. Therefore, any machine part, function, or process that may cause injury must be guarded. When mechanical hazards exist that cannot be eliminated, the engineering/administrative/safe work practices, PPE, and proper training regarding machine guarding will be implemented. These measures will be implemented to minimize these hazards to ensure the safety of employees and the public.

The three basic pinch point areas that require machine guarding are:

- Point of operation;
- Power of transmission apparatus;
- Other moving parts.

Machine guard types:

The four general types of guards are:

- Fixed;
- Interlocked;
- Adjustable;
- Self-adjusting.

Machine guarding requirements:

Machine guards must protect employees from mechanical hazards. To do so, these machine guards must:

Prevent hands, arms, or any other part of an employee's body from making contact with dangerous moving parts. A good machine guard system eliminates the possibility of the operator or another person placing his or her hands near hazardous moving parts.

Prevent the removal or tampering with the machine guard. Guards should be made of durable materials that will withstand normal use and must be firmly secured to the machine.

Prevent objects from falling into any moving parts of the machine. Small objects or tools dropped into cycling machines can easily become projectiles.

Not have any shear points, sharp edges, or unfinished surfaces which could cause lacerations. If a machine guard creates a new hazard, it defeats its own purpose.

Any machine guard which impedes a worker from performing the job quickly and comfortably might soon be overridden and disregarded.

The machine should be able to be lubricated without removing the guards. Locating oil reservoirs outside the guards with a line leading to the lubrication point will reduce the need for the operator or maintenance worker to enter the hazardous area.

Definitions:

Abrasive Wheel – A bench grinder wheel consisting of various particles bonded together and used for grinding objects to a particular shape or size.

Adjustable Guards – Guards that allow flexibility in accommodating various sizes of stock.

Electrical Guard – Electronic means of protection provided to protect employees from electrical components or accidental equipment start-up.

Fixed Guard – A permanent part of the machine. It is not dependent upon moving parts to perform its intended function.

Guard – An enclosure designed to protect employees from rotating or moving mechanical parts.

Interlock Guards – Guards, when opened or removed, automatically shut off or disengage the machine.

Kickback Device – Any device that protects the operator from equipment throwing the work back towards the operator.

Other Moving Parts – All parts of the machine which move while the machine is in operation. These can be reciprocating, rotating, and transverse moving parts, as well as feed mechanisms and auxiliary parts of the machine.

Point of Operation – The point where work is performed on the material, such as cutting, shaping, boring, or forming of stock.

Power Transmission Apparatus – All components of the mechanical system which transmit energy to the part of the machine performing the work. These components include flywheels, pulleys, belts, connecting rods, couplings, cams, spindles, chains, crank, and gears.

Shield – An enclosure or barrier designed to protect employees from processes involving the possibility of disintegrating machine parts or parts being ground upon, pressed, or struck.

Employee training will include the following:

Description and identification of the hazard associated with the machine;
The guards, how they provide protection, and the hazard for which they are intended;
Precautions to take when machine is unguarded during maintenance and repair;
What to do and who to contact if a guard is damaged, missing or defective.

When working with machinery:

- A. Protect long hair by a hat, cap, net, etc...
- B. Use rubber or other nonskid material on the floor around machines.
- C. Be familiar with your machine and its safety precautions before you try to operate it.
- D. Operate all machinery according to instructions.
- E. Make sure all guards are in place before starting the machine.
- F. Never reach through, over, around, or under a machine in motion.
- G. When stopping a machine, never attempt to brake it with your hands or any makeshift braking device.
- H. Turn off all defective machines at once, and report them to your supervisor. Do not try to operate them.
- I. Do not try to repair any machine unless you are qualified and authorized to do so.
- J. Never try to repair any machine unless it is turned off and either locked or disconnected from its power source.
- K. Use only designated safety solvent to clean machine parts.

9.12 Nails and Banding Material

Nails and ends of baling wire or metal straps in crating and planking shall be removed or left in such a way as to provide for safe handling.

In removing or placing materials in barrels, boxes, crates, care shall be taken to remove or turn back nails, metal straps, or baling wires, to avoid hand and arm injury.

9.13 Mowing

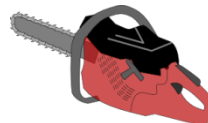


All employees using mowers shall wear steel-toed safety shoes, safety goggles, and hearing protection.

Centrifugal type mowers shall be equipped with effective guards both front and back. In using the mowers you shall:

- A. Prior to mowing, remove, to the extent possible, pieces of stone, brick, iron, blocks of wood, metal cans, glass or other objects which may damage the mower when in use or cause injury either to the operator or a bystander if struck by a flying object. Keep unauthorized people well away when operating mower.
- B. Use care in mowing around slopes so that mower will not overturn. Keep hands and feet away from rotating blades. Do not pull mower backward to cut grass.
- C. When inspecting or maintaining this equipment make sure the mower has stopped rotating completely and take all necessary precautions to prevent restarting. Use a sharp well balanced cutting blade and tighten all parts as necessary. Inspect regularly and lubricate as necessary. Do not refuel when running or motor is hot.

9.14 Hand and Power Tool Safety



Reference: OSHA 29 CFR 1910.243

The use of hand and power tools increases the potential number and types of hazards to an employee. Hand tools cause about 6% of compensable injuries. Misusing or using damaged tools may result in disabling injuries such as loss of sight, severed fingers, broken bones, puncture wounds, or electrical shocks. When working with hand and power tools, the following safety procedures shall be followed:

Operators must perform a pre-operational check of their equipment.

All tools must be of good grade, maintained in proper working condition and subject to inspection at any time. Responsibility for the maintenance of a high safety standard of tools and equipment rests with the supervisor directly in charge.

Report needed repairs promptly. Do not use any equipment that is unsafe.

The manufacturer's instruction must be followed as to its operation and adjustment of any tool or piece of equipment.

Never use a tool to do a job it was not designed to do.

Wear proper PPE consistent with the hazards.

Each employee shall use the correct tool suitable for the job. Employees shall use hand tools properly and should avoid awkward positions which may cause strain or possible injury.

Tools must be kept in a proper place when not in use (on tool boards, racks or in boxes). They must not be placed on ladders or elevated places where they might fall.

When using wrenches or other hand tools, pull towards you whenever possible, as opposed to pushing the tool.

Before use, inspect tools to ensure that wooden handles are not cracked or splintered, that tools are properly oiled, if necessary, and are in good operating condition.

While in the field, store all tools not in use so as to prevent tripping hazards and to prevent leaving the tool on the job site.

After use, inspect all tools for possible damage, clean and store properly.

Do not try to work with cutting tools that are dull.

Make sure that the heads of hammers, axes, and picks are tight.

Do not hammer chisels and bits that have mushroomed. Have the end reshaped.

Carry axes at the side of your body, edge facing out. Do not carry on your shoulder.

When doing overhead work, secure tools that are not in use.

Do not throw or drop tools to other employees.

Use scabbards for sharp tools, when available.

Wear shatterproof clear goggles when using chisels, punches and wedges. Be sure the area is cleared of other persons before using such a tool.

ELECTRIC TOOLS AND SHOP MACHINERY shall not be used until employee has received careful instructions in their safe proper use. It is the duty of each employee to see that the tools and equipment used are maintained in a safe operating condition.

All portable power tools must be properly grounded. Grounding shall be accomplished by use of a separate ground conductor attached to the equipment frame and then to a polarized plug and receptacle, or the equipment housing shall be double insulated by the manufacturer. Portable electric drills, grinders, saws, etc., shall not be handed to another workman until the equipment has stopped rotating.

All power tools must conform to the National Electric Code which states that:

Ground-Fault Circuit-Interrupters (GFCI) – All 125-volt, single-phase, 15- and 20-ampere receptacle outlets that are not a part of the permanent wiring of the building or structure and that are in use by personnel should have ground-fault circuit-interrupter protection for personnel. If a receptacle or receptacles are installed as a part of the permanent wiring of the building or structure and used for temporary electric power, GFCI protection for personnel should be provided.

No electrical equipment will be used where a potential shock hazard exists, specifically, around standing water or wet grass.

PNEUMATIC POWER TOOLS shall be attached to the hose or whip by some positive means to prevent the tools from becoming accidentally disconnected. Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled. The use of hoses for hoisting or lowering tools is prohibited. All hoses exceeding ½ inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure. When changing or adjusting air tools shut off the air.



9.15 Ladders

Reference: OSHA 29 CFR 1910.25 through 29 CFR 1910.27

All ladders must conform to the applicable OSHA regulation.

Be sure the ladder being used has the proper duty rating to carry the combined weight of the user and the material being installed.

A ladder's duty rating tells you its maximum weight capacity. There are four categories of duty ratings:

Type IA – Duty rating of 300 pounds. Recommended for extra heavy duty industrial use.

Type I – Duty rating of 250 pounds. Manufactured for heavy duty use.

Type II – Duty rating of 225 pounds. Approved for medium duty use.

Type III – Duty rating of 200 pounds. Rated for light duty use.

Type I and IA ladders are the only acceptable ladders on a construction job site.

Set up ladders so that the distance from the feet to the wall is at least $\frac{1}{4}$ the height of the ladders.

Ladders shall extend at least three feet beyond the object they are resting upon.

Do not work above the third rung from the top of a straight ladder nor the second step from the top of a step ladder.

Do not try to work at more than an arm's length from each side of the ladder. Relocate the ladder.

In climbing up or down ladders, always face the ladder and grasp the rails or the rungs firmly.

Do not place ladders in blind corners or in front of unlocked and unguarded closed doors.

Do not use metal ladders near electric wires or equipment.

Ladders must be inspected regularly for defects (broken or bent steps, rungs, or rails). If a ladder is dropped, it must be inspected at once, and if defective, taken out of service, and either repaired at once or destroyed, as the supervisor decides. **DO NOT USE.**

Do not paint wooden ladders. Paint may hide defects.

Supply firm footing for the ladder.

9.16 **Scaffolds**

Reference: OSHA 29 CFR 1926.451

Employees must construct, maintain and inspect all scaffolding within conformance with 29 CFR 1910.28 and 1910.29 of the Occupational Safety and Health Standards.

All scaffolds must conform to OSHA 1926.451.

Inspect the scaffold before mounting. It shall be sturdy, free of knotty or defective planks, level and solidly positioned.

Keep the scaffold free of scraps, loose tools, or tangled lines.

Follow the manufacturer's instructions when assembling.

Lock and block wheels before climbing. Never ride a rolling scaffold.

Level the scaffold after each move, but don't extend adjusting leg screws more than 12 inches.

Make sure the deck isn't higher than four times the width of the smallest base dimension.

Lash fixed scaffolds at intervals of 30 feet of length and 25 of height.

Prior to use, check all pulleys, blocks, hooks, fittings, and ropes on swinging scaffolds to ensure proper operating conditions.



10.0 RESPIRATORY PROTECTION

Reference: 29 CFR 1910.134

The purpose of the respiratory protection policy is to establish the minimum requirements for Charles County Government employees and its contractors to reduce concentrations of airborne contaminants and hazardous atmospheres through engineering controls, to adequately protect employees from airborne contaminants and hazardous atmospheres through the use of respiratory personal protective equipment (PPE), and to prevent health effects associated with airborne contaminants and hazardous atmospheres.

1.1 Purpose

The Charles County Government (CCG) has determined that employees in various Operations and Maintenance divisions are exposed to respiratory hazards during routine operations. These hazards may include chlorine gas, sodium bisulfate gas, hydrogen sulfide and in some cases may represent Immediately Dangerous to Life and Health (IDLH) conditions. The purpose of this program is to ensure that all CCG employees are protected from exposure to these respiratory hazards.

Engineering controls, such as ventilation and substitution of less toxic materials, are the first line of defense; however, engineering controls are not feasible for some of the operations, or cannot completely control identified hazards. In these situations, respirators and other protective equipment must be used. The work processes requiring respirator use are outlined in Table 1 in the Scope and Application section of this program.

In addition, some employees have expressed a desire to wear respirators during certain operations that do not require respiratory protection. As a general policy the Department specific to that employee will review each of these requests on a case-by-case basis. If the use of respiratory protection in a specific case will not jeopardize the health and safety of workers, the Department will provide respirators for voluntary use. As outlined in the Scope and Application section of this program, voluntary respirator use is subject to certain requirements of this program.

1.2 Scope and Application

This program applies to all employees who are required to wear respirators during normal work operations, and during some non-routine or emergency situations such as changing compressed chlorine or sulfur dioxide gas cylinders. This includes employees in all divisions of all departments. All employees working in these areas and engaged in certain processes or tasks (as outlined in the table below) must be enrolled in the County's respiratory protection program.

Employees who voluntarily wear filtering face pieces (dust masks) are not subject to the medical evaluation, cleaning, storage, and maintenance provisions of this program.

Employees participating in the respiratory protection program do so at no cost to them. The expenses associated with training, medical evaluations, and respiratory protection equipment will be borne by the department.

TABLE 1: VOLUNTARY AND REQUIRED RESPIRATOR USE AT CHARLES COUNTY GOVERNMENT	
Respirator	Department/Process
Filtering Face Piece (dust mask)	Nuisance Dust
Escape Only Respirator	Maintenance Division/ Confined Space Entry Operations/Laboratory
N95	ES Personnel
½ Mask Respirator	ES Personnel
Full Face Piece Air Purifying/Filtering Respirator	Equipment Maintenance Division Line Maintenance Division / Pipe Cutting Operations Water Division
Self-Contained Breathing Appartus (SCBA)	Water and Wastewater Operations Divisions/IDLH atmospheres Changing 150 pound chlorine, sodium bisulfate, or sulfur dioxide compressed gas cylinders. ES Personnel HAZMAT Team TRT Team
Air Supplied Respirator	Spray Paint Booth

1.3 Responsibilities

Program Administrator

The program Administrator is responsible for administering the respiratory protection program. Duties of the Program Administrator include:

- A. Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
- B. Selection of respiratory protection options with the assistance of the County Safety Office/or designee.

- C. Monitoring respirator use to ensure that respirators are used in accordance with their certifications.
- D. Arranging for and/or conducting training, with the Personnel Coordinator.
- E. Ensuring proper storage and maintenance of respiratory protection equipment.
- F. Maintaining records required by the program, with the Personnel Coordinator.
- G. Evaluating the program.
- H. Updating written program as needed.

The Program Administrator for Charles County Government is the County Safety Office/or their designee.

Supervisors

Supervisors are responsible for ensuring that the respiratory protection program is implemented in their particular areas. In addition supervisors must be knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their charge. Duties of the supervisor include:

- A. Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing, and annual medical evaluation.
- B. Ensuring the availability of appropriate respirators and accessories.
- C. Being aware of tasks requiring the use of respiratory protection.
- D. Enforcing the proper use of respiratory protection when necessary.
- E. Ensuring that respirators are properly cleaned, maintained, and stored according to the respiratory protection program.
- F. Ensuring that respirators fit well and do not cause discomfort.
- G. Continually monitoring work areas and operations to identify respiratory hazards.
- H. Coordinating with the Program Administrator on how to address respiratory or other concerns regarding the program.

Employees

Each employee has the responsibility to wear his respirator when and where required and in the manner in which he was trained.

- A. Care for and maintain their respirators as instructed, and store them in a clean sanitary location.
- B. Inform their supervisor if the respirator no longer fits well, and request a new one that fits properly.
- C. Inform their supervisor or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program.

1.4 Program Elements

Selection Procedures

The Program Administrator will select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with OSHA/MOSH standards. The Safety Office with the Superintendent of that section, will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency. The hazard evaluation will include:

- 1. Identification and development of a list of hazardous substances (Chemical Information List) used in the workplace, by department, or work process.
- 2. Review of work processes to determine where potential exposures to these hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing process records, and talking with employees and supervisors.
- 3. Review of Material Safety Data Sheets (MSDS), (Exposure monitoring to quantify potential hazardous exposures. Charles County Government will contract with a qualified industrial hygiene company to provide exposure monitoring when needed.)

Updating the Hazard Assessment

The Superintendent of the section and the Safety Officer, must revise and update the hazard assessment as needed (e.g., anytime work process changes may potentially affect exposure). If an employee feels that the respiratory protection is needed during a particular activity, he or she is to contact his or her supervisor or the Safety Officer. The Safety Officer will evaluate the potential hazard, arranging for outside assistance as necessary. The Safety Office/or designee will then communicate the results of that assessment back to the employees. If it is determined that respiratory protection is necessary, all other elements of this program will be in effect for those tasks and this program will be updated accordingly.

NIOSH Certification

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label shall not be removed or defaced while it is in use.

Voluntary Respirator Use

Charles County Government will provide respirators at no charge to employees for voluntary use for the following work processes:

Filtering Face piece respirators for change out of sand filter medium.
Filtering Face piece respirators for nuisance dust exposure.

The Safety Office/or designee will provide all employees who voluntarily choose to wear any of the above respirators with a copy of Appendix D of the OSHA Respiratory Protection Standard.

1.5 Medical Evaluation

Employees who are required to wear respirators must pass a medical exam before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use.

A licensed physician will provide the medical evaluations. Medical evaluation procedures are as follows:

The medical evaluation will be conducted using the questionnaire provided in Appendix c of the OSHA Respiratory Protection Standard (29 CFR 1910.134. Appendix C) or equivalent. The Personnel Coordinator will provide a copy of the questionnaire to all employees requiring medical evaluations.

To the extent feasible, the department will assist employees who are unable to read the questionnaire (by providing help in reading the questionnaire). When this is not possible, the employee will be sent directly to the physician for medical evaluation.

All affected employees will be given a copy of the medical evaluation questionnaire to fill out, and present to the designated physician. Employers will be permitted to fill out the questionnaire during work hours.

Follow-up medical exams will be granted to employees as required by the standard, and/or as deemed necessary by the licensed physician.

All employees will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.

Any employee required for medical reasons to wear appositive pressure air-purifying respirator will be provided with a powered air purifying respirator (PAPR).

After an employee has received clearance and has started wearing his or her respirator, additional medical evaluations will be provided under the following circumstances:

Employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing. The medical provider, or supervisor informs the Safety Office that the employee needs to be reevaluated; Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation; A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

A list of CCG employees and their positions currently included in medical surveillance is provided in Table 2 of this program.

All examinations and questionnaires are to remain confidential between the employee and the physician.

1.6 Fit Testing

Fit testing is required for employees wearing any respirator other than a filtering face piece (dust mask).

Employees who are required to wear a respirator other than a filtering face piece respirator will be fit tested:

Prior to being allowed to wear any respirator with a tight fitting face piece.

Annually when there are obvious changes to the employee's physical condition that could affect respirator fit (e.g., obvious change in body weight, facial scarring, etc.).

Employees will be fit tested with the make, model, and size of respirator that they will actually wear. Employees will be provided with several models and sizes of respirators so that they may find an optimal fit. Fit testing of PAPRs will be conducted in the negative pressure mode.

The Program Administrator, with the Personnel Coordinator, will arrange for fit tests to be conducted following the OSHA approved Irritant Smoke QLFT (Qualitative Fit Test) Protocol in Appendix A of the Respiratory Protection standard.

The Program Administrator has determined that QNFT (Quantitative Fit Test) is not required for the respirators used under current conditions. If conditions affecting respirator use change, the Program Administrator will evaluate on a case-by-case basis whether QNFT is required.

1.7 Respirator Use

Respiratory protection is required for employees/positions listed in Table 2 of this program.

General Use Procedures

Employees will use their respirators under the conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by the manufacturer.

All employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check (depending on which test works best for them) specified in Appendix B-1 of the OSHA Respiratory Protection Standard (the entire OSHA Respiratory Protection Standard can be found in Appendix 1 of this program).

All employees shall be permitted to leave the work area to maintain their respirator for the following reasons: to clean their respirator if the respirator is impeding their ability to work, change filters, or cartridges, replace parts, or to inspect respirator if it stops functioning as intended. Employees shall notify their supervisor before leaving the area.

Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures, that prevents them from achieving a good face to face piece seal. Employees are not permitted to wear headphones, jewelry, or other articles that may interfere with the face to face piece seal.

Emergency Procedures

The following work areas have been identified as having foreseeable emergencies:

Utilities Department Laboratory located at Mattawoman WWTP – potential for release of hazardous air contaminants due to vessel failure or mixing of incompatible chemicals.

Satellite Waste Water Treatment Plants – Clifton WWTP, Mt. Carmel WWTP, Swan Point WWTP, and spray fields at Breeze Farm and Cuckold Creek. Failure of chlorine gas or sulfur dioxide compressed gas cylinder or distribution system releasing chlorine or sulfur dioxide gas.

When the alarm sounds or a leak is detected, employees in these work areas will immediately don their emergency escape respirator, and exit the work area. All other employees must immediately evacuate the area or building. The Utilities Department Emergency Action Plan describes these procedures (including proper evacuation routes and rally points) in greater detail.

Emergency escape respirators are located:

Equipment Maintenance Section – used for emergency escape from confined space.

Line Maintenance Section – used for emergency escape from confined space.

Utilities Department Laboratory at Mattawoman WWTP

Water Division

Wastewater Division – Clifton WWTP, Mt. Carmel WWTP, and Swan Point WWTP.

Respiratory protection in these instances is for escape purposes only. The Department of Utilities, Public Facilities, General County Government employees are not trained as emergency responders, and are not authorized to act in such a manner.

Respirator Malfunction

1. Air-Purifying Respirator Malfunction:

For any malfunction of an air-purifying respirator (e.g., such as breakthrough, face piece leakage, or improperly working valve), the respirator wearer should inform his or her supervisor that the respirator no longer functions as intended, and go to the designated safe area to maintain the respirator. The supervisor must ensure that the employee receives the needed parts to repair the respirator, or is provided with a new respirator.

2. Atmosphere-Supplying Respirator Malfunction:

All workers wearing atmosphere-supplying respirators will work using the buddy system. Buddies shall assist workers who experience a supplied-air respirator malfunction as follows:

Stand-by employee will remain outside the SCBA use area and attend the entrant's life line and monitor the chlorine or sulfur dioxide alarms. If a malfunction occurs the stand-by employee will rescue the entrant by means of the life line then contact assistance as needed and perform first aid and CPR as needed.

IDLH (Immediately Dangerous to Life or Health) Procedures

The following areas have been identified as having the potential to contain and IDLH atmosphere:

Confined Spaces

A confined space is defined by OSHA as a space that: is large enough and so configured that an employee can bodily enter and perform assigned work; and has limited or restricted means for entry or exit; and is not designed for continuous employee occupancy.

Maintenance workers will be periodically required to enter confined spaces to perform scheduled and unscheduled maintenance. In such cases, workers will follow the permit required confined space entry procedures specified in the Confined Space Program. These maintenance areas have the potential to contain IDLH conditions.

1.8 Air Quality

All supplied-air respirators shall be provided with only Grade D breathing air. The Program Administrator will coordinate the recharging of compressed air cylinders with the department's Grade D air provider, Waldorf Volunteer Fire Department, and will obtain documentation to certify that the air in the cylinders meets the specifications of Grade D breathing air.

The Program Administrator will maintain a minimum air supply of one fully charged replacement cylinder for each supplied-air respirator unit.

1.9 Cleaning, Maintenance, Change Schedules, and Storage

Cleaning

Respirators are to be regularly cleaned and disinfected. Respirator cleaning supplies will be available at each department where respirators are used.

Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary, but at least following each wear by the employee.

Atmosphere supplying and emergency use respirators are to be cleaned, disinfected, and inspected monthly and after each use. Documentation of emergency and atmosphere supplying respirator inspections shall be kept with each respirator by the Respirator Protection Program Manager for each site.

The following procedure is to be used when cleaning and disinfecting respirators:

- ✧ Disassemble respirator, removing any filters, canisters, or cartridges.
- ✧ Wash the face piece and associated parts in a mild detergent with warm water. Do not use organic solvents.
- ✧ Rinse completely in clean warm water.
- ✧ Wipe the respirator with disinfectant wipes (70% Isopropyl Alcohol) to kill germs.
- ✧ Air dry in a clean area.
- ✧ Reassemble the respirator and replace any defective parts.
- ✧ Place in a clean, dry plastic bag or other air tight container.

Note: The supervisor will ensure an adequate supply of appropriate cleaning and disinfection material at the cleaning station. If supplies are low, employees should contact their supervisor.

Maintenance

Respirators are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employee. Maintenance involves a

thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere-supplying respirators will be conducted by the manufacturer.

The following checklist will be used when inspecting respirators:

Face piece: cracks, tears, or holes, facemask distortion, cracked or loose lenses/face shield.

Head Straps: breaks or tears, broken buckles.

Valves: residue or dirt, cracks or tears in valve material.

Filters/Cartridges: approval designation, gaskets, cracks or dents in housing, proper cartridge for hazard.

Air Supply Systems: breathing air quality/grade, condition of supply hoses, hose connections, settings on regulators and valves.

Employees are permitted to leave their work area to perform limited maintenance on their respirator in a designated area that is free of respiratory hazards. Situations when this is permitted include to wash their face and respirator face piece to prevent any eye or skin irritation, to replace the filter, cartridge, or canister, and if they detect vapor or gas breakthrough or leakage in the face piece or if they detect any other damage to the respirator or its components. Employees shall notify their supervisors before they leave the work area.

Change Schedules

All air-purifying respirators will utilize the MSA Combination GME P100 Multigas cartridge. These cartridges shall be changed out sixty days after package seal has been broken. The date the seal is broken should be written on side of cartridge. The cartridges shall also be changed when the user encounters difficulty in breathing, when odors are detected, or when the cartridges are damaged in any way.

When the cartridges are changed, the respirator wearer shall write the date the new cartridges were put into service on the body of the cartridge. This will eliminate any confusion as to the date cartridges are to be replaced. All used cartridges shall be disposed of immediately to prevent reuse.

Storage

Respirators must be stored in a clean, dry area, and in accordance with the manufacturers' recommendations. Each employee will clean and inspect his own air-purifying respirator in accordance with the provisions of this program and will have his name on the bag and that bag will only be used to store the identified employee's respirator.

Atmosphere-supplying respirators will be stored at the following locations:

1. Satellite Wastewater Plants – Mt. Carmel in the trailer on-site, Clifton in the effluent building, Swan Point in the vacuum pump stations, Cuckold Creek in the lab.
2. ES - HAZMAT team, ES - Tactical Rescue teams
3. Vehicle Maintenance - Public Facilities
4. Department of Utilities – MWWTP

Defective Respirators

Respirators that are defective or have defective parts shall be taken out of service immediately. If, during an inspection, an employee discovers a defect in a respirator, he must bring the defect to the attention of the supervisor immediately. The supervisor, Program Manager and/or Safety Office designee will decide whether to:

Temporarily take the respirator out of service until repairs are made.
Perform a simple fix on the spot such as replacing a head strap.
Dispose of the respirator due to an irreparable problem or defect.

When a respirator is taken out of service for an extended period of time, the respirator will be tagged out of service, and the employee will be given a replacement of similar make, model, and size. All tagged out respirators will be kept separate from the working respirators.

9.10 Training

The Safety Office will provide training to respirator users and their supervisors on the contents of the Charles County Government Respiratory Protection Program and their responsibilities under it, and the OSHA Respiratory Protection standard. Workers will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to using a respirator in the workplace or prior to supervising employees who must wear respirators.

The training course will cover the following topics:

The Charles County Government Respiratory Protection Program
The OSHA Respiratory Protection Standard
Respiratory hazards encountered within CCG and their health effects
Proper selection and use of respirators
Limitations of respirators
Respirator donning and user seal (fit) checks
Fit testing
Emergency use procedures
Maintenance and storage
Medical signs and symptoms limiting the effective use of respirators
What to do if a respirator is defective.

Employees will be retrained annually or as needed (e.g., if they change positions and need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test.

Respirator training will be documented by the Personnel Coordinator and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.

1.10 Program Evaluation

The Safety Office will conduct periodic documented evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with employees who use respirators and their supervisors, site inspections, and a review of records. A copy of the evaluation will be forwarded to the Personnel Coordinator.

Problems identified will be noted in an inspection log and addressed by the Safety Officer. These findings will be reported to Department Heads affected and the report will list plans to correct deficiencies in the respiratory protection program and target dates for the implementation of corrective actions.

1.11 Documentation and Recordkeeping

A written copy of this program and the OSHA Respiratory Protection standard is kept in the Personnel Coordinator's office and is available to all employees who wish to view it.

Also maintained in the Personnel Coordinator's office are copies of training and fit test records. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted.

The completed medical questionnaire and the physician's documented findings are confidential and will remain at the Licensed Physician's office. The department will only retain the physician's written recommendation regarding each employee's ability to wear a respirator.

TABLE 2: CCG PERSONNEL IN RESPIRATORY PROTECTION PROGRAM			
Position Title	Division	Job Description/Work Procedure	Respirator
Wastewater Operator Trainee, Wastewater Operator, Wastewater Supervisor	Operations/Wastewater	Changing 150 pound compressed gas cylinders containing chlorine gas and sodium dioxide.	Pressure Demand SCBA
Water Operator Trainee, Water Operator, Water Operation Supervisor	Operations/Water		Full Face Air Purifying Respirator
Electrician, Equipment Maintenance Asst., Equipment Maintenance Mechanic I & II, Equipment Maintenance Supervisor, Electrician Asst., Superintendent, Painter	Maintenance/Equipment Maintenance	Maintenance activities in confined spaces where conditions may become IDLH.	Full Face Air Purifying Respirator
Line Maintenance Worker, Line Maintenance Supervisor, Superintendent	Maintenance/Line Maintenance	Pipe cutting operations involving unidentified materials.	Full Face Air Purifying Respirator
Laboratory Tech I, Laboratory Tech II, Laboratory Supervisor	Operations/Laboratory	Water and wastewater analysis testing.	Escape Respirator
Vehicle Painter	Vehicle Maintenance	Spray Paint Booth	Air Supplied
EMS Providers HAZMAT Team	Emergency Services	HAZMAT Operations Certain Medical Exposures	SCBA ½ mask PAPR

**Respiratory Protection Standard (29 CFR 1910.134) Appendix 2 - Respiratory
Protection Workplace Evaluation Form
RESPIRATORY PROTECTION WORKPLACE EVALUATION**

Date: ____/____/____

Department: _____

1. Employees wearing respirators? ☐Yes ☐No
2. Type of respirators in use:
☐tight-fitting face piece ☐atmosphere supplying
☐both
3. Employees observed performing inspection on respirator prior to donning ☐Yes ☐No
4. Respirators stored properly? ☐Yes ☐No
5. Employees observed performing user seal check when donning respirator? ☐Yes ☐No
6. Employees using other PPE while using respirator? ☐Yes ☐No
7. If yes, what type of PPE? _____

8. If PPE, does it interfere with wearing respirator? ☐Yes ☐No
9. Do employees appear to have trouble completing work duties while wearing respirators?
☐Yes ☐No

Location/Work Area: _____

Operation: _____

10. Are there employee complaints about wearing respirators? ☐Yes ☐No

Comments:

Name of Evaluator: _____

EMERGENCY USE RESPIRATOR INSPECTION FORM

1. Date of inspection: ____/____/____

Respirator Manufacturer: _____

Make, and model: _____

Name of Inspector: _____

Signature of Inspector: _____

Findings as a result of the inspection: _____

Required corrective measures: _____

Respiratory Protection Equipment Receipt Form

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that I have received respiratory protection, at no cost to myself, for the performance of my required work duties.

I understand that the respiratory protection provided to me is the property of Charles County Government and agree to return it at which time as I am no longer an employee of Charles County Government or when my work duties no longer require the use of respiratory protection.

I acknowledge receipt of the following equipment (please print):

Respirator Manufacturer

Type respirator: negative pressure or atmosphere-supplying

Respirator Model

****I authorize a photocopy of this document to be as acceptable as an original signed document****

Name

Signature

Date



11.0 HAZARD COMMUNICATION

Reference: OSHA 29 CFR 1910.1200

Millions of workers are potentially exposed to one or more chemical hazards each day. There are an estimated 575,000 existing chemical products, and hundreds of new ones being introduced annually into the workplace. The Hazard Communication Standard (HCS) is based on the premise that employees have a right to know the identity of the chemicals in their workplace and the hazards that they may pose. Employees also have the right to know what protective measures are needed to prevent the occurrence of any adverse effects from hazardous chemicals.

Chemical exposure may cause or contribute to serious health effects ranging from heart ailments, kidney and lung damage, sterility, cancer, burns, to rashes. Some chemicals may also pose safety hazards and have the potential to cause fires and explosions.

The Chemical Hazard Communication Standard established uniform requirements to make sure that the hazards of all chemicals imported into, produced, or used in U.S. workplaces are evaluated, and that this hazard information is transmitted to affected employers and exposed employees. Chemical manufacturers and importers must convey the hazard information they learn from their evaluations by means of labels on containers and Material Safety Data Sheets (MSDSs). All covered employers must have a written hazard communication program to convey this information to their employees through labels on containers, MSDSs and training.

The Chemical Hazard Communication Program ensures that all employers receive the information they need to inform and properly train their employees and to design and implement employee protection programs. It also provides necessary hazard information to employees so they can participate in and support protective measures enforced in their workplaces. When employees have information about the chemicals being used, they can take steps to reduce exposures, substitute less hazardous materials, and establish proper work practices. These efforts will help reduce the occurrence of work-related illnesses and injuries caused by chemicals.

11.01 **Commitment**

Charles County Government is firmly committed to providing each of its employees a safe and healthy work environment. The Occupational Safety and Health Administration's Hazard Communication Standard 29 CFR 1910.1200, issued on November 24, 1983 specified in section 1910.1200 (e) that employers shall develop and implement a "written hazard communication program". The purpose of the written program is to describe how the OSHA hazard communication standard requirements shall be met.

11.02 **Hazard Communication**

This manual describes Charles County Government's Chemical Hazard Communication Program. All, or any part of this written Chemical Hazard Communication Program is

available to employees, their designated representatives, the Assistant Secretary of Labor for Occupational Safety and Health (OSHA), and the Director of the National Institute for Occupational Safety and Health (NIOSH). This manual is available from the Safety Office for reviewing and copying.

11.03 **Purpose**

The purpose of this program is to ensure that Charles County Government's employees are effectively informed concerning workplace safety and health hazards, specifically chemical hazards.

11.04 **Fundamentals**

The Hazard Communication Program requires employers to provide the following:

- 1) A written hazard communication plan.
- 2) Labeling and other forms of hazard warning.
- 3) Material Safety Data Sheets (MSDSs).
- 4) Employee information and training.

There are two types of work operations where the coverage of the rule is limited. They are laboratories and operations where chemicals are only handled in sealed containers. Consult the Hazard Communication Standard and Occupational Exposure to Hazardous Chemicals in Laboratories (OSHA Laboratory Standard) for more detailed information.

11.05 **Application**

This Hazard Communication Program applies to:

- 1) Known chemical occupational safety and health hazards.
- 2) Chemicals known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

11.06 **Scope**

The Hazard Communication Program covers all temporary, probationary, full-time and part-time employees of the Charles County Government at risk for chemical exposure. Compliance with this Hazard Communication Program is a condition of employment for all employees subject to occupational exposure.

11.07 **Plan Administration**

Administration of the Hazard Communication Program rests with the Charles County Safety Officer or his/her designee. Employees covered under the provisions of this program should contact the Safety Officer or his/her designee with any questions, recommendations, or concerns. The Hazard Communication Program shall undergo annual review and revision to incorporate changes in 29 CFR 1910.1200, departmental procedures or job duties that may affect our employees exposure to chemical hazards.

11.08 **Availability**

The Safety Officer or his designee maintains a copy of the written program. An additional copy, as well as an inventory of chemicals and MSDSs is located in the Department of Public Facilities, Emergency Services, Community Services, throughout Utilities and the County Government building.

11.09 **Multi-Employer Workplaces**

Please refer to the Hazard Communication Standard (1910.1200 (e)(2)) for employers who produce, use or store hazardous chemicals at a workplace in such a way that the employees of other employers, such as janitorial agencies, may be exposed.

11.10 **Non-Routine Tasks**

Any job or project involving hazardous chemicals that are being performed for the first time shall be considered a non-routine task. Chemical safety training must be provided for these non-routine tasks. The responsible Division Chief shall ensure that appropriate training is conducted for all involved employees prior to the initiation of the scheduled job.

11.11 **Material Safety Data Sheets (MSDS)**

Material Safety Data Sheets are written or printed documents that identify hazardous chemicals prepared and distributed by chemical manufacturers, importers or distributors. All chemical manufacturers, importers, and distributors must obtain or develop a MSDS for each hazardous chemical they produce, import or distribute. A hazardous chemical means any chemical which is a Physical Hazard: combustible, flammable, explosive, reactive, pressurized (compressed gases), and/or a Health Hazard: toxic, carcinogenic, corrosive, irritant, and sensitizing.

The Department Heads or his/her designed maintains an MSDS file for all hazardous chemicals used or handled by departmental personnel. Copies of these MSDSs are also located in the Hazard Communications Station Program Binder at each facility. MSDSs are in English and contain the following information:

- 1) Identity of the chemical.
- 2) Physical and chemical characteristics.
- 3) Physical and health hazards.
- 4) Primary routes of entry.
- 5) Exposure limits.
- 6) Precautions.
- 7) Controls.
- 8) Emergency response and first aid procedures.
- 9) Name of manufacturer, importer or distributor.

11.12 **Trade Secrets**

A "trade secret" gives an employer an opportunity to obtain an advantage over competitors who do not know about the trade secret or who do not use it. For example, a trade secret may be a confidential device, pattern, information, or chemical make-up. Chemical industry trade secrets are generally formulas, process data, or a "specific chemical identity." The latter is the type of trade secret information referred to in the Hazard Communication Standard. The term includes the chemical name, the Chemical Abstracts Services (CAS) Registry Number, or any

other specific information that reveals the precise designation. It does not include common names.

The Standard strikes a balance between the need to protect exposed employees and the employer's need to maintain the confidentiality of a bona fide trade secret. This is achieved by providing for limited disclosure to health professionals who are furnishing medical or other occupational health services to exposed employees, employees and their designated representatives under specified conditions of need and confidentiality.

The Charles County Government honors manufacturers, importers and distributors claims to withhold chemical information to avoid disclosing trade secrets provided the relevant health and safety data are included on the MSDS.

11.13 Labels and Other Forms of Warning

Chemical manufacturers, importers and distributors provide labels, tags, or other markings for containers of hazardous chemicals. This identification includes the following information.

- 1) Identity of hazardous chemical.
- 2) Appropriate hazard warning.
- 3) Name and address of the chemical manufacturer, importer, distributor or other responsible party.

The division supervisors are responsible to see that containers of hazardous chemicals in the workplace are labeled, tagged, or marked with the identity of the hazardous chemical and the appropriate hazard warning. Section Two-D outlines how to properly label hazard chemical containers.

Portable containers of hazardous chemicals do not have to be labeled if they contain chemicals transferred from labeled containers and are intended only for the immediate use of the employee who performs the transfer within on day.

All labels on incoming containers must not be defaced in any way. Observations or other detection of defaced labels must be immediately reported to the appropriate division chief or supervisor so appropriate labels can be reapplied immediately.

11.14 Employee Information, Education, and Training

All employees who work in areas where there are hazardous chemicals are to receive documented chemical safety training. This training is to be accomplished at the time of initial employment and before a new hazardous chemical is introduced into the workplace. Hazardous chemical safety and health training includes, but is not limited to:

- 1) General safety and health rules and procedures.
- 2) General chemical hazards.
- 3) Recognition, evaluation, and control of chemical hazards.
- 4) Chemical labeling.
- 5) Hazards associated with unlabeled piping and process systems.
- 6) Material Safety Data Sheets.
- 7) Access to safety and health information.
- 8) Compliance with safety and health rules and procedures.
- 9) Requirements of the OSHA Hazard Communication Standard.

- 10) Specific operations in the workplace where hazardous chemicals are present.
- 11) The location and availability of the written Hazard Communication Program and associated materials.

Department or division representatives, will train new employees when they are assigned to their work areas. Employees will also be trained in the methods and observations the employee may use to detect the presence or release of hazardous chemicals in the workplace, as well as the measures employees can take to protect themselves from chemical hazards, including appropriate work practices, departmental/divisional emergency procedures, and the use of personal protective equipment.

All employees shall be informed of and provided a copy of the Charles County Government's Chemical Hazard Communication Program, as well as an explanation of the hazardous chemical labeling system and how appropriate chemical hazard information may be obtained by employees.

Additional employee training concerning workplace chemical hazards will be provided when one or all of the following occur.

- 1) A new chemical is introduced into the workplace.
- 2) Process or equipment changes are made which could cause new or increased exposure.
- 3) Procedures and work practices are introduced or modified which could cause changes in employee's exposure.
- 4) Employees are transferred from one work area to another, where different chemical hazards are present.

11.15 Contractors

Contractors and their personnel shall comply with all OSHA standards while working on Charles County Government property. Also, proper hazard controls will be established to assure departmental/divisional operations do not expose contractor personnel to chemical hazards. Copies of MSDSs for any chemicals that contractor's personnel may be exposed to shall be provided to the contractor prior to inception of the work.

11.16 Complying with the Hazard Communication Standard

To ensure compliance with the Hazard Communication Standard, the Charles County Government shall adhere to the following seven steps:

- 1) Identify a responsible party to administer and coordinate the program.
- 2) Develop and maintain a chemical inventory list.
- 3) Maintain MSDSs for all hazardous chemicals stored or used in the workplace to which departmental/divisional personnel may be exposed.
- 4) Label all appropriate chemical containers.
- 5) Develop and maintain a written Hazard Communication Program.
- 6) Train employees.
- 7) Maintain program records and fulfill reporting requirements.

11.17 Responsible Staff

To ensure the success of the program, it is necessary to assign responsibility for both initial and ongoing activities that have to be undertaken to comply with the standard. Early identification of responsible employees, and involvement of them in the administration of the program will ensure a positive outcome.

The Division supervisors, or his/her designee, shall be responsible to ensure the accomplishment of the following:

- 1) Ensure that training and information is provided to all departmental personnel.
- 2) Ensure the maintenance of a current chemical inventory.
- 3) Ensure the maintenance of current Material Safety Data Sheets.
- 4) Ensure the maintenance of the written Hazard Communication Program.
- 5) Ensure appropriate labeling of hazardous chemical containers.
- 6) Ensure the establishment of emergency procedures to mitigate hazardous chemical releases.
- 7) Ensure the availability and functionality of appropriate personal protective equipment.
- 8) Ensure the establishment of record keeping requirements and reporting procedures.

Division Chiefs shall be responsible to ensure the accomplishment of the following:

- 1) Ensure that all employees in their division are made aware and trained in all aspects of the Hazard Communication Program and its requirements.
- 2) Audit compliance with the program within their division.
- 3) Require all divisional personnel who work with hazardous chemicals to employ appropriate personal protective equipment when doing so.
- 4) Designate one contact person for hazard communication business.
- 5) Advise the Director, or his designee, whenever their division introduces a new chemical into the workplace, and ensure that a MSDS for the chemical is incorporated into the program.
- 6) Immediately inform the Director, or his designee, of any chemical related accident, injury, exposure or release affecting the workplace or departmental personnel.

Charles County Government employees shall be responsible to:

- 1) Understand the purpose and support the intent of the Hazard Communication Program.
- 2) Use appropriate personal protective equipment when necessary.
- 3) Correctly label secondary chemical containers.
- 4) Immediately inform a supervisor whenever an accident, exposure or release occurs.
- 5) Follow proper program protocols at all times.
- 6) Report any program failures, including, missing, damaged, illegible, or incorrect labels, as well as malfunctioning containers or equipment.

11.18 Identification of Hazardous Chemicals in the Workplace

The Standard requires a list of hazardous chemicals in the workplace as part of the written Hazard Communication Program. The Standard covers chemicals in all physical forms – liquids, solids, gases, vapors, fumes, and mists – whether they are “contained” or not. The

hazardous nature of the chemical and the potential for exposure are the factors, which determine whether a chemical is covered under the Standard. If the chemical is not hazardous it is not covered.

The Standard includes exemptions for various chemicals or workplace situations. After compiling a complete list of chemicals, the Standard must be reviewed to determine if any of the chemicals can be removed from the list because they are exempt. For example, food, drugs, and cosmetics brought into the workplace for employee consumption are exempt; also rubbing alcohol in a first aid kit would not be covered.

As new chemicals are introduced into the workplace, the inventory must be updated and the MSDS forwarded to the Division supervisor or his designee for inclusion into the program.

11.19 **Material Safety Data Sheets (MSDSs)**

Employees shall not use any hazardous chemical(s) for which there is not an MSDS on file in the department. The MSDS provides information you need to ensure proper protective measures are in place prior to working with the chemical. If an MSDS is not available for the substance, the manufacturer, importer or distributor shall be contacted to request the appropriate MSDS. MSDSs shall be available to employees during all work shifts.

11.20 **Labels and other Forms of Warning**

All hazardous chemical containers located at any Charles County Government workplace shall be labeled such that the following minimum information is clearly legible:

- 1) Identity of the chemical – (e.g., Non-Flammable Gas Mixture)
- 2) Identity of the hazardous chemical – (e.g., Hydrogen Sulfide)
- 3) Appropriate hazard warning(s) and target organs – (e.g., Toxin, Respiratory)

The identity of the hazardous chemical is any term which appears on the label, the MSDS, and the chemical inventory list. The hazard warning is a brief statement of the hazardous effects of the chemical. Labels frequently contain other information, such as precautionary measures, but this information is provided voluntarily and is not required by the Standard. Labels must be legible, written in English and prominently displayed. There are no specific requirements for size or color, or any specified text. If the required minimum information is printed on the container, then no additional labeling is required.

The most important thing to remember is that legible labeling is a continuing duty. All containers of hazardous chemicals must be labeled. Therefore, it is important that all personnel understand that missing or illegible labels must be replaced as soon as possible. Exemptions to the labeling requirement for individual containers are as follows:

- 1) Signs or placards may be posted that convey the hazard information if there are a number of stationary containers within the work area that have the same contents.
- 2) Standard operating procedures, process sheets, batch tickets, blend tickets, and similar written materials can be substituted for containers labels on stationary process equipment if they contain the necessary hazard information, and are readily available to all employees in the work area.

- 3) Portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who makes the transfer are not required to be labeled.
- 4) Pipes or piping systems are not required to be labeled.

11.21 Written Hazard Communication Program

All workplaces where employees are exposed to hazardous chemicals must have a written plan describing how the Standard will be implemented and administrated in that facility. The following elements are included in the Charles County Government written program:

- 1) Hazardous chemical inventory.
- 2) Collection and availability of Material Safety Data Sheets.
- 3) Container labeling requirements.
- 4) Employee information and training.

11.22 Employee Information and Training

Information and training are an essential part of the program. Information regarding hazards and protective measures is provided to employees through written labels and MSDS. However, through information and training sessions, employees will learn to understand such information, determine how it can be obtained and used in their own work area, and understand the risk of exposure to chemicals in the workplace as well as the need for and method of using personal protective equipment to protect themselves. Records of all training sessions and attendance list shall be provided to the Charles County Safety Office. The training sessions will include the following minimum information:

- 1) General safety and health rules and procedures.
- 2) General chemical hazards.
- 3) Recognition, evaluation and control of hazards.
- 4) Container labeling.
- 5) Hazards associated with unlabeled piping and process systems.
- 6) Material Safety Data Sheets.
- 7) Access to safety and health information.
- 8) Compliance with safety and health rules and procedures.
- 9) Requirements of the OSHA Hazard Communication Standard.
- 10) Specific operations in the work areas where hazardous chemicals are present.
- 11) The location and availability of the written program and all contents.

11.23 Record Keeping and OSHA Reporting Requirements

OSHA standards require that each employer post certain materials at a prominent location in the workplace. These include:

- 1) Job Safety and Health Protection workplace poster (OSHA 2203 or state equivalent) informing employees of their rights and responsibilities under the Act. The employer must make available to employees, upon request, copies of the Act and copies of relevant OSHA rules and regulations. Any official edition of the poster is acceptable.
- 2) Summaries of petitions for variances from standards or record keeping.

- 3) Copies of all OSHA citations for violations of standards. These must remain posted at or near the location of alleged violations for three (3) days, or until the violations are corrected, whichever is longer.
- 4) Log and Summary of Occupational Injuries and Illnesses (OSHA-300). The summary page of the log must be posted no later than February 1, and must remain in place until March 1 of each calendar year.

12.0 CONFINED SPACE ENTRY



12.01 Purpose:

To identify the minimum requirements for Charles County Government confined space entry program.

12.02 Scope:

This Standard Operating Procedures applies to all confined space entry activities conducted by Charles County Government employees and any contactors on-site.

12.03 Applicable Standards and Regulations

Title 29, Code of Federal Regulations Labor, Part 1910.146 (29 CFR 1910.146), Permit Required Confined Spaces.

29 CFR 1910, Subpart Q, Welding, Cutting and Brazing.

29 CFR 1910.38, Employee Emergency Plans and Fire Prevention Plans.

12.04 Policy

The safety and health of Charles County employees, contractors, and visitors will be safeguarded by an aggressive safety and health program. Unnecessary risks will be avoided through a combination of:

- Engineering, process, and administrative controls,
- Training, supervision, and
- Personal protective equipment.

Personal protective equipment will NOT be used as a substitute for engineering controls except in situations where engineering, process, and administrative controls are not feasible, or while such controls are being installed.

Employees shall be informed of potential risks involved in their work, trained in safe work practices, and provided appropriate protective clothing and equipment. In providing for the safety of personnel entering permit required confined spaces, personnel shall adhere to the provisions of this program. The regulatory requirements referenced in Section III should be reviewed by the individual supervisors for compliance.

12.05 Responsibilities

Chiefs - Insures implementation of the safety and health program, including the provisions of this program.

Superintendents - Each superintendent shall monitor respective division project activities to ensure that safe and healthful working conditions and practices are maintained at the Charles County Government facilities. Superintendents shall direct and coordinate the Confined Space Entry Permit Program for Charles County employees under their supervision and/or contracted by the department to perform work at their project sites. Each appropriate supervisor with a written permit, shall identify permit required confined spaces, develop

written testing protocols, specify requirements for employee training, verify adequacy of rescue and protective equipment, issue entry permits, supervise confined space entries, close-out permits after entry termination, and maintain appropriate documentation.

Supervisors – Monitor Charles County Government site operations to ensure that safe work practices are followed. Prohibit entry into permit required confined spaces unless approved by the appropriate superintendent with a written permit.

Employees – Follow safe and healthful work practices when working in confined spaces. Remain outside permit required confined spaces unless cleared by the appropriate superintendent with a written permit.

Independent Contractors – Charles County Government at times may utilize the services of independent contractors. These contractors will be told that the work place has permit spaces. Before any contractor can enter a permit space, they must show proof of certification in confined space entry. The superintendent or supervisor who arranged for a contractor to be on site will apprise the contractor of the following:

- 1) Identify elements, including hazards that make the space to be entered a permit space.
- 2) Inform the contractor of any precautionary procedures that the Department has implemented for the protection of employees in or near the permit space to be entered.
- 3) Coordinate entry operation with the contractor, when the Department's employees and contractor employees will be working in or near the permit space.
- 4) Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and regarding any hazards confronted or created in the permit space during entry operations.
- 5) Maintain a record of all entries made by outside contractors.

12.06 Program Requirements

A *Confined Space* is any space, open or closed, that:

- 1) Is large enough and so configured that an employee can physically enter and perform assigned work; and,
- 2) Has limited or restricted means for entry or exit; and,
- 3) Is not designed for continuous employee occupancy.

A *Permit required confined space* means a confined space that has one or more of the following characteristics:

- 1) Contains or has the potential to contain a hazardous atmosphere;
- 2) Contains a material that has the potential for engulfing an entrant;
- 3) Has an internal configuration such that an entrant could be trapped or asphyxiated due to conditions created by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- 4) Contains any other recognized serious safety or health hazard.

Confined spaces are, typically, enclosed structures with limited access such as a manhole or hatch. Examples are silos, reaction tanks, bins, vaults, pipes and tunnels. Open areas may also

be considered confined spaces by this definition, such as diked pits. These areas must be entered with extreme caution to guard against the potential for serious injury or death.

12.07 Confined Space Identification and Evaluation

All work areas which could contain flammable or toxic materials at concentrations sufficient to pose a fire, explosion, safety, acute-illness hazard, or which may be oxygen deficient shall be evaluated by the appropriate superintendent or a qualified designee. Charles County Government workers or contractors will not be allowed to enter these areas, or IDLH areas until the potential hazard has been neutralized.

Potential confined or hazardous spaces will be identified on a master list of permit required confined spaces.

12.08 Marking

Permit spaces will be conspicuously identified with warning signs. Entry to the permit spaces will be prevented, where practical by locking or closure, and signs will inform employees that hazards may be present and that unauthorized entry is prohibited. The supervisor will ensure that appropriate signs are posted.

Lock Out/Tag Out Complete survey and identify all isolating devices to determine which switch(es), valve(s), or other energy isolating devices apply to the equipment to be locked/tagged out.

Notify all affected employees that a lockout/tagout system is being implemented and the reason for it.

Shut down machine or equipment by the normal stopping procedures.

Operate the ON switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s).

Lockout and/or tagout the energy isolating devices with assigned individual lock(s) or tag(s).

Verify that the equipment is not operable and energy sources are disconnected.

12.09 Restoring Machines or Equipment to Normal Production Operations

Notify all affected employees that LO/TO is coming off.

After servicing and/or maintenance are complete and equipment is ready for normal operations, check the area around the machines or equipment to ensure no one is exposed.

After all tools, parts, etc., have been removed from the machine or equipment, guards have been reinstalled, and employees are in the clear, remove all lockout or tagout devices.

Operate the energy isolating devices to restore energy to the machine or equipment.

12.10 Procedure Involves More Than One Person

Each must place his or her own personal lockout or tagout device on the energy isolating device(s); when an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used.

If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it.

Each employee will then use his or her own lock to secure the box or cabinet.

As each person no longer needs to maintain his lockout protection, that person will remove his or her own lock from the box or cabinet.

12.11 Permit System

A. Confined Space Entry Permit

A written permit system will be used by Charles County Government supervisors to control all permit space entry. Standard format permits will be used so that basic elements of information are documented. A permit will be completed by the supervisor, or designee, before each entry.

Before a permit is issued, and workers allowed to enter a permit space, the space will be evaluated by the appropriate department supervisor or designee, using a written testing protocol. Protocols will be developed for each permit space on the master list and maintained in the Confined Space safety files in each of the divisions. Appropriate instrumentation will be made available, in good working condition and calibrated according to the manufacturer's instructions.

12.12 Permit Form

A checklist portion of the permit form will be developed by the appropriate department for each confined space entry, and will be specific to the entry situation. A sample permit form is attached.

Checklists will include information on hazards present, measures for isolating the space, measures for removing or controlling potential hazards, acceptable environmental conditions which must be maintained, monitoring equipment and procedures, rescue and other services which would be summoned in case of emergency and the means of communicating with them, rescue equipment provided on site, communication procedures and equipment used by entrants to maintain contact, and any other information necessary to ensure employee safety.

Atmospheres which contain a concentration of flammable or combustible material in excess of 10 percent of the lower explosive limit (10% LEL) will be identified in the permit as EXPLOSIVE ATMOSPHERES. Atmospheres having toxic or disease producing contaminants in concentrations exceeding the OSHA Permissible Exposure Limit (PEL) or the American Conference of Governmental Industrial Hygienists Threshold Limit Value (ACGIH TLV) will be identified as a TOXIC ATMOSPHERE. Atmospheres having *less than 19.5 percent oxygen* content will be identified as OXYGEN DEFICIENT, and those with *more than 22 percent* will be identified as OXYGEN ENRICHED ATMOSPHERE.

The PERMIT will also include the identity of the permit space, purpose of entry, date of entry, and authorized duration, list of authorized entrants, list of eligible attendants, list of individuals eligible to supervise the entry, and the signature and printed name of the appropriate department supervisor. The permit will be completed at the entry site by the person in charge of the entry, and returned to the appropriate department supervisor after the entry is terminated for final close-out of the permit.

12.13 Special Entry Permits

Special permits may be issued and remain in effect for up to one year for low hazard permit spaces. Low hazard permit spaces are those for which there is an extremely low likelihood that an engulfment or IDLH (Immediately Dangerous to Life or Health) hazard condition could be present, and where all other serious hazards have been controlled.

Special entry permits do not require that an attendant be provided during entry, but entrants must receive authorized entrants training. Additional restrictions will apply:

For entry to inspect or check meters, or other equipment, entrants will also be trained to understand and comply with requirements that include the following:

- 1) Appropriate conditions for entry are verified before entering and during the period of entry, including the absence of any permit space hazard;
- 2) Potential atmospheric hazard are evaluated before entering and as the entry proceeds to check for oxygen content, combustible gas or vapor, and toxic contaminants;
- 3) The entrant does not take anything into the space or take any action which might cause a hazard to arise; and
- 4) Direct reading instruments with remote sampling probes are carried and used if there is a potential for the entrant to pass through areas which could not be tested prior to entry.

The special permit will be revoked if a direct reading instrument or other circumstance indicates that conditions are no longer acceptable, and entry will not be made until the space has been restored to the permit conditions.

For entry to perform minor maintenance work, entrants will be trained so that:

- 1) Appropriate procedures and practices are in effect and utilized prior to entry taking place;
- 2) When an atmospheric hazard may exist, ventilation and atmospheric testing or monitoring will be used to ensure acceptable conditions remain.

When conditions become unacceptable, the permit will be revoked and entry will be prohibited until a permit required confined space permit can be issued.

12.14 Permit Access

Only trained personnel specifically authorized entry to the permit area will be allowed to enter. Signs and barriers will be erected as needed to prevent unauthorized entry.

12.15 **Training and Duties**

Employees will be trained so that entrants, attendants, and personnel authorizing or in charge of entry can work safely in and around the permit space. Each department will ensure that training plans are developed and appropriate training provided.

12.16 **Authorized Entrants**

Training will be provided so that the entrants:

- Know the hazards that they will face during entry;
- Recognize the signs and symptoms of exposure to a hazard;
- Understand the consequences of exposure to a hazard;
- Remain in contact with attendants and notify attendants when they initiate evacuation of a permit space;
- Understand the capabilities, limitations, and uses of protective and rescue equipment and the requirement to maintain and use the equipment.
- Know of external barrier needed to protect entrants from external hazards and the proper use of these barriers;
- Exit the permit space, unless physically impossible to do so, if monitoring equipment fails, when the attendant orders it, an automatic alarm goes off, or the entrant perceives a danger.

12.17 **Attendants**

Training will be provided to ensure that attendants will:

- Keep an accurate count of entrants in the permit space;
- Know how to recognize potential hazards in the space and determine if it is safe for entrants to remain inside;
- Maintain continuous contact with entrants;
- Order entrants to evacuate the permit site immediately when a condition not included in the permit is observed, when behavioral effects due to exposure are noted, when outside conditions could endanger the entrant, when an uncontrolled hazard within the space is detected , or when more than one space is being monitored and an emergency exists in one of them;
- Order emergency and rescue services as soon as the attendant determines that entrants need to escape from a space.

12.18 **Authorizing Individual**

The appropriate department supervisor will be trained as necessary to:

- Review the permit for proper content;
- Determine that procedures, practices, and equipment for safe entry are in effect before allowing entry;
- Periodically re-evaluate the situation to verify that permit conditions are being met;
- Cancel entry authorization and terminate entry when conditions are not acceptable;
- Take appropriate close-out actions when an entry operation is concluded.

12.19 Emergency Situations

Under no circumstances are employees to attempt rescue of entrants by entering a permit-required confined space. 9-1-1 should be contacted immediately.

OSHA 29 CFR 1910.146 - PERMIT REQUIRED CONFINED SPACE TRAINING

CHARLES COUNTY GOVERNMENT

Training Requirements	ENTRY TEAM POSITIONS				
	Entry Supervisor	Authorized Entrant	Attendant	Other Maintenance, Production and Laboratory Personnel	Office and Administration Personnel
Information about 29 CFR 1910.146 Confined Space	X	X	X	*	*
Before Entry Team Position Assigned	X	X	X		
Before Entry Team Position is Changed	X	X	X		
When Confined Space Entry Procedures are Changed	X	X	X		
Whenever Confined Space Procedures Are Not Being Followed Correctly	X	X	X		
Verify Training Has Established Required Entry Skills	X	X	X		
Employer Certification of Training	X	X	X	*	*

X - Training Required

*--Required as part of Orientation Training

ALL COPIES OF PERMIT WILL REMAIN AT JOB SITE UNTIL JOB IS COMPLETED

Charles County

CONFINED SPACE ENTRY PERMIT

Location and Description of Confined Space	Date
Purpose of Entry	Time
Division	Expiration

Entry/Job Supervisor | Attendant

Entrant(s)	Type of Crew	Phone

SPECIAL REQUIREMENTS	YES	NO		YES	NO
Lock-out - De-energize			Escape Harness		
Lines Broken - Capped or Blanked			Tripod Emergency Escape Unit Checked		
Purge - Flush and Vent			Nylon rope ladder		
Ventilation			Fire Extinguishers		
Secure Area			Lighting		
Breathing Apparatus			Protective Clothing		
Resuscitator - Inhalator			Respirator		

TESTS TO BE TAKEN	PEL	YES	NO	DATE TIME	DATE TIME	DATE TIME	DATE TIME
% of Oxygen	> 19.5% or < 21%						
% of Lower Explosive Limit	Any over 10 %						
Carbon Monoxide	50 ppm						
Aromatic Hydrocarbon	10 ppm						
Chlorine	1 ppm Ceiling						
Hydrogen Sulfide	10 ppm						
Sulfur Dioxide	5 ppm						

GAS TESTER:

Instruments Used	Name	Type	ID No.

Safety Standby Person(s)	

AUTHORIZATION: I {(Print Name)} certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this confined space.

Time:

Date:

Signature



13.0 COMPRESSED GAS CYLINDERS

Reference: 29 CFR 1910.101-104 Hazardous Materials

13.01 General Safety Requirements of Compressed Gas Cylinders

Accept only cylinders approved for use in interstate commerce for transportation of compressed gases.

Do not remove or change the marks and numbers stamped on the cylinders.

Cylinders must never be dragged, pushed, or pulled across the floor.

Transport cylinders weighing more than 40 pounds on a hand or motorized truck, securing them from falling.

Keep cylinders clean and protected from cuts or abrasions.

Do not lift compressed gas cylinders with an electromagnet. Where cylinders must be handled by a crane or derrick, as on construction jobs, carry them in a cradle or suitable platform and take extreme care that they are not dropped or bumped. Do not use slings.

Do not drop cylinders or allow them to strike each other violently.

Do not use cylinders for rollers, supports, or any purpose other than to contain gas.

Do not tamper with safety devices in valves or on cylinders.

Consult with the supplier of the gas when in doubt about the proper handling of a compressed gas cylinder or its contents.

Clearly write EMPTY in chalk on empty cylinders being returned to the vendor.

Close cylinder valves and replace valve protection caps if the cylinder is designed to accept a cap.

Secure cylinders to be transported to allow as little movement as possible.

Always consider cylinders to be full and handle them with corresponding care.

Securely support compressed gas cylinders at all times. Cylinders must not be left "freestanding" at anytime.

Compressed gas cylinders should never be subjected to a temperature above 125 degrees F.

Never place cylinders where they may become energized by an electrical circuit.

Do not re-paint cylinders.

Following tank exchange, fittings and connections must be checked for leaks with a soap solution. Never check for leaks with an open flame.

Unless designed for horizontal use, propane cylinders must be kept in an upright position.

All cylinders must be chained with positive holds to prevent being knocked over.

13.02 **Cylinder Storage**

Cylinders must be secured in an upright position, in a safe, dry, well ventilated place prepared and reserved for this purpose.

Cylinders must not be kept in an unventilated enclosure such as lockers.

Cylinders must not be stored in the same area as flammable substances, such as oil and volatile liquids, or near sources of heat, such as radiators or furnaces.

Cylinders must not be stored near elevators, gangways, stairwells, or other places where they can easily be knocked down or damaged.

Cylinders should be stored on a level fireproof floor.

Cylinders stored in the open must be protected from contact with the ground and against inclement weather conditions.

Cylinder storage must be planned so the cylinders are used in the order they are received from the supplier.

Empty and full cylinders must be stored separately, with empty cylinders being plainly identified as such to avoid confusion.

Empty cylinders that have held the same contents must be grouped together.

Oxygen cylinders should not be stored within 20 feet of highly combustible materials, oil, grease, wood shavings, or cylinders containing flammable gases.

Hydrogen cylinder storage locations must be permanently placarded as follows:

“HYDROGEN-FLAMMABLE GAS-NO SMOKING- NO OPENFLAMES”

or equivalent.



14.0 ELECTRICAL

Reference: OSHA 29 CFR 1910.335

It is the responsibility of each department head, manager and/or supervisor and the employee to ensure implementation of the County's safety policy and procedure on Electrical. It is also the responsibility of each County employee to immediately report unsafe acts or conditions to his or her supervisor.

14.01 General Requirements

All electrical equipment must be free from recognized hazards prior to operating.

Unless approved for the purpose, no electrical conductors or equipment may be:

- Located in damp or wet locations;
- Exposed to gases, fumes, vapors, liquids, or other agents that could have a deteriorating effect;
- Exposed to elevated extreme temperatures.

All electrical equipment must be labeled with the manufacturer's name or other identifying description. Other markings must include the voltage, current, wattage, or other applicable ratings.

Immediately shut off any sparking motors or overheating equipment.

All electrical equipment or wiring must be guarded or insulated to prevent contact with exposed, live electrical parts.

All electrical motor frames must be grounded.

Only use marked double insulated power tools or three-wire grounded cords.

All circuit breaker switches must be identified and labeled as to the circuits they serve.

Proper safety guards must protect all exposed bulbs in temporary lights.

Always replace fuses with the manufacturer's specified type and size.

Do not stand on a damp or wet surface, you must wear the proper personal protective equipment (PPE), including rubber soled boots or rubber matting.

Keep all electrical switches, junction boxes, panels, and fuse boxes free and clear of obstructions at least 3' back from the access.

Always keep covers on switches, junction boxes, panels, and fuse boxes when not in use.

Always keep warning labels on “High Voltage” areas (over 600 volts).

Do not make repairs to electrical wiring or equipment unless you are qualified and have the authorization to do so.

Prior to working on electrical equipment, shut off energy at the circuit breaker panel and follow the lock out/tag out procedures.

Do not use metal ladders near electrical wiring or electrical equipment unless the manufacturer specified such usage.

Receptacles, cord connectors, and plugs must not be attached to a piece of equipment or other device of a different voltage or current rating other than what the equipment/device is designated.



14.02 **Electrical Cords**

All flexible cords must be heavy duty, minimum 18 gauge, three-way type cords.

Do not use flexible cords as a substitute for fixed wiring.

Do not lead flexible cords through holes in walls, floors, ceilings or through doorways.

Do not wrap cords around pipes, steel beams, gas cylinders, or any other electrical conducting material/object.

When using a flexible cord, tie or clip the ends to prevent a direct pull on joints or terminals.

Inspect electrical cords prior to use for defects.

Never patch or tape any worn cords.

Do not leave electrical cords lying in places where they may be run over by vehicles or other equipment.

Supervisors are responsible for training employees in the above described safe working procedures prior to working on or with any piece of electrical equipment.

Do not drive over electrical cords.

14.03 **GFCI**

All pneumatic powered tools and hose must be used in accordance with OSHA 29 CFR 1910.243.



15.0 EXCAVATION AND TRENCHING

Reference: OSHA 29 CFR 1926.651

It is the responsibility of all County employees to abide by all established safe work procedures dealing with trenching and excavation operations.

15.01 General Procedures

Always contact Miss Utility (8-1-1) prior to any digging and print a receipt, or document the work order number.

All proper PPE must be worn, including but not limited to steel toed boots, hard hats, fluorescent vests, and gloves.

Warning signs and barricades must be installed surrounding all open sides of a trench or excavation.

When excavations or trenching areas are five (5) feet or more in depth, the sides must be supported by shoring, bracing, or other engineered approved means, or sloped to the proper required angle of repose (29 CFR 1926.652).

All excavated material and debris must be retained at least two feet away from the edge of the excavation/trench.

When mobile equipment is operated adjacent to an excavation, or when such equipment is required to approach the edge of an excavation, and the operator does not have a clear and direct view of the edge of the excavation, a warning system shall be utilized such as barricades, hand or mechanical signals, or stop logs. If possible, the grade should be away from the excavation.

A competent person must make daily inspections of excavations/trenches prior to entry into any area. If any evidence of a possible cave-in or slide is present, work in the excavation/trench must cease until necessary precautions have been taken to safeguard exposed employees.

Suitable means of access and egress must be located no more than 25' of lateral travel.

Do not drop or throw equipment, tools, or material in an excavation where employees are working.

Always check surrounding traffic before leaving an excavation area.

Where oxygen deficient and/or hazardous atmosphere could reasonably be expected to exist, the atmosphere in an excavation must be tested before employees are allowed to enter.

The Division Chief will designate a Competent Person.

The competent person has the authority to stop work when he or she deems the trench or excavation is unsafe. A competent person must be designated whenever a trench or excavation is opened.

The competent person will perform daily required inspection of the trench or excavation.

15.02 Soil Classification and Protective Systems

The soil shall be assumed to be type C soil.

15.03 Access and Egress

A suitable means of access and egress must be maintained whenever employees are in an excavation or trench.

Access and egress means must require no more than 25 feet of lateral travel at any point in an excavation or trench.

A competent person must design any structural ramp(s) used for access and/or egress for people working in the trench.

A registered Professional Engineer must design structural ramps for equipment.

15.04 Inspections

When employee exposure can reasonably be anticipated, daily inspections must be made by a competent person for evidence of a situation that could result in:

- Possible cave-ins;
- Failure of a protective system;
- Hazardous atmospheres;
- Other hazardous conditions.

Inspections must be made after each rainstorm or other hazard-increasing occurrence.

If a hazard is indicated, the employees must be removed from the exposed area until appropriate corrective measures can be taken.

15.05 Walkways

Where employees or equipment are required or allowed to cross over a trench or excavation, a safe walkway must be provided.

Where walkways are more than six feet above lower levels, guardrails must be installed.

15.06 Surface Protection

Where people or equipment could fall into the excavation or trench, adequate protection in the form of barricades or stop-logs must be put in place.

Excavated material must be piled at least two feet back from the edge.

Appropriate steps must be taken to protect the public from entry into excavations and trenches.



16.0 FALL PROTECTION

Reference: OSHA 29 CFR 1910.66 Subpart F – Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms

OSHA 29 CFR 1926.503 Subpart M

All employees have the responsibility to recognize fall hazards and take preventive measures. Each employee must visually inspect Personal Fall Protection Equipment before using and follow County procedures governing their application. Defective equipment must be immediately removed from service, red tagged and returned to a supervisor. Personal fall protection systems and components which have been subjected to impact loading from the arrest of an employee's fall must be immediately removed from service and turned into a supervisor and shall not be used again for employee protection unless inspected and determined by a competent person to be undamaged and suitable for reuse.

16.01 General Procedures

Workers operating or working from an aerial bucket truck, man lifts or aerial basket **MUST** wear fall arrest systems.

Workers on walking/working surfaces with unprotected sides or edges six (6) feet or higher above a lower level must be protected from falling by the use of guardrail, nets, or fall arrest systems.

Workers constructing or working near leading edges at six feet or higher above a lower level must be protected from falling six (6) feet or more by personal fall arrest systems, nets, or positional device systems.

Workers on the edge of excavations or pits deeper than six (6) feet must be protected from falling by guardrail, fences, or barricades.

Workers less than six (6) feet above dangerous equipment must be protected from falling in or onto the equipment by guardrail, nets, or personal fall arrest systems.

Workers near wall openings six (6) feet or higher above lower levels not otherwise addressed must be protected from falling by guardrail, nets, or personal fall arrest systems.

Workers using walking/working surfaces six (6) feet or higher above lower levels which are not otherwise addressed must be protected from falling by guardrail, nets, or personal fall arrest systems.

When personal fall protection equipment is used, the systems must be tied off properly to anchor points which are capable of supporting a static load of 5,000 pounds per person.

Anchorage used for the attachment of personal fall protection equipment must be independent of any anchorage being used to support or suspend platforms. Only in rare situations where no

such independent anchorage is possible, tying off to the platform may be necessary. All personal fall protection equipment must be connected and used in accordance with manufacturer's specifications and instructions.

Personal fall arrest systems must be rigged to minimize the free fall distance, but in no case to exceed six (6) feet. In addition, the deceleration distance must be limited to three and a half (3.5) feet and the personal fall protection system must allow for an unobstructed fall.

Fall protection is not required when working in the following situations:

- Fully built scaffolds;
- Roofs with a 42 high, continuous parapet;
- Stairways with standard railings;
- Caged ladders;
- Portable or scaffold ladders (only when used for access);
- Elevated walkways protected by guardrail.

16.02 Equipment and Practices

The top edge of guardrails must be 42 inches high.

Midrails, screens, mesh, or intermediate vertical members must be installed between the top edge of the guardrail and the walking/working surface when there is not wall or parapet wall at least 21 inches high.

Guardrails must be capable of withstanding a force of at least 200 pounds applied with a minimum deflection.

With 200 pounds of downward force, the top edge of the guardrail must not deflect to less than 39 inches.

Guardrails must be surfaced in a way to prevent punctures, lacerations, and snags.

The ends of top rails and midrails must not overhang terminal posts unless an overhang will not create a projection hazard.

Steel and plastic banding cannot be used on top and midrails.

Top and midrails must be at least one quarter of an inch nominal diameter or thickness.

When guardrails are used in a hoisting area, a chain, gate, or removable **guardrail section must be placed across access openings while hoisting** operations are not taking place.

When guardrails are used at openings, they must be erected on all unprotected sides or edges.

When guardrails are used to protect openings which are used for passage or materials, not more than two (2) sides can be protected by removable guardrail.

Safety nets must be installed as close as possible, but not more than 30 feet below the walking/working surface.

Safety nets must extend outward from the outermost projection of the work surface. (See regulations for distance.)

Drop tests must be performed on safety nets by dropping a 400 pound 30 - 32 inch diameter bag of sand into the net from the highest walking/working surface (but no less than 42 inches).

When it is unreasonable to perform a drop test on a net, the employer or designated competent person must certify that the net and installation are in compliance with this standard.

Effective January 1, 1998, body belts are not acceptable as part of a fall arrest system. Body belts may only be used per the manufacturer's design and recommendations. Most manufacturer's do not approve or recommend the use of a body belt for a fall arrest system.

Lanyards and vertical life lines must have a minimum breaking strength of 5,000 pounds.

Personal fall arrest systems, when stopping a fall, must limit the maximum arresting force on the worker to 900 pounds when used with a body belt.

Personal fall arrest systems must be rigged so that the worker cannot fall more than six (6) feet or contact any lower levels.

Positioning devices must be erected around all sides of a roof work area.

Warning lines must be erected around all sides of a roof work area.

Controlled access zones must be defined by a control line or other means of restricting access.

When using safety monitoring systems, a competent person must be used to monitor the safety of the workers.



17.0 FLAMMABLE AND COMBUSTIBLE MATERIALS

It is the responsibility of each manager, supervisor, and employee to ensure implementation of the County's Safety Policy and Procedures on Flammable and Combustible Liquids. It is also the responsibility of each County employee to report any unsafe act or condition to their supervisor.

17.01 Flammable Liquids

All containers must be clearly labeled as to its contents. The word "Flammable" must be used to indicate the hazard together with the words "Danger", "Warning", or "Caution", as appropriate to indicate the severity of the hazard.

Flammable materials must be stored separately from corrosive and toxic materials.

One day's supply of a flammable liquid may be stored in a work area in an approved portable container with a spring-loaded cap and a flame arrestor.

Amounts greater than a one day's supply of flammable liquid must be stored outdoors in sealed containers, in a structure not used for any other purpose, or in a storage box or cage with a lock.

If stored indoors, sealed containers of a flammable liquid must be stored in a fire-proof metal cabinet or in a storage room meeting the requirements of OSHA 29 CFR 1910.106(d).

Vehicles or mobile equipment with a gasoline engines must be fueled outdoors with the engine off and with no source of ignition within ten (10) feet.

Smoking is prohibited in areas where flammable liquids are used, stored, or dispensed.

Gasoline and other highly flammable liquids must not be carried in the passenger compartment of a vehicle.

Gasoline and other highly flammable liquids must be transported and stored in approved safety cans and must meet OSHA and NFPA requirements and be certified by FM, UL, or ULC.

Ensure that containers are not damaged and caps or fittings are properly secured after filling.

Flammable liquids must be transported in an upright position, braced or otherwise secured to prevent overturning.

When transporting gasoline or other flammable liquids in a van, place the containers in the rear of the van with adequate ventilation. Remove the containers from the van immediately upon arrival at the destination.

Provide an appropriate class of fire extinguisher in the driver's compartment when gasoline or other flammable liquids are transported in a vehicle.

Do not use gasoline as a cleaner or solvent. Its sole use shall be as motor fuel.

Equipment with fuel tanks located adjacent to engine components, should be allowed to cool before refueling.

17.02 **Corrosive/Toxic Materials**

All containers must be clearly labeled as to their contents. The words "Corrosive" or "Toxic" as appropriate must be used to indicate the hazard, together with the words "Danger", "Warning", or "Caution", as appropriate to indicate the severity of the hazard.

Corrosive or toxic materials must be stored separately from flammable and/or combustible materials.

Appropriate personal protective equipment, including goggles, apron, gloves, etc., must be worn by all persons handling toxic or corrosive materials.

In any area where toxic materials are in use, a facility program to minimize the hazard is required. This program will include personal hygiene measures, personal protective equipment, proper work procedures, and development of emergency procedures appropriate to the hazard.



18.0 FORKLIFT, POWERED INDUSTRIAL TRUCKS

Reference: OSHA 29 CFR 1910.178

The following responsibilities to operate any County owned, leased, or on-site forklift applies to all employees in all County workplaces/facilities/construction sites throughout County Government.

18.01 Certification

The County designee must certify that each operator has been trained and evaluated as required in OSHA 29 CFR 1910.178. The certification must include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

18.02 Inspection

Operators and/or supervisors must perform a pre-operational check of the powered industrial truck (forklift) and document results using the Vehicle Condition Report (VCR) to ensure the following:

- Sufficient air in tires;
- Undamaged tires, tread, etc...;
- Good condition of the windshield and all surrounding shields;
- Unbroken lights;
- Sufficient fluid levels;
- Back up alarm is functioning properly;
- Undamaged overhead protection/roll over guard (if applicable);
- Seat belt functioning;
- Other manufacturer's recommendation checklists.

18.03 Safe Operating Procedures of Powered Industrial Trucks (Forklifts)

Inspect the hydraulic system, looking for leakage around filters, hoses, fittings and, pumps.

As the operator, you should always be aware of what is happening around you.

Always examine the worksite and equipment prior to each use.

Read and observe all warnings before operating the machine.

Keep all guards, shields, and decals in place and properly secured.

Always adjust and wear seat belts.

Check the battery in a safe place away from an open flame and potential sparks.

The forward stability of a forklift depends upon two factors: the load weight and load center.

A heavy load can cause the rear wheels to float or bounce and make steering difficult and unsafe.

Forward stability also depends upon driving up and backing down an incline, especially with any kind of load.

The side to side stability of a forklift depends on the weight and center of the load as well as the surface on which the truck is operated.

Turning the forklift while on an incline over 10 percent could result in a roll-over.

Do not hot rod when starting, stopping, turning or reversing forklift travel.

Never leave forks in the raised position when not attended.

Place fork flat on the ground when parked.

Always observe pedestrian's right-of-way.

Do not operate a damaged or faulty forklift. Do not attempt repairs unless you are trained to do so.

Do not shift the transmission while machine is moving.

Even the smallest bump can tip over a forklift trying to carry a load too high.

Always start the forklift with the transmission in neutral.

Let the engine warm up three to five minutes at a low idle.

Forklifts have short wheel bases and turn sharply and quickly.

Travel with the forks about 6 – 8 inches off the ground and never operate the lift or tilt controls while in general travel.

Always keep your arms and legs within the safety zone of the operator's compartment.

The operator shall be the only one on the forklift.

Never work with someone between the forklift and a stationary object.

Pay attention to clearances in the work area and always check forks, upright and tail swing.

Never use a forklift as a "bulldozer" by trying to push/pull things.

If you must leave the forklift be sure to put the transmission in neutral or "park" and set the hand brake.

When you must go farther than 25 feet from your forklift or are out of visual contact, you should first lower the forks, stop the motor and take the key.

Chock the wheels if you must park on an incline.

Give your eyes time to adjust when you travel back and forth between sunlight and dark interiors.

The forklift operator must be thoroughly familiar with the safe method to refuel the forklift.

Before you pick up anything, make sure the load is stable.

An improperly stacked or loose load should not be lifted.

A load exceeding the rated capacity for weight or centering should not be attempted.

Check the weight rating capacity listed on the operating specifications plate located on the control panel of the forklift.

Never attempt to support a load using only the tips of the forks or only one fork; this could bend or break a fork.

Travel slowly around corners and always sound the horn in areas where you cannot see.

Fill out any paperwork required by your employer.

18.04 **Training**

Training will consist of a combination of formal instruction, practical training and evaluation of the operator's performance in the workplace by a contract trainer. The training will be documented in the employee's training record as well as in their personnel record.



19.0 GROUNDSKEEPING/LANDSCAPING

Reference: 29 CFR 1910.243(e) Power Lawnmowers

The following responsibilities must be followed by all County employees, contractors, inspectors, etc., who are exposed to or provides grounds keeping/landscaping activities on every County worksite or facility.

19.01 **General Procedures**

Always inspect your equipment prior to usage (fluids, lubes, lights, etc.,).

Set up a safe work zone prior to working near motorists/pedestrians.

Never wear loose clothing (except for loose fitting gloves in case of brush snag) when working near or with chippers or chipping equipment.

Always wear hearing protection when working near or with chippers.

Always wear eye protection (must comply with ANSI X87.1-1989) when working near or with chippers.

Never stick hands or feet past the break plane of a chipper.

Never use hands to unclog or feed debris into a chipper.

Always remove ignition key when unattended.

Always feed the large end of the tree/branch first.

Always be aware of the direction of the discharge chute.

Never put rakings in chipper. They may contain glass or rocks.

Always be aware of your surrounding (people, cars, etc.)

Never access panels while chipper is operating.

Never open hoods while rotors are running.

Always lockout/tagout equipment when providing maintenance.

Use caution when feeding materials into the shoot. Do not stand directly in front of the feeder due to potential whipping of branches.

19.02 **Lawn Mowers (Hand)**

Operators must perform a pre-operational check of their equipment. Report needed repairs immediately to a supervisor.

Be familiar with the operator's manual. Do not use any unsafe equipment.

Check area and clear rocks and debris before mowing.

Establish safe work zones prior to initiating work.

Avoid entangling blade in wires, ropes, or cables.

Make sure the mower is in neutral or park before starting.

Always push mowers up hill, never pull.

Do not carry passengers on a mower.

Use mowers only for their designed purpose.

Use care while operating over uneven terrain.

Do not dismount the machine unless stopped and put in park.

Disengage the mower when not cutting.

Wear appropriate personal protective equipment (PPE) consistent with the hazard. Eye and hearing protection is required when operating outside an enclosed cab.

Steel toed boots are required at all times.

Do not refuel a running or hot engine.

Keep all guards in place at all times.

Keep off slopes that are too steep for safe operation.

Never attempt to start or operate the machine except from the operator's station.

Check frame and mower decks for cracks and loose bolts.

19.03 **Chainsaws**

Chain saw operators must wear hard hats, eye protection, face shield, hearing protection, gloves, chaps, and steel toed boots.

Ensure that a first aid/CPR certified person accompanies all chain saw operating personnel.

Chain saw operators must not wear any jewelry or excessively loose-fitting clothing, which could become entangled in the machine's operating parts.

Chain saws must be inspected prior to use to ensure that all handles and guards are in place and tight, all controls function properly, and the muffler is in good condition.

The manufacturer's instructions must be followed for the operation and adjustment of chain saws.

Chain saws must be fueled only in safe areas and not under conditions conducive to fire, such as near smoking areas, hot engines, etc.

Fuel must be stored and dispensed from approved, plainly marked safety containers.

Chain saws must be started at least ten feet away from refueling areas.

Chain saws must not be running while being transported up/down ladders, bucket trucks, scaffolding, etc...

Operators must be certain of footing and must clear away all brush which might interfere with cutting prior to starting a cut.

Chain saws must be held with both hands in order to maintain control of the saw during operations.

Chain saws must be turned off when carried in hazardous conditions, such as slippery surfaces or heavy underbrush.

Chain saws must not be used to cut directly overhead or at a distance requiring the operator to lose a safe grip on the saw.

19.04 Trimmers/Edgers

Inspect the trimmer/edger prior to each use for the following potential hazards:

- Loose belts;
- Missing or damaged guards;
- Remove accumulations of grass, leaves or excessive grease to reduce fire hazard;
- Other manufacturer suggested pre-operational check items.

Always remove stones, sticks and other objects from the work area before beginning to trim so objects will not fly up and hit you.

Clear the area of people and pets.

Dress properly for the job: wear safety shoes, long pants and close-fitting clothes. Wear ANSI approved safety glasses or goggles and hearing protection.

Read the operator's manual to find out where the controls are and what they do, and always check for additional safety instructions. Know how to stop the machine quickly.

Do not remove or disable guards or other safety devices.

Fill your gasoline tank only while the engine is cold. Do not spill when you fill. If you need to refuel the edger/trimmer before completing a task, turn off the machine and allow the engine to cool.

Never light a match or smoke around gasoline.

Operate your edger/trimmer carefully.

Operate only where firm footing and balance are assured. Do not operate where the use of hands would be necessary to prevent falls.

Do not overspeed the engine.

Do not put hands or feet near or under rotating parts while the engine is running. Keep feet away from the cutting area.

Stop the engine when crossing gravel drives, walks or road, and under any conditions where thrown objects might be a hazard.

After striking a foreign object or if a unit vibrates abnormally, stop the engine, disconnect and secure the spark plug wire. Inspect the unit for any damage and have the unit repaired before further operation.

Hold handles firmly with both hands to prevent loss of control due to the blade bouncing upon contact with hidden solid objects.

When transporting the machine to the work site, make sure the blade is disengaged to not damage the blade, lawn, curbs, or pavement. After disengaging the blade, push the machine to the site where work is to begin.

Before attempting any adjustment of the blade and wheels, make certain the engine is off, the blade is disengaged and the spark plug wire is removed.

When using an electric-powered edger/trimmer, make sure you never cross over the cord. Use recommended, grounded extension cords and check periodically for worn or damaged cords.

19.05 Shredders/Grinders

Before using shredder/grinders:

Dress properly for the job: steel toed shoes/boots, work gloves, hearing protection, approved safety glasses/goggles, long pants and close-fitting clothes.

Clean up and clear out the work area of people, especially children, and pets before you start your shredder/grinder. Keep bystanders at least 25 feet away from equipment.

Fill your gasoline tank only while the engine is cold. Do not spill when you fill.

Read the operator's manual to find out where controls are and what they do, and always check for additional safety instructions. Know how to stop the machine quickly. Do not remove or disable guards or other safety devices.

Operate your shredder/grinder carefully:

Inspect the shredder/grinder prior to each use for the following potential hazards:

- Loose belts;
- Missing or damaged guards;
- Accumulations of grass, leaves, or excessive grease to reduce fire hazard;
- Other manufacturer suggested pre-operational check items.

Operate your shredder/grinder on a level surface. Do not operate the shredder/grinder on a paved or gravel surface. Discharged material may bounce from a hard surface and cause personal injury.

Stand clear of the discharge area when operating your equipment.

Do not put face, hands, feet or any part of your body or clothing near the chute, hopper, or discharge area.

If shredder/grinder becomes clogged, jammed or makes an unusual noise, shut the engine off. To avoid injury, make sure all moving parts have come to a complete stop. Rotating blades take time to stop after the engine is off. Disconnect the spark plug wire and inspect the hopper, chute, internal chamber and discharge area. Use only a wooden stick to clear away jammed material.

Shredder/grinders are made for use with organic materials only. When feeding materials into the shredder/grinder, be extremely careful not to put pieces of metal, rocks, bottles or nails inside the machine.

Do not allow shredded material to build up in or clog the discharge area. Clogging prevents proper discharge of materials and can result in kickback of material.

Do not over reach when feeding material in the shredder/grinder. Keep proper footing and balance at all times.

Do not transport or move the equipment while the engine is running.

19.06 Hand Removal of Vegetation Activities and Inspection

Review safe operating procedures for applicable equipment and perform pre-operational checks.

Determine the traffic control needs from the Work Zone Safety Handbook (MUTCD).

Utilize appropriate mechanical means when moving large quantities of brush.

Be aware of poisonous plants, insects, snakes, animals, and animal waste products and carcasses.

Allow ample space for each employee to work safely.

Use caution when handling tools with sharp edges. Gloves are required when sharpening tools.

Do not cut limbs that may contact overhead utility lines. Observe and stay clear of overhead utilities.

Check for ticks when finished.



20.0 HEAVY EQUIPMENT

These rules and procedures apply to all employees operating County owned vehicles and equipment, and all applicable sections to any leased vehicle being used for County business.

20.01 General Heavy Equipment Rules

Perform pre-trip inspections prior to starting any job to ensure that all devices are functioning properly and the equipment can be operated in a safe and efficient manner. Document inspection results on the VCR (Vehicle Condition Report).

Passengers must not be transported on any equipment, except motor vehicles, (in seats) and then only on County business.

Operators must be familiar with the capabilities and limitations of their equipment.

The operator must be familiar with the hand signals.

No equipment, unless so designed, must be operated from outside the cab.

Make sure all personnel are clear of equipment before starting any motor.

Do not mount or dismount equipment while in motion.

Do not refuel hot or running equipment unless designed for such refueling.

Keep deck plates of equipment free of oil, grease, tools, and trash.

Do not try to repair equipment unless qualified and authorized.

Never leave equipment unattended with the motor running or the keys in it.

Inspect load attachment chains daily, and turn over defective chains to the supervisor for removal from service.

Inspect rope slings prior to use, turn over defective slings to the supervisor for removal from service.

Keep hoist ropes free of kinks. Inspect ropes daily, if found to be defective or damaged, the supervisor must remove from service until replaced.



21.0 LOCK-OUT/TAG-OUT

Reference: OSHA 29 CFR 1910.1474, Department SOPs and/or Policies and Procedures

It is the responsibility of each manager, supervisor, and employee to ensure implementation of the County's safety policy and procedures on lockout-tagout. It is also the responsibility of each employee to report any unsafe act or condition to his or her supervisor immediately.

This is intended to cover the servicing and maintenance of machines and equipment in which the "unexpected" energization or start up of the machines or equipment, or release of stored energy could cause injury to employees. Please see OSHA 29 CFR 1910.147 for more detailed information.

21.01 Sequence of Lockout or Tagout

Complete survey and identify all isolating devices to determine which switch(es), valve(s), or other energy isolating devices apply to the equipment to be locked/tagged out.

Notify all affected employees that a lockout/tagout system is being implemented and the reason for it.

Shut down machine or equipment by the normal stopping procedures.

Operate the ON switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s).

Lockout and/or tagout the energy isolating devices with assigned individual lock(s) or tag(s).

Verify that the equipment is not operable and energy sources are disconnected.

21.02 Restoring Machines or Equipment to Normal Production Operations

Notify all affected employees that LO/TO is coming off.

After servicing and/or maintenance are complete and equipment is ready for normal operations, check the area around the machines or equipment to ensure no one is exposed.

After all tools, parts, etc., have been removed from the machine or equipment, guards have been reinstalled, and employees are in the clear, remove all lockout or tagout devices.

Operate the energy isolating devices to restore energy to the machine or equipment.

21.03 **Procedure Involves More Than One Person**

Each must place his or her own personal lockout or tagout device on the energy isolating device(s); when an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used.

If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it.

Each employee will then use his or her own lock to secure the box or cabinet.

As each person no longer needs to maintain his lockout protection, that person will remove his or her own lock from the box or cabinet.



22.01 Cold Weather Safety

Cold weather safety should be of concern to all who work outdoors during the winter months. According to the National Safety Council, knowing how to recognize, prevent and field treat frostbite and hypothermia might protect your well-being over winter.

Frostbite is the actual freezing of a part of the body due to exposure to temperatures below freezing. It is common on the face, hands and feet, and its onset may be signaled by a tingling sensation in the affected area. The first external sign is the appearance of white waxy spots on the face. Early detection of these spots can minimize tissue damage. The hands and feet present a more difficult problem, but, if your hands and feet have been feeling the effects of the cold and then suddenly stop hurting – investigate. Chances are it's frostbite!

Frostbite can be prevented by implementing some easy safety measures. The National Safety Council suggests you protect your face and head with a wool stocking cap pulled down to cover ears and the nape of the neck. Since wool is not windproof, additional head and face protection, such as a face mask, is necessary on extremely cold windy days.

In dry cold, wear windproof leather or nylon mittens or gloves, and, in wet cold, use waterproof insulated vinyl-coated gloves. Always carry a spare pair of gloves.

Don't let your hands get wet with gasoline, kerosene, alcohol or any other fluid which freezes below 30-degrees F. These fluids will cause instant frostbite in sub-zero temperatures. Also, remember to wear boots that are roomy enough to permit movement of toes with no feeling of tightness.

If you suspect light frostbite, there are immediate measures you can take to care for yourself:

- Cover your face with warm hands until the pain returns;
- Fingers are best heated by placing them under the opposite armpit next to bare skin;
- Place bare feet under the clothing of a friend, if one is with you. Do not try massaging exposure to open fires, heat from vehicle mufflers, cold water soaks, immersion in petroleum liquids or rubbing with snow.

For treatment of deep frostbite, try to get to a bonafide medical facility as soon as possible instead of treating in the field. Thawing of deep frostbite in the field increases pain, invites infection and, possibly, the onset of gangrene.

Hypothermia is a subtle, insidious killer: the loss of heat from the body's vital inner core. The condition results when the loss of body heat is greater than body heat production. The National Safety Council points out that people can lose body heat in many ways, including:

- Sitting on snow or on cold vehicles or becoming wet from rain or sweat;

Uncovered areas of the skin surface, especially the head and neck, can suffer heat loss; A certain amount of heat is lost through the evaporation of sweat from the skin.

Hypothermia can be prevented by wearing protective clothing. Eat three well-balanced meals a day, drink plenty of fluids, and work at a slow but steady pace.

22.02 Symptoms

Symptoms of hypothermia may include mild depression, lack of enthusiasm for simple tasks, inability to concentrate, fatigue, difficulty in walking, violent shivering, staggering and falling, and sleepiness.

To treat hypothermia in the field, try to reduce heat loss by replacing wet clothing, drinking warm, non-alcoholic beverages, and seeking shelter from wind, wetness, and cold.

Working safely during winter is possible if you take precautions against the cold wind and snow. Always remember that winter can be deadly – it is up to you to protect yourself.

22.03 Winter Weather Warnings

Being familiar with terminology used by the Weather Service will help you know what to expect when weather warnings are issued. The following terms are used frequently in winter weather releases:

- a. Freezing Rain: occurs when temperatures are below 32 degrees F and rain freezes on impact. This causes an ice coating on all exposed surfaces. If the coating is heavy, falling trees or wires can be additional hazards.
- b. Freezing Rain or Drizzle: is called an ice storm when a substantial glaze layer accumulates. In some parts of the country, ice storms are called “silver thaws” or “silver frosts”.
- c. Sleet: is frozen rain drops (ice pellets) which bounce on surface impact. Sleet does not stick to objects, but sufficient accumulations can cause dangerous driving conditions.
- d. Travelers’ Advisory: means that falling snow and/or drifting snow, strong winds, freezing rain or drizzle will make driving hazardous.
- e. Heavy Snow Warnings: are issued when 4 or more inches are expected during a 12-hour period, or when 6 inches or more are expected during a 24-hour period.
- f. Blowing and Drifting Snow: result from strong winds, blowing falling snow, or loose snow on the ground and can produce sizeable drifts.
- g. Blizzard: warning are issued when wind speeds of 35 miles per hour or more are expected with blowing or drifting snow.
- h. Snow Squalls: are brief, intense snowfalls accompanied by gusty surface winds.
- i. Stockman Advisories: are issued with combinations of cold, wet and windy weather, specifically, cold rain and/or snow with temperatures of 45 degrees F or colder and winds of 25 miles per hour or higher. If the temperatures are in the mid 30’s or lower, the wind speed criteria are lowered to 15 miles per hour.
- j. Wind Chill Factor: is the combined effect of wind and cold. A very strong wind combined with a temperature below freezing can have the same chilling effect as a temperature nearly 50 degrees lower with no wind. For example, if the outside temperature is 20 degrees F and the air is calm, the wind chill temperatures is the same, 20 degrees F. But with the same temperature and a 30 mph wind, the effect on

your body is the same as if the temperature were -18 degrees F. A strong wind can make any winter temperature “chilling”. Anyone who is outdoors exposed to low temperature and strong winds will be more easily exhausted and more subject to frostbite or even death.

TEMPERATURE	WIND VELOCITY		
30 degrees F	11 degrees F	-2 degrees F	-4 degrees F
20 degrees F	-5 degrees F	-18 degrees F	-22 degrees F
10 degrees F	-18 degrees F	-33 degrees F	-36 degrees F
0 degrees F	-33 degrees F	-49 degrees F	-54 degrees F
-10 degrees F	-45 degrees F	-63 degrees F	-69 degrees F
-20 degrees F	-60 degrees F	-78 degrees F	-87 degrees F
-30 degrees F	-70 degrees F	-94 degrees F	-101 degrees F
-40 degrees F	-85 degrees F	-109 degrees F	-116 degrees F



22.04 Heat Stress Management

Supervisors of employees are responsible for initiating a Heat Stress Management Program for their respective employees where work is performed in temperatures above eighty (80) degrees Fahrenheit or where impermeable protective clothing (e.g. Tyvek Coveralls) is worn in temperatures above fifty (50) degrees Fahrenheit.

The Heat Stress Management Program should include the following:

- a. Training for those employees affected which, at a minimum, will include a review of the symptoms, methods of prevention, and appropriate first aid for heat stress.
- b. Exposed employees will have a sufficient quantity of potable water available for drinking. Employees who do not have a fixed drinking water source in near proximity to their work place must have potable drinking water containers.
 - 1) An employee may require replacement of as much as two gallons of water per eight hour shift.
 - 2) Sport liquids, such as Gatorade, or other equivalent replacement liquids, can also be made available as a supplement to water for heat exposed employees.
- c. The supervisor must provide for new employees or not previously exposed employees to acclimate gradually to working in “hot environments”.
 - 1) Most methods of acclimatization require that employees be exposed gradually to longer periods of time in the heat.

- 2) Unacclimated employees should not be expected to complete their assigned duties in the same period or at the same rate as those who have “adjusted” to the heat. Allowance for this reduction will increase with both temperature and humidity.
 - 3) One alternative to the reduced capacity/rate of unacclimated workers is to increase the number of people assigned to the job until the employees have acclimated or heat stress is reduced.
- d. The supervisor must develop a method of scheduling sufficient breaks between work periods.
- 1) Acclimated employees in hot environments will require periodic rest periods to prevent heat stress. Scheduled breaks will ensure that employees do not lose track of cooling periods and are able to take time to replace lost water.
 - 2) Generally, acclimated employees working at temperatures above eighty (80) degrees F, or fifty (50) degrees F for employees wearing impermeable protective clothing, will be able to continue their normal work schedule, taking breaks as experience dictates.
 - 3) When temperature exceeds ninety (90) degrees F, employees’ awareness of the risks of heat stress should be increased. Daily reminders should be implemented to ensure that employees are taking appropriate precautions.



22.05 Weather Related Hazards

Thunderstorm Safety Procedures:

Recognize the environmental warning signs:

- increasing wind;
- flashing of lightning
- sounds of thunder.

When a storm approaches or a warning is issued, seek shelter quickly. If you can hear thunder, you are within striking distance of lightning!

Do not open windows.

Do not touch or use materials or appliances that conduct electricity.

Stay away from water sources, including showers and tubs.

If caught outdoors, seek the lowest ground point. If needed, seek shelter in a car and close the windows.

Stay off and away from anything tall or high, including rooftops, scaffolding, utility poles, ladders, trees, and large equipment such as bulldozers, cranes, backhoes, tractors, etc...



22.06 **Wind Safety**

Seek shelter in a well-built structure, preferable an interior room on the lowest floor.

Stay away from windows.

Outside: find a low spot and protect your body and cover your face.

Driving: slow down or even stop if you need to.

Stay clear of trees and power lines.

Put on glasses/sunglasses to protect the eyes from flying debris.



22.07 **Flash Flood Procedures – Before**

Be alert during watches/warning and follow all advised procedures.

Have an evacuation plan in place BEFORE flooding occurs.

Know your flood risk: are you located in a high, medium, or low flood risk area?

22.08 **Flash Flood Procedures – During**

Never drive in flood waters.

Never walk or swim in flood waters.

Stay away from downed power lines and electrical wires/outlets.

Look out for animals, especially snakes.

If your vehicle stalls, do not attempt to move it. Climb atop until help arrives.

If stranded, do not attempt to swim or walk to safety. Seek higher ground until help arrives.

22.09 Flash Flood Procedures – After

Be cautious where you step. Broken glass, sewage, chemicals and debris may have surfaced.

Before entering any structure, check the outside for structural damage.

Do not use matches or lighters, as gas may be trapped inside the structure.

Keep all power off if it has been potentially water damaged, until a licensed electrician has inspected the property.

Clean and dry all water damaged living/working areas as soon as possible to prevent contamination and potential mold growth.

Boil drinking water before using it until notified otherwise.

If fresh or canned food has come in contact with flood water, throw it out.

23.0 PLANTS, ANIMALS, INSECT HAZARDS



23.01 Poisonous Plant Hazards

Three means of exposure to poisonous plants:

Direct contact – touching the sap of the toxic plant.

Indirect contact - touching something on which the sap is present.

Airborne contact – burning toxic plants releases sap particles into the air.

23.02 Poisonous Plant Prevention Procedures

Learn to recognize poison ivy, poison oak, and sumac.

Avoid those areas, if at all possible.

Wear proper clothing, including long pants, long sleeves, boots, tall socks, and gloves.

Wash all exposed skin with COLD soapy water immediately following possible exposure.

Wash all clothing immediately after removal.

Wash/clean any tools that may have been in contact with toxic plants immediately after usage.

Wear gloves and any other requested PPE when handling live or dead animals.

23.03 Potentially Hazardous Insects

Mosquito – West Nile Virus

Ticks – Lyme Disease

Bees, Wasps, Hornets, Yellow Jackets: Stings, allergic reaction

Spiders (Brown Recluse and Black Widow): Bite, poisonous venom reaction.

23.04 Insect Prevention Procedures

Mosquitos:

Apply insect repellent containing DEET;

Wear long sleeves, pants, socks, gloves, and shoes;

Drain all standing water.



Ticks:

Apply insect repellent containing DEET;
Wear light colored clothing which helps spot ticks easier;
Wear long sleeves, pants, socks, gloves, and boots;
Tuck pants into socks;
Wear a hat when in brush and trees;
Check for ticks present on your body;
Remove all unattached ticks promptly.

23.05 **Tick Bite Procedure**

Report the tick bite incident to your supervisor.

If a tick is still attached, remove as per procedures listed below. The employee should see a medical provider promptly.

23.06 **Recommended Tick Removal Procedure**

Do not apply alcohol, petroleum jelly, a hot match or any other irritant to the tick.

Use fine-tipped tweezers to grasp the tick by the head/mouth parts, right where it enters the skin. Do not grasp the tick by the body.

With firm steady pressure, pull the tick straight back until it releases.

Place suspected deer ticks in a vial or jar of rubbing alcohol to kill it. Save it for medical evaluation.



23.07 **Poisonous Snakes**

Learn to recognize the Timber rattle snake and Northern copperhead.

Do not try to catch, handle, or kill any snakes.

Stay at least a body length away from a snake unless you are certain it is non-venomous.

Remember that snakes like to hide in thick brush and underneath old boards and debris.

Wear leather boots, long pants, and gloves.

Wear loose fitting clothes so that if you are bitten, the snake may bite into the clothing instead of your skin.

Do not jump or step over logs, rocks or other large objects.

Be very careful when turning over logs, rocks or other large objects as a snake may be underneath.

Never reach into anything blindly.



23.08 **Potentially Hazardous Mammals**

Means of exposure to mammal disease: (Example: Rabies) –

Infected saliva of a host passed on through:

- Eyes
- Nose
- Mouth
- Skin penetration (bite)

23.09 **Hazardous Mammal Prevention Procedures**

Do not approach, handle, or feed any wild or stray animals.

Take away any possible food source.

Plug all holes in roof, eaves, or sides of buildings.

Block any means of entry to foundations, porches and steps.

Provide exterior lighting to discourage nocturnal animals.

24.0 VEHICLE AND DRIVER POLICY



24.01 Objective, Scope and Responsibilities

The County Commissioners have a sincere concern for the welfare and safety of County employees and the public it serves. We acknowledge our obligation, as an employer, to provide the safest possible working conditions for employees and as a government service organization, to provide a safe environment for the public that we serve.

To reach to goal of a vehicle accident-free work force, County management and supervisory personnel must provide leadership and adequate supervision, job training, vehicle safety instructions, vehicle maintenance and inspection, and secure prompt medical care if the need arises.

In an effort to achieve this goal, Charles County developed a Fleet Management Program. The Vehicle and Driver Policy as well as the Commercial Drivers License (CDL) Testing and Procedures is a part of this program. The program provides direction through administration and management to all departments utilizing County vehicles.

Most accidents are preventable, and with that conviction, we have instituted the "Charles County Government Vehicle and Driver Policy" and have directed Department Heads, supervisors, and employees at all levels of the County work force to make vehicle safety a matter of continued concern. All employees are expected to cooperate, develop and maintain an effective vehicle safety program within their respective departments. The Safety Officer, will administer and distribute this policy to the County work force.

All employees of the Charles County Government are charged with the responsibility of cooperating with, and supporting vehicle safety awareness.

The Charles County Government Vehicle Policy includes:

- Administrative procedures
- Driver selection
- Use of vehicles
- Safety
- Accident/emergency procedures
- Vehicle maintenance program
- Alcohol and drug testing procedures.

24.02 Administration and Coordination

The overall administration and coordination of the Vehicle and Driver Policy will be the responsibility of the Safety Officer.

The Safety Officer will annually review the Vehicle and Driver Policy and make recommendations to the County Administrator and County Commissioners. This report should consist of :

- 1) accidents with personal injuries; accidents without personal injuries; awards program; defensive driver program; alcohol and drug testing, including cost, training, etc.; and any other information deemed pertinent.
- 2) Maintenance and inspection programs are the responsibility of the Department of Public Facilities, Vehicle Maintenance Division.
- 3) Records of all vehicles relating to inspections, safety equipment, maintenance, mileage, etc., is the responsibility of the Department of Public Facilities, Vehicle Maintenance Division.
- 4) The Department of Human Resources is responsible for maintaining copies of all employee records relating to awards, counseling, training, and disciplinary actions.

24.03 Information Requirements

All County departments/agencies are required to maintain the following with regard to the Charles County Vehicle Policy:

- 1) List of approved operators and the equipment which they are approved to operate.
- 2) Number and type of vehicle accidents and moving violations.
- 3) Vehicle assignment and purchase of vehicles.
- 4) Names of employees who have completed the National Safety Council 6-hour Defensive Driving Training.

24.04 Marking of County Vehicles

All County vehicles should have the County seal permanently attached.

All County vehicles will have the following sign permanently attached:

“Safe driving is my responsibility. How am I doing? Call (301) 645-0687

Only stickers and/or markings submitted to the Safety Officer and approved by the County Commissioners will be permitted on County vehicles.

All County vehicles will be identified with department designation and number, e.g., C-33 or radio designation (as in the case of Emergency Services).

Employees should not modify County vehicles in any manner.

Regular and routine maintenance will be the responsibility of the Department of Public Facilities. Billing of services will be made to the using agency.

All vehicles will be fueled at county pumps when possible.

24.05 Vehicle Policy Statement

A) Purpose

To establish policy for the assignment and use of County-owned vehicles which will provide Department heads and supervisors with operation and administer guidance with which to manage the use of County vehicles. Additionally, sections of this policy should serve as information to contractors providing services to Charles County.

Furthermore, this policy is established to provide reliable, safe, and timely transportation for County employees when in performance of County business.

This policy pertains to all County employees operating County vehicles, with the exception of the Charles County Sheriff's Department.

Additional requirements may pertain to various identified driving categories as defined in the County Safety Manual. Vehicle safety awareness and driver responsibility affects all County employees in delivery of services to the public.

B) Policy

- 1) It is the policy of the County to provide County-owned vehicles for OFFICIAL USE only.
- 2) No vehicles should be assigned as a fringe benefit of employment.
- 3) The Department of Public Facilities will be the County Vehicle Coordinator for the purpose of completing all necessary documents for the proper assignment, reassignment and disposition of vehicles.
- 4) *All* County employees whose duties require driving County-owned vehicles will attend a mandatory Vehicle Policy Orientation which is part of the Safety Manual.
 - a) Orientation sessions will be conducted for all new hires. Current employees will also be required to attend additional orientation sessions, as deemed necessary, due to changes in policy and procedures and/or MVA law. Upon Completion of drivers orientation, employees must complete an "Application to Drive Charles County Government Vehicle" form noting license level required. Supervisors should ensure employees under their direction have been orientated to the Safety Manual, specifically Chapter 24, prior to authorizing the employee the duties of operating County vehicles.
- 5) County-owned vehicles will be assigned based on availability. Vehicles will be assigned on a full-time basis to specific employees based on departmental requirements.
 - a) County vehicles are to be used for official County business only. Personal use of these vehicles is prohibited unless written permission has been given by the County Administrator. Meals or commuting are exceptions.

- b) Permanently assigned vehicles will be the responsibility of the agency to which they are assigned.
- 6) County-owned vehicles should be operated in a lawful manner. Travel to and from the operator's place of residence for those operators assigned vehicles on a 24 hour basis is considered official business.
- 7) Employees driving County vehicles are required to comply with all State and local laws regarding the use of mobile communication devices while driving. If a mobile communication device must be used by an employee while driving a County vehicle, a hands-free device must be used. Drivers are encouraged to keep mobile communications device use to a minimum. Whenever possible, employees should not make or receive calls while driving. Only in the case of an emergency is the use of a hand-held mobile communication device without a hands-free device permitted.
- 8) Abuse of the assignment of a County-owned vehicle or failure to comply with any of the conditions of this policy will necessitate reevaluation of such assignments by the affected departments.
- 9) Employees operating County-owned vehicles must exercise a level of discretion that will avoid any implication of abuse.
- 10) Only employees, approved passengers, or agents of Charles County Government are to be transported in County-owned vehicles. Volunteers, when acting in official capacity, and/or business contacts, should be considered agents of the County.
- 11) All traffic and parking laws are to be obeyed, and the vehicle is not to be operated above safe driving speeds for road conditions.
- 12) All violations and/or fines will be the responsibility of the driver involved.
*Exception: Maryland law for Emergency Vehicles.

24.06 Take Home Vehicle/Equipment Policy

Reference: Charles County Take Home Vehicle/Equipment Policy, effective 4/23/2010

Employees are issued County vehicles at the discretion of the County Administrator, who has determined that such an action is imperative to the successful operation of County programs or the health, safety and welfare of citizens or employees.

County vehicles/equipment shall be used for County business only. Vehicles shall be driven in accordance with all conditions set forth in the Vehicle and Driver Policy. Any infractions of the policy may subject the employee to disciplinary action up to and including termination.

Personal use of County vehicles, equipment, and property is strictly prohibited, except when used to commute to and from work as authorized by the County Administrator. Unless otherwise authorized, (emergency vehicles, safety vehicles, etc...). County vehicles may not be used after work hours unless it is for a business related reason.

The County Administrator will maintain the inventory of all take home vehicles and assignments.

The County Auditor shall audit the Take Home Vehicle Policy yearly and determine that Employer Provided Vehicle Certification Form are complete for tax filing purposes, and that the assignments and information are up to date.

Employees who are assigned a vehicle who live outside the geographical boundaries of Charles County may be granted permission by the County Administrator to drive their assigned vehicles to and from work. However, this distance shall not exceed (20) miles which will be measured from the Charles County Government Building located at 200 Baltimore Street, La Plata, Maryland.

Employees living outside of the State of Maryland will not be provided a take home vehicle.

Procedures:

Employees who are issued County vehicles/equipment will acknowledge this policy, which documents the employee's understanding of this policy and his/her commitment to abide by all conditions stated by completing and signing the Take Home Vehicle/Equipment Policy form.

In accordance with Internal Revenue Service regulations, all employees must complete the form entitled "Worksheet for Computing Auto Fringe Value of County-Owned Vehicle" each quarter of the special reporting and submit this form to the Department of Fiscal Services, Payroll Office. Employees will be financially responsible for the taxable benefit of being allowed to commute in a County vehicle, unless otherwise exempt by the provisions stated in the worksheet.

Take Home Approval Criteria:

Contract/Appointed Employees – Employees who entered into a contract with the County indicating that a take home vehicle is a condition of employment.

Limited Use Vehicle – A vehicle that may be used by an individual on a daily basis and may be taken home. The use of the vehicle is limited to County business only. The use of the vehicle for personal matters is strictly prohibited unless granted permission by the County Administrator or Department Director. However, incidental stops may occur while driving the County vehicle.

On-call Employees – Employees receiving on-call pay from the County will be given access to a take home vehicle on a case by case basis.

Exempt Employees – Exempt status employees, not qualified for on-call pay by the Personnel Policy & Procedures Manual, will be provided a take home vehicle on a case by case basis as determined for County need and County cost saving.

*NOTE: These procedures may be waived at the discretion of the County Administrator. Any and all exceptions to this policy must be approved in advance.

24.07 Requirements for Approved “Application to Drive County Vehicle”

No County employee shall operate a County vehicle without possessing a valid driver’s license and an approved “Application to Drive Charles County Government Vehicle” form.

- A) As new employees are selected for positions which require operating a County-owned vehicle, applicants will provide a complete certified driving record, at applicant’s expense. Only original certified records will be accepted. The record must include types of vehicles the applicant is qualified to operate and a record of violations and/or convictions to date. This certified driving record will be required before an offer of employment is extended. An offer of employment will not be extended to those applicants with unacceptable driving records. The following criteria has been adopted to assist in the review process for prospective vehicle operators and to authorize use of local government vehicles:

1) Definitions:

- a) **Acceptable:** Motor vehicle records are considered acceptable provided the operator does not exceed a maximum of (2) two moving violations during the past three (3) years.

Exception: A Single motor vehicle violation involving the use of alcohol, illegal drugs, refusal to take an alcohol or drug test, or the misuse of legal, over-the-counter medication will constitute an unacceptable record.

- b) **Unacceptable:** Motor vehicle records will be considered unacceptable if the operator:

- 1) Has three (3) or more moving violations during the past three (3) years;
- 2) Has a suspended or revoked license;
- 3) A single motor vehicle violation involving the use of alcohol, illegal drugs, refusal to take an alcohol or drug test, or the misuse of legal, over-the-counter medication, or the acceptance of Probation Before Judgment (PBJ) for any of these violations;
- 4) Notwithstanding 1) above, demonstrates a pattern of unsafe vehicle operation as evidenced by a history of citizen complaints, moving violations, or a single infraction of such severity (e.g., eluding a police officer; evading responsibility; failure to yield to a pedestrian in a crosswalk, reckless driving, etc...) as to cast doubt on the individual’s judgment or trustworthiness to operate a County vehicle.

- B.) All employees who receive a moving violation have an obligation to report such to the Safety Officer immediately.

The Charles County Government Safety Office will be notified immediately upon any violation, conviction or consent to a Probation Before Judgment in any case involving an allegation of a violation set forth above. When this notification is received, the County Safety Office will forward to the appropriate Department Head notice of any record which indicates:

- 1) A moving violation (i.e., speeding, passing on the solid line, failure to keep right, etc.);
- 2) Any notice of suspension for any reason;
- 3) Notice of Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) , or PBJ consent for any violation;
- 4) Failure to undergo breath analysis or drug testing; or,
- 5) Immediate notice of employee who fails random breath test and/or drug analysis test.

C.) Employees are not encouraged to operate their personal vehicle for County business.

24.08 Disciplinary Actions

- A.) Notification of violations, convictions, PBJ, incidents or accidents by the employee or through the Computerized Motor Vehicle System will be handled by the Department based on the severity of the violations, convictions, PBJ, incidents or accidents in accordance with the Charles County Personnel Policy and Procedures Manual disciplinary procedures.
- 1) Departments may refer violations, incidents or accidents to the Safety Committee to determine preventable or non-preventable.
- B.) An unacceptable driving record *may* result in termination for those positions requiring a valid driver's license. The Human Resources Director should ensure that any discipline is consistently applied throughout the government based on the nature and circumstances of the driving infraction and the employee's past performance.
- C.) The authorization to operate a motor vehicle is subject to management approval by Charles County Government. The possession of a valid driver's license, or an acceptable motor vehicle record/accident history *does not* constitute a guarantee of continued vehicle operator status/employment.

24.09 Driver's Safety Training and Education

- 1) It is mandatory that the Defensive Driving Course be completed within one (1) year after beginning employment with the Charles County Government.
- 2) Employees required to maintain a valid driver's license, are required to attend a Defensive Driving Course every three (3) years or sooner if driving pattern requires.
- 3) Employees are required to attend a Defensive Driving Course at the employee's expense should that employee accumulate two (2) violations. The only recognized Defensive Driving Course will be the National Safety Council's six-hour driving course, or its equivalent. Attendance will be verified.

- 4) The Safety Office will coordinate and schedule Defensive Driving Classes.
- 5) Emergency vehicle operators will receive Emergency Vehicle Operator training (EVOC) before operating any emergency vehicle in the emergency mode. All emergency vehicle operators will abide by the Department of Emergency Services. EMS Division SOG # OPS-01.

24.10 Motor Vehicle and Safety Work Practices

A) General Safety Rules

- 1) Employees driving County vehicles are responsible for the safe use of the vehicle. Employees must operate vehicles in a safe, courteous manner to prevent property damage and injury to themselves and others. Department Heads are responsible for enforcing the general safety rules.

B) Seat Belt Rules

- 1) All occupants of County-owned vehicles, or any vehicle used on County business, must wear seat belts, when provided. "County business" means any job related duty while being paid or reimbursed by Charles County Government. This includes business travel during non-work hours.
- 2) Wearing seat belts means properly using the complete safety belt system available in the vehicle.
- 3) County vehicles with defective safety belt systems may not be used until repaired. Employees must report defective vehicles to supervisors.

C) General Rules and Principles Applying to All Vehicle Operators

- 1) Concentrate while driving. Stay alert.
- 2) Keep informed of current State motor vehicle laws and be personally responsible for complying with the laws.
- 3) Drive defensively.
- 4) When involved in an accident, notify 9-1-1, **insist that a police accident report be filed and immediately notify your supervisor of the accident, no matter how minor.** Communications (9-1-1) will notify the Safety Officer anytime a County vehicle is involved in a motor vehicle accident and the Safety Officer will respond to conduct an investigation for the County.
- 5) Any operator charged with a traffic law violation shall notify his supervisor and the Safety Officer immediately upon return to work. (This includes, but is not limited to DUI/DWI, reckless driving, moving violations, etc...).
- 6) NO HITCHHIKERS or unauthorized passengers.

- 7) Ensure the safety of passengers. This includes boarding and leaving the vehicle.
- 8) If an employee feels fatigued or incapable of safely operating a motor vehicle, he must request relief from a supervisor.
- 9) Never press for the right-of-way.
- 10) OPERATING COUNTY VEHICLES UNDER THE INFLUENCE OF ALCOHOL, ILLEGAL DRUGS, OR MISUSED PRESCRIPTION DRUGS IS STRICTLY FORBIDDEN AND WILL RESULT IN TERMINATION. Driving while under the influence of alcohol (driving while intoxicated, drunk driving, drinking and driving, drink-driving) or other drugs, is the act of operating a motor vehicle (and even a bicycle, or boat) after having consumed alcohol, to the degree that mental and motor skills are impaired.
- 11) Employees must ride only on the vehicle seats provided and not ride on loose materials or equipment carried on trucks. Riding on truck tailgates is also prohibited.
- 12) Employees must not ride on trailers except when performing a job function.
- 13) Transmitters in trucks and cars must not be used while the gasoline tank of the vehicle is being filled.
- 14) All ignition systems must be turned off and no smoking/no cell phone use is permitted while fueling.
- 15) Follow the County's preventive maintenance schedule.
- 16) Avoid conditions or practices that interfere with your normal skill and judgment as a driver.
- 17) Observe traffic conditions before opening vehicle doors.
- 18) Do not carry loose tools and equipment or allow debris to accumulate on the floor of any vehicle. Under no circumstances may loose tools or equipment be carried on the seat or window ledge of any vehicle.
- 19) Truck drivers must see that all required flags and lights are properly placed on loads.
- 20) No mobile equipment shall be towed by County vehicles without the use of an approved tow bar and safety chains. This will not apply to the towing of a disabled power driven vehicle to clear a street or highway. The tow bar on rear of trucks must not be used as a step.
- 21) Smoking in ALL County vehicles is prohibited.

- 22) All operators of any vehicle one ton or larger will complete and document a pre-trip inspection in a driver's vehicle inspection report, at the beginning of each shift. Drivers/operators are personally responsible for inspecting vehicles/equipment prior to use. The tires, wipers, lights, etc., are to be checked for visible defects.
- 23) All operators of equipment will complete and document a pre-trip inspection in a driver's vehicle inspection report, at the beginning of each shift as specified by federal codes. Equipment is defined as, but not limited to; tractors, bobcats, backhoes, self propelled mowers, dozers, loaders, excavators, graders, gradalls, forklifts, etc. Any observable defects, damage, or mechanical problems are to be reported immediately to the employee's supervisor.
- 24) Supervisors will perform a weekly inspection of equipment using a single driver's vehicle inspection report for all trucks and equipment within their realm of supervision. The vehicle/equipment is to be restored to proper operating condition before it is to be driven on any public road/highway.
- 25) If an employee discovers a mechanical problem after beginning use of a vehicle/equipment, the employee should park in the safest location possible and contact his/her supervisor.
- 26) The Vehicle Maintenance Division will be solely responsible for complying with federal motor carrier regulations 49 CFR 396. This regulation mandates a documented annual vehicle inspection report for all vehicles for 10,001 lbs. These inspections will be completed by the Vehicle Maintenance Division on the proper form.
- 27) All inspection forms will be maintained in accordance to the file retention policy as dictated by the County Commissioners. Storage will be the responsibility of the vehicle maintenance superintendent and stored for the life of the vehicle plus two years.

D) Car and Truck Operation

- 1) When leaving a vehicle, the operator shall perform these procedures:
 - a) Stop the engine and remove the ignition keys.
 - b) Turn off the lights.
 - c) Lock doors and roll up windows when leaving vehicle unattended.
 - d) County Government is not responsible for the loss, damage, or theft of personal property left in County vehicles.
- 2) The driver of a vehicle shall be courteous towards other operators and pedestrians. He shall operate his vehicle in a safe manner and shall yield the right-of-way to pedestrians and other vehicles when failure to do so might endanger any person or another vehicle.
- 3) Drivers of County owned vehicles/equipment are continually under close scrutiny by the public and are vulnerable to criticism. By careful adherence

to the rules, regulations and policies listed, we can keep criticism to a minimum.

- 4) The driver shall stay a sufficient distance behind when following another vehicle utilizing the “three second rule” as dictated by the National Safety Council’s eight-hour defensive driving course, so he can safely stop the vehicle in the clear distance ahead. He shall reduce speed on corners and curves so that the vehicle can be brought to a safe stop within the range of vision.
- 5) Employee’s driving County vehicles are required to comply with all State and local laws regarding the use of mobile communication devices while driving. If you must talk on your cell phone, pull to a safe area and park while talking. Drivers are encouraged to keep mobile communication device use to a minimum.

E) Stopping on Highway

- 1) Stopping on the highway shall be avoided. When it is absolutely necessary to stop on the highway, extreme caution shall be used. Warning lights and signals shall be used.
 - a) Rotating beacon shall be used, if vehicle is so equipped.
 - b) Tail lights and emergency flashers shall be used.

F) Visibility

- 1) **During periods of poor visibility, all employees operating County-owned vehicles must operate vehicles with vehicle headlights on.**

*****These rules, procedures, and policies apply to all County employees, all County owned vehicles or equipment, and to any privately owned or leased vehicle being used for County Government business. Violation of these driving rules may result in: counseling, training, disciplinary action(s), suspension, or revocation of driving privileges.***

Employee’s are not encouraged to use their personal vehicle for official business due to several reasons:

1. A personal vehicle may not be covered under an employee’s personal automobile policy when used for local government business unless such use is reported in writing to his or her agent; and
2. Local government business auto coverage will **NOT** pay for damages to an employee’s personal vehicle.

Employee’s should understand that their personal auto insurance stands first in line to cover any liability loss resulting from an accident while on local government business.

24.11 Safety Equipment

A) Safety equipment to be maintained in each county vehicle:

- 1) One (1) fire extinguisher
- 2) One (1) first aid kit
- 3) One (1) reflector kit consisting of three (3) triangles.
- 4) One (1) Accident Reporting Kit
- 5) Photocopy of vehicle registration
- 6) LGIT self-insurance certificate.

B) Responsibility for Purchasing Required Equipment

It is the responsibility of the Department to which the vehicle is assigned to purchase the required equipment.

The responsibility for checking equipment and notifying the departments of shortages is the Department of Public Facilities, Maintenance Division inspection team to check and replace equipment, charging respective departments for replacements.

24.12 Vehicle Accident Reporting Procedures

All accidents must be ***immediately*** documented on a Vehicle Accident Report Form by the close of the business day and should be signed by the Director of that department. A copy of the Vehicle Accident Report must be provided to the Risk Manager Accountant and a copy to the Safety Officer.

A) Personal Injury

Reporting procedures for personal injury accidents are as follows:

- 1) Following any accident which occurs while driving a county-owned vehicle, drivers are required to notify 9-1-1 and request the Charles County Sheriff's Office respond to the scene.
- 2) If a driver alleges an injury and is unable to call, his immediate supervisor will be responsible for making the call and completing all accident reports, including the Employer's First Report of Injury, Supervisors Accident Report Form, and a LGIT Vehicle Accident Report Form.
- 3) The Safety Office and the Risk Management Accountant should be informed of all vehicle accidents ***immediately so that response to the scene may be made.***
- 4) Follow up with a Vehicle Accident Report Form to the Risk Manager Accountant and Safety Officer within 24 hours. Vehicle Accident reports may be faxed to 301-645-0505 and 301-396-5820.

B) Property Damage

- 1) Following any accident which occurs while driving a county-owned vehicle, drivers are required to notify 9-1-1 and request the Sheriff's Office and Safety Officer response to the scene.
- 2) Print or type the required information on the Vehicle Accident Report Form.
- 3) In cases involving property damage, the applicable General Liability form should be completed.

*****Vehicle accident reporting kits will be in all County vehicles and will consist of the following: Two (2) Vehicle Accident Report forms, one (1) General Liability Report form, a Accident Site Diagram and a blank sheet of paper.***

25.0 COMMERCIAL DRIVERS LICENSE POLICY (CDL)

25.01 Objective, Scope and Responsibilities

The “Drug and Alcohol Testing Procedures for County Employees Who Operate Commercial Motor Vehicles” is mandated by the United States Department of Transportation (DOT), Federal Highway Administration (FHWA) regulations related to drug and alcohol abuse and requires drug and alcohol testing for certain County employees under the DOT regulations.

The Charles County Board of County Commissioners (“the County”), in furthering the objective of having a safe and productive workplace, has developed this policy for the implementation of the regulations.

25.02 Applicability

A county employee and/or individual employed by or under contract to the County who drives a commercial vehicle and who is required to have a commercial drivers license (CDL) is subject to controlled substance and alcohol testing rules and to these procedures.

25.03 Definition of Terms

Accident: means an incident where a party is transported from the accident scene for medical treatment or where a vehicle is towed from the accident scene and the County’s commercial motor vehicle driver is cited with a moving vehicle traffic offense violation. Or, the incident results in a fatality.

Alcohol: means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.

Alcohol Use: means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

CDL Test Coordinator: is that person (Safety Officer) employed by the local government to maintain the records required by federal and state law regarding implementation of the Omnibus Transportation Employee Testing Act of 1991 (OTETA) in Charles County.

Commercial Motor Vehicle: means a motor vehicle that has a gross weight rating of 26,001 or more pounds or is designed to transport 16 or more passengers, including the driver.

Controlled Substances: means drugs required by the OTETA to be included in the testing process. At this date, these are: marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines. These are subject to change and new substances will be included immediately.

County Vehicle: means a Commercial Motor Vehicle titled to the Charles County Government.

Driver: means any person who operates a commercial motor vehicle, including, but not limited to, full-time, part-time, casual, voluntary, intermittent, and occasional drivers and, for purposes of pre-employment/pre-duty testing, persons applying to be drivers.

Immediately: means without delay.

Medical Review Officer (MRO): means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program. The MRO shall have knowledge of substance abuse disorders and have appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history and any other relevant biomedical information.

Moving Vehicle Traffic Offense Citation: means failure to yield, speeding, reckless driving, etc. It does not mean failure to wear safety belt, expired drivers license, expired vehicle inspection sticker, failure to have a current decal, etc.

Performing a safety-sensitive function: means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

Reasonable Suspicion: means belief that the driver has violated the alcohol or controlled substances prohibitions, based upon specific, contemporaneous, articulated observations concerning appearance, behavior, speech, or body odors of the driver.

Refusal to Submit (to an alcohol or controlled substance test): means a driver, after the driver has received notice of the requirement for breath testing or controlled substances testing, 1) fails to provide adequate breath for testing without a valid medical explanation, 2) fails to provide adequate urine for controlled substances testing without a valid medical explanation, 3) engages in conduct that clearly obstructs the testing process, or 4) refuses to submit to required tests.

Safety-sensitive function: means any of those on-duty functions set forth in 49 CFR 395.2 on-duty time, including, but not limited to, waiting to be dispatched, inspecting, servicing, or conditioning a commercial motor vehicle; all driving time; all time in or upon any commercial motor vehicle; all time loading or unloading a vehicle; all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle, and all time spent providing a breath sample or urine specimen, including travel time to and from the collection site.

Substance Abuse Professional (SAP): means a licensed medical doctor, or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

Test Collection Site: means that facility or business selected to perform alcohol and/or controlled substances tests in full compliance with the federal regulations.

25.04 Prohibitions

A) No driver shall report for duty or remain on duty requiring the performance of

safety-sensitive functions while having an alcohol concentration of 0.04 or greater while under the influence of or impaired by alcohol.

- B) No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
- C) No driver shall use alcohol while performing safety-sensitive functions, or perform safety-sensitive functions within four (4) hours after using alcohol.
- D) No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver possesses or uses any controlled substance, except when the use is pursuant to the instructions of a physician who had advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. No driver shall report for duty, remain on duty, or perform a safety-sensitive function, if the driver tests positive for controlled substances.
- F) A driver who is subject to post-accident testing shall remain readily available for such testing. The driver shall not use alcohol within eight (8) hours following the accident or until he/she undergoes the alcohol test, whichever occurs first, and shall not use controlled substances for 32 hours following an accident or until he/she undergoes the controlled substances test, whichever occurs first.
- G) No driver shall refuse to submit to an alcohol or controlled substance test.

25.05 Testing Criteria for CDL Drivers

- A) All County CDL drivers shall be subject to unannounced random alcohol and controlled substances tests.
- B) Each department head is responsible for forwarding to the CDL testing coordinator the name and social security number of employees possessing a CDL in their employment.
- C) The department's information shall also include the name of the driver's supervisor.
- D) For new employees, this information shall be forwarded by Human Resources within one business day of the offer of employment.
- E) Information on employees who are terminated, resign, or are no longer performing safety-sensitive functions, shall be forwarded immediately.
- F) The CDL testing coordinator shall maintain an alphabetical list of names received. The list will also contain their social security number information.

25.06 **Pre-Employment Testing**

Prior to the pre-offer of employment, the driver shall undergo testing for controlled substances.

No driver will be permitted to perform a safety-sensitive function unless the controlled substances test result is negative.

Acceptable Controlled Substance Testing

Controlled Substance tests performed by employers other than Charles County may not be acceptable substitutions for testing performed through Charles County's CDL testing program.

Controlled Substance testing performed through Charles County's CDL testing program may be accepted if the driver has been employed previously by Charles County as a Commercial Driver within the previous **30 days** of the current offer of employment.

Applicability of Driver's Previous Testing History

The CDL Test Coordinator shall obtain, pursuant to a driver's consent, information on the driver's alcohol tests with a concentration result of 0.04 or greater, positive controlled substances test results, and refusals to be tested within the preceeding two years, which are maintained by driver's previous employers under FHWA regulations.

This information must be obtained and reviewed no later than 14 calendar days after the first time a driver performs safety-sensitive functions. If it is not feasible to obtain the information prior to the driver performing safety-sensitive functions, Charles County may not permit a driver to perform safety-sensitive functions after 14 days without obtaining the information.

If the driver stops performing safety-sensitive functions before expiration of the 14 day period or before the above information has been obtained, the CDL Test Coordinator must still obtain the information.

Charles County must provide to each of the driver's employers within the preceeding two years the driver's written authorization for release of the above information.

The release of any information under this part may take the form of personal interviews, telephone interviews, letters, or any other method of obtaining information that ensures confidentiality. A written, confidential record with respect to each past employer contacted must be maintained.

A driver may not be used to perform safety-sensitive functions if information on the driver's alcohol test with a concentration of 0.04 or greater, verified positive controlled substances test result, or refusal to be tested are not accompanied with information on subsequent SAP evaluation and compliance with return to duty testing.

25.07 Post Accident Testing

Criteria

Employees must undergo post-accident testing for alcohol and controlled substances immediately following:

Receipt of a moving vehicle traffic offense citation which occurred while they were operating a County vehicle involved in an accident;

And/or where the accident resulted in a vehicle being towed away from the scene;

And/or a person was transported from the scene directly to receive medical care;

And/or the accident resulted in a fatality.

IF THE DECISION OF WHETHER TO ISSUE A CITATION TO A DRIVER IS SUBJECT TO FURTHER REVIEW, THEN POST-ACCIDENT TESTING WILL BE REQUIRED BY CHARLES COUNTY.

Driver Responsibilities

A driver subject to post-accident testing shall remain readily available for such testing and shall not use alcohol within 8 hours following the accident or until the driver undergoes the alcohol test, whichever occurs first, and shall not use controlled substances for 32 hours following the accident or until the driver undergoes the controlled substances test, whichever occurs first.

Following any accident which occurred while they were operating a County vehicle, the driver is required to remain at the accident scene, unless otherwise instructed by a law enforcement official, medical personnel, or the driver's supervisor.

The driver is required to ask for appropriate law enforcement officials to come to the scene.

The driver is required to ask for his or her supervisor to come to the scene.

The CDL Testing Coordinator is required to come to the scene, if available.

Employer and/or Supervisor Responsibilities

If post-accident testing is required, then the supervisor, or the supervisor's representative, shall ensure immediate transport to the test collection site.

A driver required to go to the test collection site after an accident may not drive himself or herself to the test collection site.

The CDL Test Coordinator shall retain documentation of the reason for post-accident testing.

Nothing in this section shall preclude an ill or injured driver from receiving essential medical attention. In such cases of illness or injury, the supervisor or CDL Test Coordinator shall apprise the medical personnel in attendance of this policy and request the appropriate testing without delay, if feasible.

Nothing in this section shall preclude examination, breath or blood alcohol testing, or controlled substances testing of the driver by on-site police or public safety officials under separate authority. Results of such a test may be used in lieu of testing under this policy, provided such testing complies with applicable procedures.

If a post-accident alcohol test is not administered within two hours following the accident, the employer shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight hours, the employer shall cease attempts to administer the test, and shall prepare and maintain the record listed above. The employee may, at the discretion of the Safety Officer and the Department Director, be tested when he/she returns to work.

If a post-accident controlled substances test is not administered within 32 hours, the employer shall cease attempts to administer the test, and shall prepare and maintain on file a record stating the reasons the controlled substances test was not administered promptly.

No driver will be permitted to perform a safety-sensitive function unless the alcohol test results are 0.04 or less and the controlled substances test result is negative. A driver whose alcohol test results are between 0.02 and 0.04 cannot perform safety-sensitive functions until the next regularly scheduled duty period, but in no event less than 24 hours after the test.

25.08 Random Alcohol and Controlled Substances Testing

Procedures

The average number of CDL positions, of the prior calendar year, shall be calculated on January 1 of each year. Fifty percent* of this number shall equal the number of Controlled Substance tests that will be conducted during the next 12 months.

**The required percentage may be changed periodically by DOT.*

For each periodic random selection, the first social security numbers selected will be tested for Alcohol and Controlled Substances, with an additional number of random social security number selections made to fulfill the remaining quota for controlled substances. (The federal requirement is currently to test 25% of the CDL employee group annually for alcohol.)

A computer program shall be used to periodically generate random selection of CDL employee's Social Security numbers.

The CDL Test Coordinator shall, on the test day(s), contact the supervisor of the randomly selected driver. The test days shall be reasonably spread throughout the calendar year and each date unannounced prior to that date.

In the event a driver who is selected for a random controlled substances test or alcohol test is on vacation or a medical absence, the CDL Test Coordinator shall select the next driver from the random selection list for testing.

The CDL Test Coordinator shall notify the driver's supervisor 2 hours in advance of that driver's selection.

The supervisor shall arrange for the driver to proceed to the test site immediately upon notification to the driver of his selection.

A driver shall only be tested for alcohol while the driver is performing safety-sensitive functions, or immediately before or immediately after performing safety-sensitive functions.

The driver must go to the test collection site immediately, unless the driver is performing a safety-sensitive function which cannot be performed immediately by another driver, in which case the driver shall proceed to the site within two (2) hours after ceasing to perform the function.

Employees will continue to be compensated for the time expended in a random test. Time expended begins upon leaving for the test collection site, and ends when the driver leaves the test collection site.

****REFUSAL TO BE TESTED IS GROUNDS FOR IMMEDIATE TERMINATION**

No driver will be permitted to perform a safety-sensitive function unless the alcohol test results are 0.04 or less and the controlled substances test result is negative. A driver whose alcohol test results are between 0.02 and 0.04 cannot perform safety sensitive functions until the next regularly scheduled duty period, but in no event less than 24 hours after the test.

25.09 Reasonable Suspicion Testing

Supervisor Reasonable Suspicion Training Requirements

A reasonable suspicion determination shall only be made by a supervisor who has completed the federal required training on the symptoms of alcohol or controlled substance abuse. If possible, a supervisor's reasonable suspicion should be confirmed by a second supervisor before requiring a driver to undergo alcohol or controlled substances testing.

Federal regulations require at least 60 minutes of training on alcohol misuse and at least 60 minutes of training on controlled substances use, before a person can be designated to determine whether reasonable suspicion exists to require a driver to undergo alcohol or controlled substances testing.

The training shall cover the physical, behavioral, speech, and performance indicators of probably alcohol misuse and use of controlled substances.

Applicability

A driver shall be subject to alcohol or controlled substances testing when there is reasonable suspicion to believe the driver has violated the prohibitions in section 25.04 of this policy.

Alcohol testing is authorized only if the observations are made during, just before, or just after the work day.

- 1) if a reasonable suspicion alcohol test is not administered within two (2) hours following the observations, the employer shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight (8) hours, the employer shall cease attempts to administer the test, and shall prepare and maintain the record listed above.
- 2) The record shall be prepared, and signed, by the supervisor making the reasonable suspicion determination. A copy shall be promptly forwarded to the CDL Test Coordinator.

No driver will be permitted to perform a safety-sensitive function unless the controlled substances test result is negative. A driver whose alcohol test results are between 0.02 and 0.04 cannot perform safety-sensitive functions until the next regularly scheduled duty period, but in no event less than 24 hours after the test. No driver will be permitted to perform a safety-sensitive function if the alcohol test results are 0.04 or greater.

25.10 Return-To-Duty Testing

Requirements

Before a driver may be allowed to return to duty requiring the performance of a safety sensitive function after violating section 25.04 of this policy, the driver shall undergo an alcohol test with a result indicating an alcohol concentration of less than 0.02 or a controlled substances test with a negative result.

25.11 Follow-Up Testing

Requirements

A driver who violates section 25.04 of this policy shall be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a SAP and required by federal regulations.

- 1) The federal requirements for unannounced testing are at least six (6) follow-up tests conducted over the next twelve-month period.

25.12 Testing for Alcohol and Controlled Substances

Alcohol Testing Method

Unless otherwise allowed under this policy, all alcohol testing will be conducted with an Evidential Breath Testing Device (EBT).

Controlled Substances Testing Method

All controlled substances testing will be conducted under split-sample collection procedures.

25.13 Employee's Rights and Responsibilities

A driver has 72 hours following notification of a positive test result to request in writing to the MRO for testing of the split specimen.

The MRO shall direct the laboratory, in writing, to provide the split specimen to another Department of Health and Human Services certified laboratory for analysis.

If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing, or is untestable, the MRO shall cancel the test and report cancellation and the reasons for it to the DOT, the employer, and the employee.

If an employee has not contacted the MRO within 72 hours, as provided above, the employee may present to the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test, or other circumstances which unavoidably prevented the employee from contacting the MRO during the prescribed 72 hours. If the MRO concludes that there is a legitimate explanation for the employee's failure to contact the MRO within 72 hours, the MRO shall direct that the analysis of the split specimen be performed.

A driver is not authorized to request a reanalysis of the primary sample.

The employer will be responsible for the cost of testing the split specimen.

It is the employee's responsibility to obtain information from the employee's physician regarding the effect of prescribed drugs and the employee's ability to drive while properly using those drugs.

25.14 Referral, Evaluation and Treatment

A driver who violates section 25.04 of this policy shall be advised of the resources (SAPs) available to him/her in evaluating and resolving problems associated with the misuse of alcohol and the use of controlled substances. A driver identified as needing assistance in resolving such problems shall be evaluated by a SAP to determine that the driver has properly followed any prescribed rehabilitation program.

Payment of Treatment Fees

If the driver is a County employee, the evaluation shall be provided by a SAP approved by the County Safety Officer. Evaluation and any consequent rehabilitation and testing will be paid in accordance with the Employee Assistance Program (EAP) and/or group health contracts provided to all County employees.

Follow-up Testing Requirements

A driver identified as needing assistance shall also be subject to unannounced follow-up alcohol and controlled substance testing. The number and frequency of such follow-up testing shall be as directed by the SAP, and consist of at least six (6) tests in the first 12 months.

No driver will be permitted to perform a safety-sensitive function unless the controlled substances test result is negative. A driver whose alcohol test results are between 0.02 and 0.04 cannot perform safety-sensitive functions until the next regularly scheduled duty period, but in no event less than 24 hours after the test. No driver will be permitted to perform a safety-sensitive function if the alcohol test results are 0.04 or greater.

Exclusions

Provisions of this section shall not apply to applicants for driver positions who violate section 25.04 of this policy. Such persons shall not be employed.

25.15 Disciplinary Action

Disciplinary action for a violation of this policy shall be taken under the Charles County Safety Manual, the Charles County Personnel Policies and Procedures Manual, and the appropriate law.

Policy Violations

Violation of this policy will result in disciplinary action up to, and including, termination. An opportunity to be heard shall be provided upon timely request as provided in the Personnel Policies and Procedures Manual.

Termination

In addition, Charles County will terminate employees in CDL positions who refuse to be tested or are found to have tampered/altered the test of the sample to be tested.

25.16 Accounting for the Program

Invoice Processing

The safety office will receive all invoices from the testing facility.

The safety office will reconcile invoices received to the names of employees referred for testing.

Payment Responsibility

The safety office will assign account codes to the invoices correlating to the employees' department(s).

Invoices will be charged to account codes as provided by Fiscal and Administrative Services.

Costs associated with CDL testing, i.e., Training program, will be paid out of the safety special account fund for the CDL program.

The CDL driver will be responsible for associated rehabilitation costs.

25.17 Retention of Records

Records Required to be Maintained

Records Related to the Collection Process

Collection logbooks (if used)

Documents related to the random selection process

Calibration documentation of evidential breath testing (EBT) devices

Documentation of reasoning for reasonable suspicion testing

Documentation of reasoning for post-accident testing

Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing

Consolidated annual calendar year summaries

Records Related to the Driver's Test Results

Employer's copy of the alcohol test form, including results

Employer's copy of the drug test chain of custody and control form

Documents sent to the employer by the Medical Review Officer

Documentation of any driver's refusal to submit to a required alcohol or controlled substance test

Documents provided by a driver to dispute results of test

Documentation of Any Other Violations of Controlled Substance or Alcohol Misuse Rule

Records Related to Evaluations and Training

Records pertaining to the SAP's determination of driver's need for assistance

Records concerning a driver's compliance with SAP recommendations

Records Related to Education and Training

Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse.

Documentation of compliance with requirements to provide drivers with educational material, including driver's signed receipt of materials.

Documentation of Supervisor training.

Certification that training conducted complies with all the requirements of the federal regulation.

Records Related to Drug Testing

Agreements with collection site facilities, laboratories, MROs, and consortia.

Names and positions of officials and their role in the employer's alcohol and controlled substance testing program.

Monthly statistical summaries of urinalysis.

The employer's drug testing policy and procedures.

25.18 Documents to be Maintained

Alcohol test results indicating a breath alcohol concentration of 0.02 or greater.....5 Years

Verified positive controlled substance test results.....5 Years

Substance abuse evaluations and referrals.....5 Years

Annual calendar year summary.....5 Years

Negative and cancelled controlled substance test results.....1 Year

Alcohol test results indicating a breath alcohol concentration less than 0.02.....1 Year

25.19 Location of Records

Records shall be maintained in a central and secure location with access only as permitted in accordance with the Maryland Public Information Act or other applicable law.

25.20 Required Notification and Training

Employee Notification

- 1) Written notice of the availability of this information must be provided to every covered employee.

- 2) Each covered employee is required to sign a statement certifying that he/she has received a copy of the required materials.
- 3) When requested, employee medical records will be provided to subsequent employers, pursuant to federal regulations.

Employee Training

Employee training must be conducted to explain the new rules and the County's policies and procedures with respect to meeting federal requirements. At a minimum, training must include:

- 1) Identity of the person designated by the County to answer questions about the materials.
- 2) Categories of employees who are subject to the DOT alcohol and controlled Substance program rules and the operating administration (OA) rules to which the employees are subject.
- 3) Sufficient information about the safety-sensitive functions performed by the employee to clarify what period of the day the employee is required to be in compliance with the rule(s).
- 4) Information concerning employee conduct that is prohibited by the rule(s) applicable to the employee.
- 5) Circumstances under which the employee will be tested for alcohol/controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee.
- 6) Procedures that will be used to test for the presence of alcohol or controlled Substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee.
- 7) Requirement that an employee submit to the alcohol or controlled substances tests, administered in accordance with the rule(s) applicable to the employee.
- 8) Consequences for employees found to have violated the alcohol or controlled substances prohibition, including the requirement that the employee be removed immediately from safety-sensitive functions and the procedures for referral, evaluation, and treatment.
- 9) Consequences for an employee found to have an alcohol concentration of 0.02 or greater but less than 0.04.
- 10) Information concerning the effects of alcohol misuse or controlled substances use on a person's health, work, and personal life; signs and symptoms of an alcohol/controlled substance problem.
- 11) Available methods of intervention when an alcohol/controlled substance

problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.

Supervisor Training

A supervisor responsible for determining whether reasonable suspicion exists must receive at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse, and 60 minutes of the same type of training on controlled substance misuse.

25.21 Severability and Modifications

Should any section, subsection, or provision of this policy be declared by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of this policy as a whole, or in any part thereof, other than the part so declared to be invalid or unconstitutional.

Charles County reserves the right to modify all or part of these procedures as may become necessary.

25.22 Miscellaneous Information

Copies of this policy are available upon request.

Each employee subject to this policy will sign a certificate of acceptance and consent to disclosure form acknowledging receipt of the policy and consenting to the disclosure by the employee's former employer of information on the employee's alcohol tests with a concentration result of 0.04 or greater, positive controlled substances test results, and refusals to be tested, within the preceding two years. A certificate of acceptance does not indicate a contract for employment.

Nothing in this policy shall prohibit the dismissal or other disciplinary action against an employee pursuant to any other policy, regulation, ordinance or law. This policy is intended to supplement, and not supplant, any such other policy, regulation, ordinance or law.

The CDL Test Coordinator is designated to answer questions regarding the federal regulations and their application to the Charles County Government.

Drivers shall be provided with information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life.

Insulin users can driver under a CDL. Information from your personal physician will be required by the Motor Vehicle Administration (MVA) on a medical questionnaire form. MVA will review the medical information and determine whether to issue the CDL. Failure to disclose your accurate medical information to MVA will be cause for disciplinary action, up to and including termination from your position.

The County Coordinator for the Alcohol and Controlled Substances testing program is the Charles County Safety Officer, the number is (301) 645-0687.



26.0 FIRST AID

26.01 First Aid Kits

Adequate first aid materials must be available within all work locations and vehicles. Kits should include, but are not limited to, the following:

FACILITY FIRST AID KITS

100 - ¾" x 3" Band Aids	5 - 2" Roller Bandages
100 - 1" x 3" Band Aids	1 - Rescue Blanket
50 - Knuckle Band Aids	1 - Pair of Scissors
100 - 3" x 3" Sterile Pads	1 - Pair of Tweezers
100 - 4" x 4" Sterile Pads	2 - Cold Packs
5 - 5" x 9" Sterile Combine Dressing	2 - ½" Waterproof Tape
5 - 8" x 10" Sterile Combine Dressing	2 - 1" Waterproof Tape
4 - Triangular Bandages	4 - Exam Gloves
5 - 3" Roller Bandages	20 - Antiseptic Towelettes
4 - Bio-hazard Bags	First Aid Guide

VEHICLE FIRST AID KITS

10 - ¾" x 3" Band Aids	1 - Rescue Blanket
6 - 1" x 3" Band Aids	1 - Triangular Bandage
12 - Antiseptic Towelettes	1 - Pair of Scissors
4 - 4" x 4" Sterile Pads	2 - Pairs of Exam Gloves
9 - 3" x 3" Sterile Pads	1 - ½" Waterproof Tape
2 - Extra Large Band Aids	1 - Cold Pack
4 - Fingertip Band Aids	1 - Bio-hazard Bag
1 - 3" Roller Bandages	1 - Pair of Tweezers
1 - 2" Roller Bandages	First Aid Guide
1 - 5" x 9" Sterile Combine Dressing	1 - 8" x 10" Sterile Combine Dressing

It is the responsibility of the Department Head and supervisor to ensure all kits are properly stocked at all times.

26.02 First Aid Training

Employees should be trained in first aid. All training should be taught by someone who is a certified American Heart Association, National Safety Council or American Red Cross First Aid Instructor in accordance with their standards. Training should be coordinated through the Safety Office.

26.03 Cardiopulmonary Resuscitation (CPR) Training

Employees should be trained in CPR. All training should be taught by someone who is a certified American Heart Association, National Safety Council or American Red Cross First Aid Instructor in accordance with their standards. Training should be coordinated through the Safety Office.

26.04 Administering First Aid

Because accidents and sudden illness are common and often extremely serious, employees should immediately contact 9-1-1 for emergency medical personnel to respond to the scene.

Employees, during life threatening situations, should attempt to render aid if, under the circumstances, the employee determines, that the employee is able to render such aid in a reasonably prudent manner as noted in Maryland's Good Samaritan Law.

MARYLAND'S GOOD SAMARITAN LAW
Article 43 Section 132
ANNOTATED CODE OF MARYLAND

For the purpose of providing for certain immunity from civil damages, the physicians, nurses, members of fire departments or ambulance and rescue squads, law enforcement officers, and other persons and organizations providing emergency medical service or care.

(A) A person licensed by the state of Maryland to provide medical care, who renders medical care, or assistance for which he charges no fee or compensation: (1) in transit to medical facilities; or (2) through communications with personnel rendering emergency assistance is not liable for any civil damages as the result of any professional act or omission by him not amounting to gross negligence.

(B) A member of any State, County, Municipal or Volunteer Fire Department, Ambulance and Rescue Squad, or the National Ski Patrol System, or Law Enforcement Agency who has completed and American Red Cross course in advanced first aid or its equivalent and possesses a current card indicating that status as determined by the Secretary of Health and Mental Hygiene, or is certified by the State of Maryland as an Emergency Medical Technician has the same immunity provided in subsection (A). A Volunteer Fire Department or Ambulance and Rescue Squad has the same immunity as its members.

(C) Members and employees of Federal, State, County, or City Governments, hospitals, emergency medical service councils and agencies which operate as nonprofit groups that provide support to the Emergency Medical System through the provision of care, equipment, facilities, or consultant support without charging the emergency victim a fee for the service provided are not liable for any civil damages resulting from acts or omissions not amounting to gross negligence.

(D) A person not included in the above categories, who without compensation renders emergency assistance at the scene of an emergency, is not liable for acts committed or omitted, provided the person rendering the aid acts in a reasonably prudent manner and relinquishes direction of care of the injured person when a person licensed or certified by the State of Maryland to provide medical care or services is in a position to assume responsibility for care of the injured person.



27.0 ACCIDENT REPORTS

27.01 Job Related Injury

In the event of an on-the-job accident with personal injury, supervisors and/or co-workers will provide for prompt medical treatment, contact 9-1-1 if needed. Do not let the employee drive himself/herself to the hospital. Notify the Safety Officer immediately for response and investigation immediately. The following forms must be filled out and submitted to the Department Head with a copy to the Safety Officer according to the procedures outlined in the Worker's Compensation Guidelines.

"Employee/Supervisor Report of Injury form: to be completed by the injured employee and his supervisor.

Worker's Compensation Employer's First Report of Injury form: to be completed by employee's department and forwarded to the Safety Officer.

27.02 Vehicular Accident Report

All vehicle accidents must be reported on the Vehicle Accident Report form. The report must be filled out completely by the individual(s) involved and their immediate supervisor. It is important that employees follow vehicular accident reporting directions outlined in the Vehicle Accident Reporting Procedures.

27.03 General Liability Accident Report

Every actual or potential general liability accident must be reported to the Local Government Insurance Trust (LGIT) immediately after the incident occurs or is made known to you. The General Liability Accident Report form should be used for both personal (bodily) injury (of visitors and/or the public) and property damage claims. To report general liability accidents, employees must follow guidelines as outlined below and reflected on the back of the General Liability Accident Report form.

General Liability Reporting Procedures: All non-vehicular occurrences resulting in property damage, personal injury to non-employees, claims against public officials or Sheriff's Department should be reported on the General Liability Report. When completing the report, be certain to use the word "alleges" when not sure of the validity of the claim. Reports should be complete, reviewed by the respective department head or designee and submitted within 24 hours to the Risk Management/ Accountant located in the Department of Fiscal & Administrative Services/ Accounting Office with a copy to the Safety Officer. The Risk Management/ Accountant may be reached at (301) 645-0564.

28.0 THREATS



28.01 Bomb Threats

If you receive a bomb threat:

- A: Keep calm. Be familiar with the Bomb Threat Checklist Procedures form.
- B: Keep the caller on the line as long as possible. Ask him to repeat the message. Record every spoken word made by the caller.
- C: Ask the caller for the exact location and time of possible detonation (if this information has not already been provided).
- D: Pay attention to any background noises such as motors running, music, and types of music.
- E: Listen closely to the voice (male or female), quality of the voice (calm or excited), accents and speech impediments.
- F: The recipient of any bomb threat should immediately sound the fire alarm or use any means necessary to evacuate all persons from the building.
- G: Notify the Sheriff's Department at 9-1-1 and your immediate supervisor after the call has been completed.
- H: The recipient of the bomb threat should make themselves available to meet with law enforcement upon their arrival.

28.02 Suspicious Activity

Signs of Suspicious Activity:

People and vehicles who are:

In an unauthorized or restricted area without proper ID.

In the wrong place, appear lost, are loitering, staring or watching employees, customers, or facilities.

Pacing, nervous, jumpy or acting in a disorderly or alarming manner.

Surveying or taking photographs of County Government assets.

Expressing an unusual level of interest in operations, equipment and personnel.

Wearing unusual or inappropriate levels of clothing potentially concealing a weapon.

Quickly exiting an area after abandoning a package.

28.03 Responding to Suspicious Activity

Only approach someone if you are comfortable doing so. Lend assistance and calmly ask if you can them them and request their County ID or visitor ID.

Who they are there to see and if you can escort them where they need to go.

ALWAYS AVOID:

Approaching, threatening or dangerous persons.

Being aggressive, confrontational, abusive, offensive, or attempting to detain a person by any means.

Keenly observe:

Location, activity, physical characteristics, attire and behavior.

Descriptions of vehicles: model, color, and make or license plate number.

The direction of travel if the person or vehicle is noted leaving the area.

REPORT SUSPICIOUS ACTIVITY IMMEDIATELY TO YOUR SUPERVISOR, THE SECURITY OFFICER (301)885-1310 AND 9-1-1.



28.04 Signs of Suspicious Packages and Devices

A package that:

Is left or intentionally placed in an out-of-the-way location where it is not readily visible.

Matches an item described in a threat, or has a threatening note attached.

Is an abandoned item or container similar to a thermos, propane canister, or piece of pipe.

Has visible wires, batteries, clock or timer, or has bottles, tanks, or bags attached.

Is abandoned by someone who is quickly leaving the area.

Includes a bag, box, or package emitting an odor, mist, or oily liquid.

Is a bottle filled with unusual colored liquid or has strange objects inside.

Is an unexpected or unordered delivery from an unrecognized vendor or unfamiliar courier.

28.05 Responding to Suspicious Packages and Devices

Suspicion is based upon the type and location of the package. Not all lost and found items are suspicious. Usually items left in conspicuous locations, such as chairs, tables, etc., are simply forgotten items and not suspicious.

Do not use a radio, pager, or cell phone if you suspect, or are within 300 feet of an explosive device.

Do not touch, move, or cover the object.

Notify 9-1-1, your supervisor and the Security Officer.

If there is immediate danger, remain calm, evacuate, isolate, and secure the area.

Await directions from your supervisor, or emergency first responders.

28.06 Signs of Suspicious Substances

Suspicion is based upon the presence of fine powder, residue, fog, mist, oily liquid or odor with no identifiable or explainable source. It is also based upon two or more people showing similar signs of distress or physical reaction. Signs of suspicious substances include:

An unexplainable or pungent odor, or package emitting a vapor or odor.

A cloud, mist, fog, fine powder, dust, liquid, or oily residue with no explainable source.

Abandoned or out of place aerosol or manual spray devices, especially if they are not typically located in this area.

Two or more people experiencing difficulty breathing, uncontrolled coughing, or nausea.

Two or more people experiencing blurred vision, disorientation, seizures, or collapsing.

Small animals such as birds appearing to be dead or dying in the area.

28.07 Responding to Suspicious Substances

Employees should exert extreme caution when dealing with suspicious substances.

Do not investigate, touch, or move the substance or object.

Gently cover the envelope or material if possible.

Contact 9-1-1, Safety Officer, Security Officer, and your supervisor.

Remain calm and evacuate everyone from the affected area, moving uphill and upwind.

Avoid cross-contamination by isolating and securing the area.

Provide emergency personnel with information regarding location, description of suspicious item, and number of people affected.



It is Charles County Government's policy that all employees have the right to work in an environment that is free of harassment, threats, intimidation or violence. Such behavior, in any form, will not be tolerated in the workplace or in connection with employment.

During the course of employment with Charles County Government, no employee will:

Harass, threaten, or commit any violent act against any person.

Intentionally or maliciously damage or destroy the property of any person or entity.

Bring weapons of any kind into the workplace, except for personnel who may possess items that could be considered weapons (i.e., pocket knives, scissors, etc...) as a tool of their trade which are authorized by policy or law.

29.01 **Responding to Violent Situations**

Contacting Law Enforcement Personnel: Employees are encouraged to seek the assistance of Law Enforcement Personnel when confronted with situations which are violent, or have the potential of becoming violent. If a telephone can be safely accessed, an employee should dial "9-1-1", describe the location where the incident is occurring and maintain telephone contact with the "9-1-1" dispatcher until the police arrive or the dispatcher indicates the call may be ended.

Other Actions:

When confronted by verbally abusive or harassing persons, if the following actions can be safely undertaken, an employee should:

Attempt to restore a calm environment by courteously asking the person(s) to cease their verbally abusive or harassing actions.

Notify a supervisor as soon as possible.

Request the assistance and aid of co-employees.

Contact the security officer.

When confronted by persons threatening bodily harm, if the following actions can be safely undertaken, the employee should:

Leave the presence of the threatening person.

Notify a supervisor and the security officer.

Contact 9-1-1.

When an employee observes a person other than Law Enforcement Personnel carrying or possessing a weapon while on workplace property, an employee should:

Immediately contact 9-1-1.

An employee who has witnessed a violent act in the workplace or who has knowledge of facts causing the employee to reasonably believe a violent situation is present in the workplace, must immediately report the act or situation to:

His/her immediate supervisor.

Immediately call 9-1-1.

Contact the security officer.

A supervisor who has witnessed a violent act in the workplace and has knowledge of facts causing him/her to reasonably believe a violent situation is present in the workplace, or who has received a report from an employee that a violent act occurred or a violent situation exists in the workplace, must immediately report the situation to:

His/her senior manager/designee.

Immediately call 9-1-1 and notify the security officer.

After receiving a report that a violent act has occurred or that a violent situation exists in the workplace, a senior manager or his/her designee must immediately report the act or situation both verbally and in writing to the Safety Officer and to the Department of Human Resources.

In making reports under this policy, an employee must provide as much factual information and details as possible.

29.02 Investigation

Confidentiality will be maintained throughout the investigation process to the extent possible and appropriate under the circumstances.

The Safety Officer will conduct an investigation unless the County Commissioners determine that another person should be the investigator. Results of this investigation with recommendations will then be turned over to the Department of Human Resources for review and/or consideration of disciplinary action in conjunction with the Department Head and/or County Administrator.

An investigation may consist of the following:

Interviewing the reporting employee and documenting the interview in a memorandum.

Discerning who made the threat or committed the act of violence and against whom the threat or act was made.

Documenting the specific language of the threat and any physical conduct by the threatening employee which would tend to show that the employee intends to follow through on the threat.

Listing the names of any other witnesses to the threat or violent conduct, interviewing these witnesses and documenting the interviews in a memorandum.

Establishing the time and place where the threat of violent conduct occurred.

Investigating and documenting any prior threats or violent conduct by the threatening employee prior to the incident.

Interviewing the threatening employee, and documenting the interview in a memorandum.

An employee must cooperate fully in any investigation conducted under this policy.

Because Charles County Government has a zero tolerance for harassment, threats, intimidation or violence in the workplace, the County will, to the extent practicable, investigate any incident involving a non-employee and will take any action necessary to remove threats posed by the terms of this policy, regardless of whom the offender may be, in accordance with the procedures established in this policy.

Recommendations and suggestions from employees for improving security and reducing the risk of violence in the workplace are encouraged and should be forwarded by employees to the Safety Office.

The Employee Assistance Program, which includes counseling and referral services, is available to all full time employees and should be used to prevent and deal with violent acts and situations occurring in the workplace.



30.0 INSPECTIONS

In order for the County Safety Program to be effective, it must provide for the regular inspection of all worksites.

Authorization for the Safety Officer to conduct internal County safety inspections is granted by the Board of County Commissioners.

Inspections are important as they serve to:

- A. Identify safety and health hazards before accidents occur.
- B. Stimulate interest, and encourage active participation in the Safety program through personal contact between the inspector and individuals on the job. Employees are frequently able to point out unsafe conditions that might otherwise go uncorrected.
- C. Determine necessary changes in the program, e.g., revisions to procedures, changes in the training program, and improvement in supervisory practices.

30.01 Types of Inspections

The following inspections are carried out under the County Safety Program.

- A. **Safety Audit:** Regular inspections that are to be conducted at all work sites. Their purpose is to determine whether the County is providing a safe and healthful place of employment in compliance with the MOSHA law, and the County Safety Program, and whether County employees are performing their duties in a safe manner.
- B. **General Inspections:** It is the responsibility of the Director/Chief or their designee, to perform regular inspections and document unresolved safety hazards and develop a plan of corrective action.
- C. **Special Inspections:** Special inspections are limited in scope, and conducted for a special purpose, or in special areas. Examples of situations requiring special inspections are:

Changes in working condition, e.g., occupancy of new buildings, use of new or different equipment, and assignment of new activities.

In response to a report of a safety or health hazard.

As a part of special campaign such as Fire Prevention Week.

In the course of an accident investigation.

As a follow-up to a previous inspection.

Special inspections may be conducted by the Safety Officer and/or their designee.

- D. In the event of a safety or health hazard, an employee shall immediately notify both the individual in charge and any employees whom they consider to be in imminent danger, and shall request that they be removed from the area. The County Safety Officer, if necessary, shall have the authority either to remove employees or suspend operations.
- E. All employees shall assist in eliminating the danger, although the ultimate responsibility for this lies with the Department Head/Supervisor.
- F. The employee shall remain at the establishment or area until the danger has been eliminated, either by removal of the hazard or suspension of operations.

When the Safety Officer, County Inspector or a supervisor notes an imminent danger violation at a construction or maintenance site manned by a private contractor, they shall call it to the attention of the nearest construction supervisor and request that the work be suspended until the alleged violation has been corrected.

If the supervisor refuses, the Safety Officer shall inform the Department Head of the alleged violation. The following action shall be taken:

- A. Review the alleged violation, and, if they concur, again request the contractor's supervisor to suspend operations until the hazard has been eliminated.
- B. If the supervisor again refuses, the Department Head or the Safety Officer shall report the alleged violation to the appropriate Regional Office of the Division of Labor and Industry (MOSHA), which will dispatch an agent to the site.

30.02 Safety Inspection Guidelines

Safety inspections shall be performed on a schedule that will be convenient to the division concerned. Individuals within the division shall fully cooperate with the inspection to ensure that all areas are covered and all hazards are itemized.

Emphasis will be placed upon the condition of the facility, equipment and machines as well as implementation of the overall safety program such as:

- Good housekeeping;
- Use of prescribed protective equipment;
- Compliance with safety rules and regulations;
- Qualification of drivers and condition of vehicles;
- Condition of ladders;

Proper maintenance of electrical equipment.

Proper guarding of open pits, ditches, tanks, etc.

Proper storage of flammable/combustible liquids;

Portable firefighting equipment, first aid kits and emergency lighting;

Condition of power and hand tools;

Proper guarding of powered equipment and machines;

Excessive noise levels;

Excessive dust levels.

Supervisors shall inform all employees of any unsafe conditions that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent accidents.

Deficiencies shall be posted for review by all employees and corrected as quickly as possible. Corrections requiring special monetary funds or those beyond control of the division should be presented to the director for resolutions.

NOTE: The Safety Officer is charged with the responsibility to note any deficiencies that exist, document those deficiencies, and recommend the necessary corrective action. Should a situation arise whereby the Department Head determines that the corrective action is not warranted, not cost effective, or funding is not available, the final determination will be made by the County Administrator.

30.03 Record Keeping

Upon completion of an inspection, a brief memorandum reporting the inspection and any pertinent information, shall be forwarded to the Department Head, County Administrator and County Commissioner President.

All inspection reports shall show the following:

- A. Date of Inspection.
- B. Inspector's name(s).
- C. List of deficiencies discovered.
- D. Recommendations for correction.

30.04 Job Safety Analysis for Hazardous Work

To eliminate accidents in high hazard areas, it is mandatory that each supervisor thoroughly checkout his workers on the hazards that exist and ensure that they understand the methods of doing each job safely when such hazards cannot be eliminated.

Relying on memory alone during the instruction of an employee is assurance that some important items will be overlooked. It is therefore essential that the supervisor use published

work rules which define the correct work procedures. This enables him to attain a consistent quality of instruction that instills employee confidence in his own capabilities and those of management. By providing employees with a copy of the work rules after instruction, he has a ready reference for review. Procedures for job safety training as follows:

- A. The job is broken down into basic steps. These steps describe what is to be done in sequence.
- B. Each step is analyzed for possible hazards that could cause an accident. The purpose is to identify as many hazards as possible whether created by the environment or connected with the mechanics of the job.

When the hazards and potential accidents associated with each step are identified and their causes understood, ways of eliminating them shall be developed. There are four ways in which this can be handled:

- A. Eliminate the process or operation, or provide a substitute which can be done without the hazard, or
- B. Isolate the process or operation so as to eliminate or minimize the hazard, or
- C. Provide guards or automatic devices to eliminate or minimize the hazard, or
- D. Provide personal protective equipment and enforce its use to eliminate the possibility of injury.

By using the information gathered, division work rules shall be written, made available to employees and maintained on file for periodic review. This becomes a document to assist the supervisor in instructing his employees in a safe method of performance in their jobs and what protective equipment will be required.

30.05 **Job Safety Training**

Supervisors must not assume that a newly hired, newly assigned or reassigned employee, thoroughly knows all the safe job procedures. The employee must be trained. The four-point method of job instruction has been found to work best: Preparation, presentation, performance, and follow-up.

A. Preparation

- Put the employee at ease,
- Define the job and find out what the employee already knows about it,
- Get the employee interested in learning the job,
- Place the employee in the correct position to do the job.

B. Presentation

- Tell, show and demonstrate one important step at a time,

Stress each key point,

Instruct clearly, completely and patiently, but cover no more than the employee can master each time.

C. Performance

Have the employee do the job, coach him while he works,

Have the employee explain each key point while performing the job,

Make sure the employee understands all safe job/work procedures,

Continue until you know the employee knows.

D. Follow-up

Put the employee on his own,

Designate whom the employee goes to for help,

It is the responsibility of the supervisor to frequently check employee's safe work procedures and to continuously encourage safe work practices.

To document job safety training program participation, a training record must be completed. This written documentation will reflect the employee's signature, date, and shall detail the safety training topic(s), presenter/instructor, length of training or meeting, and any audio/visual aids used. This documentation must be forwarded to the Safety Office for filing.

31.0 EXPOSURE CONTROL PLAN



Reference: OSHA 29 CFR 1910.1030

31.01 Charles County Government is committed to the prevention of incidents or happenings which result in employee injury and illness and to compliance with the OSHA Bloodborne Pathogens Standard.

31.02 **Purpose**

The purpose of this exposure control plan:

- A. To eliminate or minimize employee occupational exposure to blood or other body fluids.
- B. To identify employees occupationally exposed to blood or other potentially Infectious materials (OPIM) in the performance of their regular job duties.
- C. To provide employees exposed to blood and OPIM information and training. A copy of this plan is available to all employees during the work shift.
- D. To comply with the OSHA Bloodborne Pathogen Standard.

31.03 **Exposure Determination**

Charles County Government has performed an exposure determination for all common job classifications that may be expected to incur occupational exposures to blood or other potentially infectious materials. This exposure determination is made without regard to the use of PPE. The following job classifications may be expected to incur occupational exposures to blood or other potentially infectious materials:

EMT-B
EMT-I
EMT-P
Members of the TRT
Animal Control Officers
Animal Control Technicians
Custodial Staff

The following is a list of job classifications in which some employees may have occupational exposure to blood or OPIM:

Line Maintenance Workers
Solid Waste Workers
Safety Officer

31.04 Compliance Methods

Universal Precautions:

Charles County Government embraces “universal precautions,” which is a method of infection control that requires the employer and employee to assume that all human blood and human body fluids are infected with bloodborne pathogens. Where it’s difficult or impossible to identify body fluids, all are to be considered potentially infectious.

Engineering Control and Work Practices:

Contaminated disposable sharps will be disposed of in the appropriate sharps containers.

Needleless IV systems will be used when and/if feasible.

Self-sheathing needles or syringes will be used.

Eye wash stations will be provided where applicable.

Handwashing facilities and/or waterless hand sanitizer will be provided as needed.

Sharps containers and biohazard labels will be provided.

Work Practice Controls:

Wash hands with antibacterial soap and water as soon as possible after an exposure. (If waterless hand sanitizer is used, a thorough scrubbing with soap and water is recommended as soon as possible and is required if there was an exposure to blood or OPIM.)

Be gentle with any scabs or sores.

Wash all surfaces, including the back of hands, wrists, between the fingers, and under fingernails.

Wash hands immediately after removing gloves or other PPE.

Use PPE as required.

Handle sharps safely.

Dispose correctly of wastes.

Use good personal habits.

Personal Protective Equipment:

The following PPE will be provided at no cost to the employees:

Medical exam gloves suitable for protection from bloodborne pathogens.

Protective body clothing. (jumpsuits, aprons, lab coats, gowns, etc... as appropriate for the job.)

Goggles and Eye Shields.

Face Shields and Face Masks

Caps and booties (if required by the job).

Each department is responsible for ensuring and issuing appropriate, readily accessible PPE, without cost, to employees. Hypoallergenic gloves, glove liners, powder-less gloves, or similar alternatives shall be readily accessible to employees who are allergic to the gloves normally provided.

All PPE will be removed prior to leaving the work area. All PPE will also be cleaned, laundered, and disposed of by the employer at no cost to the employee. PPE, when removed, will be placed in its designated area for storage, washing, decontamination and disposal.

31.05 Contaminated Laundry

Contaminated laundry will be cleaned at the Department of Emergency Services.

31.06 Regulated Waste

The EMS Division will make all provisions necessary for the proper and safe disposal of hazardous waste materials.

31.07 Hepatitis B vaccine and post-exposure evaluation and follow-up

Hepatitis B Vaccination:

Charles County Government will offer the hepatitis B vaccine and vaccination series at no cost to exposed employees. Charles County Government will offer post-exposure follow-up at no cost to employees.

The Charles County Safety Officer is in charge of the hepatitis B vaccination program.

The Safety Officer will ensure that all medical evaluations and procedures, including the hepatitis B vaccine and vaccination series, and post-exposure follow-up, including prophylaxis, are made available at no charge to the employee at a reasonable place and time, and performed or supervised by a licensed healthcare professional according to the recommendations of the CDC.

Post-exposure evaluation and follow-up.

When an employee has an exposure incident, it will be reported to the County Safety Officer.

Following a reported exposure incident, the exposed employee will immediately receive a confidential medical evaluation including the following elements;

Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred,

Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law,

The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.

Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.

If the employee consents to baseline blood collections, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.

Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service;

Counseling, and

Evaluation of reported illness(es).

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the standard. All post-exposure follow-ups will be performed by a licensed physician.

Information provided to the healthcare professional:

The Safety Officer will ensure that the healthcare professional responsible for the employee's hepatitis B vaccination received the following:

- A copy of this standard;

- A description of the exposed employee's duties as they relate to the exposure incident;

- Documentation of the route(s) of exposure and circumstances under which exposure occurred;

- Results of the source individual's blood testing, if available; and

All medical records relevant to the appropriate treatment of the employee including vaccination status which are the employer's responsibility to maintain.

Healthcare Professional's Written Opinion:

The Safety Officer will obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination will be limited to whether HBV is indicated for and has been received by the employee.

The healthcare professional's written opinion for post-exposure follow-up will be limited to the following information:

That the employee has been informed of the results of the evaluation and;

That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Labels and Signs:

Emergency Services personnel will ensure biohazard labels are on each container of regulated waste.

Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials.

These labels shall be fluorescent orange or orange-red or predominantly so, with lettering and symbols in a contrasting color.

Labels shall be affixed as close as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.

Red bags or red containers may be substituted for labels.

Containers of blood, blood components, or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempted from the labeling requirements.

Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, transport, shipment, or disposal are exempted from the labeling requirement.

Information and Training:

Supervisors will ensure that employees are trained prior to initial assignment to tasks in which occupational exposure may occur and that training shall be repeated within 12 months. The training program will be tailored to the education level and language of

the employees and will be offered during the normal work shift. The training will be interactive and will contain the following information:

An accessible copy of the regulatory text of the OSHA standard and an explanation of its contents;

A general explanation of the epidemiology and symptoms of bloodborne diseases;

An explanation of the modes of transmission of bloodborne pathogens;

An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;

An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to other potentially infectious materials;

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;

Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;

An explanation of the basis for selection of personal protective equipment;

Information on the hepatitis 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;

Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;

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;

Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;

An explanation of the signs and labels and/or color coding required by OSHA 29 CFR 1910.1030 (g)(1); and

An opportunity for interactive questions and answers with the person conducting the training session.

Additional training will be given to employees when changes of tasks or procedures affect employee's occupational exposure.

Recordkeeping

The Safety Office is responsible for maintaining medical records as indicated below. These records will be kept in the Safety Office under lock and key and will include the following:

- The name and social security number of the employee;

- 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 as required by OSHA 29 CFR 1910.1030(h)(1);

- A copy of all results of examinations, medical testing, and follow-up procedures as required;

- The employer's copy of the healthcare professional's written opinion as required; and

- A copy of the information provided to the healthcare professional as required.

All employee medical records will be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by law.

All employee medical records will be maintained for at least the duration of employment plus 30 years as required.

Training Records

The Safety Office is responsible for keeping and maintaining the Bloodborne Pathogen training records.

The training records will include the following information:

- The dates of the training sessions;

- The contents or a summary of the training sessions;

- The names and qualifications of persons conducting the training; and

- The names and job titles of all persons attending the training sessions.

Evaluation and Review

The Safety Office and the Chief of Emergency Medical Services are responsible for reviewing this program and its effectiveness annually and for updating as needed.

BOMB THREAT CHECKLIST PROCEDURES

INSTRUCTIONS: Be calm. Be Courteous. Listen, do not interrupt the caller. If at all possible, notify Supervisor/Safety Officer by prearranged signal while caller is on the line. Use "Bomb Threat Card" to record information, as follows:

NAME OF OPERATOR:

DATE/TIME:

CALLER'S IDENTITY:

Sex/Age:

- | | |
|---|-----------------------------------|
| ☐ Male | ☐ Female |
| ☐ Adult | ☐ Juvenile |
| ☐ Estimated Age: _____ | |

Language:

- | | |
|------------------------------------|-------------------------------|
| ☐ Excellent | ☐ Good |
| ☐ Fair | ☐ Poor |
| ☐ Foul | |
| ☐ Other: | |

Call Origin:

- | | |
|--------------------------------|--|
| ☐ Local | ☐ Long Distance |
| ☐ Booth | ☐ Internal (From Within Bldg.?) |

Accent:

- | | |
|----------------------------------|------------------------------------|
| ☐ Local | ☐ Not Local |
| ☐ Foreign | ☐ Region |
| ☐ Race | |

Voice Characteristics:

- | | |
|--------------------------------------|-----------------------------------|
| ☐ Loud | ☐ Soft |
| ☐ High Pitch | ☐ Deep |
| ☐ Raspy | ☐ Pleasant |
| ☐ Intoxicated | |
| ☐ Other: | |

Manner:

- | | |
|-------------------------------------|-------------------------------------|
| ☐ Calm | ☐ Angry |
| ☐ Rational | ☐ Irrational |
| ☐ Coherent | ☐ Incoherent |
| ☐ Deliberate | ☐ Emotional |
| ☐ Voices | ☐ Righteous |
| ☐ Laughing | |

Speech:

- | | |
|-----------------------------------|------------------------------------|
| ☐ Fast | ☐ Slow |
| ☐ Distinct | ☐ Distorted |
| ☐ Stutter | ☐ Nasal |
| ☐ Slurred | ☐ Lisp |
| ☐ Other: | |

Background Noises:

- | | |
|---|------------------------------------|
| ☐ Factory Machines | ☐ Trains |
| ☐ Bedlam | ☐ Animals |
| ☐ Music | ☐ Quiet |
| ☐ Office Machines | ☐ Voices |
| ☐ Mixed | ☐ Airplanes |
| ☐ Street Traffic | ☐ Party |
| ☐ Atmosphere | |

BOMB HINTS:

- Feign difficulty with hearing.
- Keep caller talking.
- If caller seems agreeable to further conversation, ask following questions:

- When will bomb go off? Hour: _____ Time remaining: _____
- Where is it located? Building: _____ Area: _____
- What kind of bomb?
- Where are you now?
- How do you know so much about the bomb?
- What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death. Did caller appear familiar with plant or building by his description of the bomb location? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

ACTION TO TAKE IMMEDIATELY AFTER CALL: Immediately sound the fire alarm or use any means necessary to evacuate all persons from the building, notify Sheriff's Office 9-1-1, make yourself available to speak with law enforcement.

WORKERS COMPENSATION - FIRST REPORT OF INJURY OR ILLNESS

EMPLOYER	EMPLOYER'S LOCATION ADDRESS (IF DIFFERENT)
-----------------	---

Charles County Commissioners

P.O. Box 2150

La Plata, Maryland 20646

CARRIER/ADMINISTRATOR CLAIM NUMBER	POLICY/SELF-INSURED NUMBER
---	-----------------------------------

2045028-1

EMPLOYEE NAME (LAST, FIRST, MIDDLE)	SEX	MARITAL STATUS	OCCUPATION/JOB TITLE
--	------------	-----------------------	-----------------------------

MALE

SINGLE/DIVORCED

FEMALE

MARRIED

ADDRESS (INCL. ZIP)	DATE HIRED
----------------------------	-------------------

SEPARATED

UNKNOWN

DATE OF BIRTH	SOCIAL SECURITY #	TELEPHONE NUMBER
----------------------	--------------------------	-------------------------

WAGE RATE	PER HR.	# DAYS WORKED/WEEK
------------------	----------------	---------------------------

TIME WORK BEGAN	DATE OF INJURY/ILLNESS	TIME OF OCCURRENCE	LAST WORK DATE
------------------------	-------------------------------	---------------------------	-----------------------

DATE EMPLOYER NOTIFIED	DATE DISABILITY BEGAN	CONTACT NAME AND TELEPHONE NUMBER
-------------------------------	------------------------------	--

TYPE OF INJURY/ILLNESS	PART OF BODY AFFECTED
-------------------------------	------------------------------

OCCURRED ON EMPLOYER'S PREMISES?	DEPARTMENT OR LOCATION WHERE OCCURRED
---	--

YES NO

SPECIFY ACTIVITY EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT/ILLNESS EXPOSURE OCCURED
--

DESCRIBE SEQUENCE OF EVENTS & INCLUDE ANY OBJECTS/SUBSTANCES THAT DIRECTLY INJURED THE

EMPLOYEE OR MADE THE EMPLOYEE ILL
--

DATE RETURN(ED) TO WORK	IF FATAL, GIVE DATE OF DEATH
--------------------------------	-------------------------------------

WERE SAFEGUARDS OR SAFETY EQUIPMENT PROVIDED? USED?	YES NO
--	---------------

PHYSICIAN/HEALTH CARE PROVIDER (NAME & ADDRESS)	HOSPITAL (NAME & ADDRESS)
--	--------------------------------------

		NO MEDICAL	MINOR: BY	MINOR CLINIC/HOSP	EMERGENCY CARE	HOSPITAL	FUTURE MAJ MED
INITIAL TREATMENT	TREATMENT	EMPLOYER				24 HOURS	LOST

CHARLES COUNTY GOVERNMENT

Accident Investigation Report

Injury/Illness

Investigation #: _____ Performed by: _____ Date: _____

Employee Information

Name (First, middle, and last): _____

Home address (No. And street, city or town, State, and zip code): _____

Age: _____	Date of Birth: _____	Sex (Check one) Male: _____ Female: _____	
Occupation (Enter regular job title, not the specific activity performed at the time of injury):		Experience in this occupation (years):	
Activity performing when injured:		Experience in this activity (years)	

Department (Enter the employee's assigned department) _____

Accident or Exposure Information

Accident Date: _____ Accident time: _____ Day of the Week: _____

What were the weather conditions, if applicable, during the time of the accident?

Place of accident or exposure (Number and street, City, State, and zip code): _____

What was the employee doing when injured? (Be specific. Was the employee using tools, equipment or handling material? What was the employee doing with those items?)

How often does the injured employee normally perform this job?

How did the accident occur? (Describe the events that resulted in the occupational injury or illness. Identify any objects and/or materials involved and describe how the objects and materials were involved. Provide full details on all factors that possibly contributed to the accident. Use a separate sheet for additional space.

Describe the injury or illness in detail and indicate the part of the body affected. (E.g., amputation of right index finger at second joint; fracture of ribs; lead poisoning; dermatitis on left hand, etc.)

What object or material directly injured the employee? (For example, the machine or structure he/she struck against; the vapor inhaled; the chemical which irritated the skin; or in case of strains, etc., the item he/she was lifting, pulling, etc.)

CHARLES COUNTY GOVERNMENT
EMPLOYEE/SUPERVISOR REPORT OF INJURY FORM

EMPLOYEE SECTION:

1. Name of injured employee _____ SSN: _____
2. Home Address: _____ City _____ State _____
Zip _____
3. Home Phone: _____ Cell Phone: _____ Work Phone: _____
4. Position: _____ Dept: _____ Division: _____
5. Date of injury: _____ Time of injury: _____
6. Location of accident/injury: _____
7. Describe type of work being performed and how injury occurred: _____

8. Describe bodily injury sustained (be specific about location): _____

9. If you required medical assistance, attach medical report if possible: _____

10. Witness(es): _____ Phone: _____

SUPERVISOR SECTION:

1. Supervisor's name _____ Position _____
2. After investigation, what do you think was the cause of accident: _____

3. Recommendation for corrective action: _____

TOP MANAGEMENT REVIEW:

1. Name: _____ Position: _____ Date: _____
2. Any comments: _____

CHARLES COUNTY GOVERNMENT Supervisor's Work Related Injury Card Insurance Information: Charles County Government Point of Contact Joane Gulvas, Safety Officer (301)645-0687 or (301)399-2003	CHARLES COUNTY GOVERNMENT Supervisor's Work Related Injury Card Insurance Information: Charles County Government Point of Contact Joane Gulvas, Safety Officer (301)645-0687 or (301)399-2003
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Work Related Injury Insurance Carrier: Injured Worker's Insurance Fund PO Box 9899 Baltimore, MD 21284-9899 Policy #2045028 Phone for billing: 1-800-272-6703	Work Related Injury Insurance Carrier: Injured Worker's Insurance Fund PO Box 9899 Baltimore, MD 21284-9899 Policy #2045028 Phone for billing: 1-800-272-6703

APPLICATION TO DRIVE CHARLES COUNTY VEHICLE

(Please **PRINT** Information)

NAME (First, Middle, Last): _____

Address: _____

Does your job description require a commercial Driver's License (CDL)? YES _____ NO _____

Drivers License No. & Class: _____

Department and Division: _____

Upon approval of this application, the applicant will be responsible for the following:

1. Abide by all State and County laws and regulations.
2. Liable for any violations occurring during the period the vehicle is in the employee's custody.
3. Notify the Safety Officer immediately of any accident/incident/violation.
4. Driver responsible for maintenance and safe operation of vehicle.

NON-COMPLIANCE WITH THIS POLICY MAY RESULT IN DISCIPLINARY ACTION IN ACCORDANCE WITH THE COUNTY'S PERSONNEL POLICIES AND PROCEDURES.

I hereby give permission to Charles County Government to verify my driving record on an annual basis. I further understand the terms and conditions as set forth in the above application.

Employee's Signature: _____ Date: _____

VEHICLE ORIENTATION ACKNOWLEDGEMENT

Date of Attendance: _____

Name of Instructor: _____

I acknowledge the fact that I have received and understand the Charles County Government Safety Manual ☐ Vehicle and Driver Policy,
☐ CDL Policy.

Employee's Signature: _____ Date: _____

APPROVED to drive County Vehicles/Equipment in accordance with Class of Maryland License.

Instructor's Signature: _____ Date: _____