

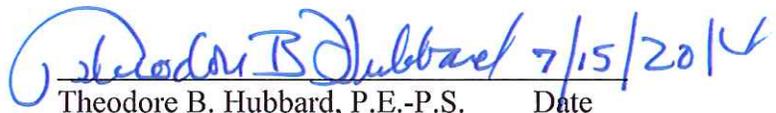
## INTRODUCTION

It is the goal of the Hamilton County Engineer's Office to provide all employees with a safe and healthy work environment. The County Engineer and all Department Heads believe that safety must always be foremost in the minds of County Engineer employees. The County Engineer and Department Heads do not believe that health and safety practices and procedures should be sacrificed in order to get a task completed faster or more inexpensively.

Since 1993, the County Engineer's Office has been subject to the safety rules and regulations adopted by the Ohio Industrial Commission as provided by the federal OSHA regulations related to employee safety issues. Both the state and federal agencies have the authority to conduct safety inspections or audits at County Engineer facilities or worksites.

Section 4101.13 of the Ohio Revised Code (ORC) specifically details for each employee's responsibility.

Similarly, the County Engineer acknowledges a duty to protect employees and visitors from hazards in the workplace. Accordingly, the County Engineer has established a Safety Committee. The Safety Committee is responsible for creating and implementing this Safety Program and to educate employees of the methods by which hazards can be eliminated or reduced. The Committee is also charged with identifying and investigating employee practices that violate the established safety rules, or that jeopardize the employee's own safety and welfare, or the welfare of others.

  
Theodore B. Hubbard, P.E.-P.S.      Date  
Hamilton County Engineer

Revised: 07/2014

# Table of Contents

## SAFETY PROGRAM

### SECTION

Introduction

Section 1.1	Safety Standards
Section 1.2	Responsibility for the Safety Plan
Section 1.3	Safety Committee
Section 1.4	Safety Training Program
	Sec. 1.4 (A) Training procedures
Section 1.5	Exemptions, Waivers and Authorized Exemptions
Section 1.6	Incident/Accident Investigation Policy
Section 1.7	Accident Investigation Procedure – <b>See Appendix 1</b>
Section 1.8	Safety Violations/Citations
Section 1.9	Equipment Damage/Accident Prevention Program
Section 1.10	Job Safety Analysis
	Sec. 1.10 (A) Hazard Analysis Form – <b>See Appendix 2</b>
Section 2	Personnel Protective Equipment
Section 3	Bloodborne Pathogens Policy/First Aid
	Appendix 9-A
Section 4	Safety Inspections – <b>See Appendix 3</b>
Section 5	Lockout Tag out Procedures – <b>See Appendix 4</b>
Section 6	Welding/Metal Cutting
Section 6.1	Machine Guarding
Section 7	Hazardous Communication – <b>See Appendix 5</b>
Section 7.1	Hazardous Communication Training
Section 8	Confined Space Program
Section 9	Hearing Conservation Program
Section 10	Operation of Powered Industrial Trucks
Section 11	Workplace Evacuation Procedures
Section 12	Trenching and Excavation
Section 13	Appendix – 1
	Appendix – 2
	Appendix – 3
	Appendix – 4
	Appendix – 5

# Definitions

- 1) Safety Committee Chairperson = Chairperson
- 2) Chief Deputy = Chief Deputy Engineer
- 3) Engineer = Hamilton County Engineer
- 4) Supervisor's = The person to whom the employee's immediately reports
- 5) Chairperson Designated Representative = The Designated Representative under the direction of the Safety Committee Chairperson
- 6) ORC = Ohio Revised Code
- 7) SSR/OAC = Specific Safety Requirements/Ohio Administrative Code
- 8) CFR = Code of Federal Regulations
- 9) OSHA = Occupational Health and Safety Administration
- 10) ANSI = American National Standards Institute
- 11) TWA = Time Weighted Average
- 12) LFL = Lower Flammable Level
- 13) PEL = Permissible Exposer Limit
- 14) Personnel Policy = Personnel Policy and Procedure Manual of the Hamilton County Engineer's Office
- 15) PPE = Personal Protective Equipment
- 17) SDS = Safety Data Sheet
- 18) EAP = Emergency Action Plan

## 1.1 - SAFETY STANDARDS

The County Engineer's Office is subject to all applicable state and federal statutes, rules, and regulations, including but not limited to the following:

- A) 29 CFR 1900, et. Seq (Federal OSHA standards adopted by the State of Ohio Industrial Commission pursuant to OAC 4167-3-04).
- B) 29 CFR 1924 (Federal OSHA Construction Industry Regulations).
- C) O.R.C. Chapter 4101 and 4121 and OAC Chapters 4123 (Ohio Bureau of Compensation rules per HB 308).
- D) O.R.C. Chapter 4167 and OAC Chapters 4121:1-3 and 4121:1-14 (Ohio Bureau of Compensation rules per HB 308).

Date Adopted: 7/15/14 Date Revised: 7/15/14

## 1.2 - RESPONSIBILITY FOR THE SAFETY PROGRAM

### **A) Safety Committee Chairperson**

The Safety Committee Chairperson, hereinafter referred to as The Chairperson shall be an unclassified employee assigned by the County Engineer or designee for the administration of this program. The Chairperson shall oversee a loss prevention program encompassing the employee safety and Workers' Compensation Programs. Specifically, the Chairperson shall perform or designate and oversee the performance of the following:

1. Provide technical assistance and direction to administrative personnel at all levels in the implementation of this program. Develop a Safety Manual for Employees and provide interpretation of the requirements of the Safety Manual.
2. Act as liaison with administration, management and departments on development of safety standards and rules, the acquisition of protective equipment or materials, and on safety inspections.
3. Coordinate investigations of work related incidents, accidents, injuries and/or fatalities whether the investigation is done in house or done by State or Federal Agencies.
4. Recommend corrective or preventive measures to ensure employee safety.
5. Conduct Safety Committee meetings.
6. Issue Verbal Counseling and Written Reprimands to employees for safety violations where direct supervision has failed or neglected to give the appropriate discipline, and initiate the disciplinary process for serious cases of program violations. All disciplinary actions are to be coordinated with the County Engineer's Personnel Department.
7. Notify appropriate department heads and management of the failure of site supervision to enforce safety regulations.
8. Develop a cost efficient training program for employees and supervisors.
9. Maintain the required OSHA record keeping systems on training, injuries, and fatalities.
10. Coordinate purchasing of safety related materials and equipment.
11. Coordinate the processing of Workers' Compensation claims in coordination with the Personnel Department.

## **1.2 - RESPONSIBILITY FOR THE SAFETY PROGRAM – (continued)**

The Chairperson shall recommend the designation of one or more individuals, herein after referred to as Designated Representative under the direction of the Chairperson, to perform or ensure the performance of additional duties. The Chairperson's recommendations must be forwarded to the Chief Deputy Engineer and to the County Engineer for final approval. The duties of Designated Representative under the direction the Chairperson are to be performed under the guidance and supervision of the Chairperson and are as follows:

1. Conduct regular inspections of the crews and facilities to ensure that the program is being implemented and to document any existing conditions that violate the program.
2. Offer Verbal Counseling to employees who violate safety rules and to refer more serious violations to the Chairperson for review, and to take further action.
3. Coordinate any investigations involving incidents, accidents, injuries or fatalities.
4. Provide advice to all levels of employees and management on technical issues of OSHA standards and compliance and to otherwise be the normal liaison for employees on safety and Workers' Compensation issues.
5. Take minutes of Safety Committee meetings, provide copies to all department heads and post copies on work location bulletin boards.
6. Coordinate the annual collection of data on accidents and injuries statistics.
7. Ensure that hazardous conditions identified during inspections are remedied within stated time frames.
8. Coordinate training of employees, document training given by various departments and perform training as directed.
9. Any other duties as outlined in the specific programs set out in the following sections.

### **B) Department Heads and Superintendents Responsibilities**

Each department head has the full authority to, and the responsibility for, maintaining safe and healthy working conditions in areas under their jurisdiction whether it is in the field, in the garage, or in an office setting. Although exposure to hazards varies widely at different site locations, it is expected that an unrelenting effort will be directed towards controlling injuries, automobile and equipment collisions, potential legal liabilities, and waste of material and supplies. Therefore each department head shall:

- 1) Be fully accountable for an explanation of why preventable incidents, injuries, accidents, collisions, and liabilities occurred.
- 2) Provide leadership in implementing this program, making loss prevention a priority in decision-making, and to ensure that all safety policies and OSHA standards are followed.
- 3) Seek advice from the Chairperson, the Safety Committee, and/or the Designated Representative under the direction of the Chairperson on issues of loss control.
- 4) Schedule and document necessary training for all employees.
- 5) Take the initiative in suggesting and implementing corrective actions to remove existing hazards.
- 6) Hold employees and supervisors accountable for compliance with safety directives.

## 1.2 - RESPONSIBILITY FOR THE SAFETY PROGRAM – (continued)

### **D) Supervisors Responsibilities**

Every workplace supervisor, foreman and/or crew leader has full responsibility for the safe actions of their employees and the safe operation of equipment and machines in their operating area. They have full authority to enforce the various provisions of this plan. Specifically, they shall:

1. Be accountable for preventable incidents, injuries, accidents, collisions, and/or liability events in their work area, whether or not personal injury occurs. Near miss events are incidents where fortunately no one was hurt, but are often indicators of negligent work or a risk of future incidents.
2. Ensure that all appropriate Personal Protective Equipment (P.P.E.) is worn and used as needed or required.
3. Take the initiative to correct problems and deficiencies in materials, equipment, procedures, or employee knowledge or attitude that pose a risk to safe operations.
4. Enforce work policies and procedures by being impartial in taking appropriate disciplinary action against all employees who fail to follow safe practices and regulations and to give prompt recognition for those who perform well, yet safely.
5. Fairly and accurately evaluate employees' performance including their safety record and attitude.
6. Conduct training as needed with attendance records forwarded to Chairperson.
7. Inspect and maintain all tools and equipment at regular intervals.
8. Keep persons who are uninformed of the risks of a work area off the job site.
9. Notify the Highway Maintenance Superintendent and/or Department Head before beginning projects with unusual hazards.
10. Document all incidents, injuries and OSHA standard violations and provide all necessary information to The Representative who conducts any investigation.
11. Any other duties as outlined in the specific programs set out in the following sections of this manual.

## **1.2 - RESPONSIBILITY FOR THE SAFETY PROGRAM – (continued)**

### **E) Employee Responsibilities**

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. Employees will:

1. Report all incidents and injuries to their supervisor. They shall fill out any documentation required to investigate an accident or incident.
2. Be certain that all instructions are understood completely before starting work, and that all safeguards are followed and not bypassed.
3. Keep work areas clean and orderly.
4. Learn to lift and handle materials safely. They will also study the Safety Data Sheet (SDS) sheets for hazardous material in their work area.
5. Learn the evacuation procedures for their work location.
6. Abstain from and avoid all horseplay in the work area.
7. Provide appropriate work authorization to Personnel Department when returning to work after a serious illness or injury.
8. Take all training offered and make it a priority to learn the methods and procedures that ensure their safety.
9. Educate visitors on the risks of the work area. Require visitors to sign-in and sign-out.
10. Not remove, bypass or damage any warning, safety device or lockout device, or take any action to interfere with a fellow employees' safe use of a machine.
11. Act in accordance with any other duties as outlined in the specific programs set out in the following sections.



### 1.3 - SAFETY COMMITTEE

The Hamilton County Engineer has established a Safety Committee. This committee shall have numerous functions, but its primary task is to recognize and study hazardous conditions that create undue risk to employees and to recommend methods to eliminate those hazards. The Committee shall recommend policy to the Chairperson and management. The Committee shall review all accidents, incidents, and alleged violations of policy to make recommendations for corrective actions. The Committee Members as a group shall never be required to issue actual discipline for violations, but it may be called upon to advise the Chairperson or management whether a violation should be considered serious enough to consider discipline.

If a permanent Safety Committee Member, supervisor, or any unclassified employee observes a hazard or violation of policy that involves a person not under that person's jurisdiction, he or she may issue an immediate Safety Counseling, but the matter must also be referred to the appropriate Department Head or the Chairperson for investigation and to ensure adequate documentation of the corrective action.

The Committee shall consist of permanent members, a number of supervisory and non-supervisory employees, and those individuals invited to participate by the Chairperson to provide advice of a technical nature.

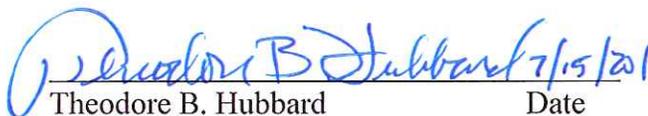
A. Permanent members:

Chairperson  
Deputy Engineer In Charge of Field Operations

B. Supervisory or Unclassified representatives from each of the following:

Chief Deputy  
Fleet Superintendent  
Traffic Department  
Highway Maintenance Superintendent  
Highway Maintenance Supervisors  
Survey/Downtown  
Other Representatives / Employees on a temporary basis

All Committee members are advised that the ability to participate is a privilege that can be revoked. The Committee meetings are to be focused solely on issues of employee safety and training, and not on unrelated issues. Meetings will normally be scheduled quarterly or as needed.

 Theodore B. Hubbard  
Date 7/15/2014

 Timothy P. Gilday  
Date 15/24/2014

 Eric J. Beck  
Date 7/15/14

## 1.4 - SAFETY TRAINING PROGRAM

Training personnel about their job responsibilities is the most important element in promoting safe work habits. Supervisors will be primarily responsible for orienting new personnel to their jobs. Such training will include techniques to identify the hazards of their work environment so that the employee can take personal responsibility for their own safety. This is to be completed before the employee begins working in that area. OSHA standards state that it is not realistic to expect an employee to be responsible for their own safety without detailed training and refreshers on the hazards of the work place. Once trained it is the responsibility of the employee to make sure they understand their instructions before beginning work use the proper protective equipment and act within their authority.

The Chairperson is responsible for the overall implementation of the training program. The Designated Representative under the direction of the Chairperson and other designees of the Safety Committee coordinate the details of various training programs and topics. Employees with special qualifications or experience may be called upon to help in presenting training on topics within their knowledge.

All training must be documented and this information supplied to the Chairperson within three (3) days of the training completion.

Much of the material used for training is on loan and the availability may vary. It is imperative that supervisors cooperate in arranging their training to take advantage of the available materials and speakers. Safety training will be scheduled for field personnel on a monthly basis, whenever possible.

The Safety Committee shall study the incidents, accidents, illnesses and injuries each year in making its recommendation for training for the year. Some issues are to be refreshed annually or periodically. Hazardous Communication and Defensive Driving are to be refreshed annually. Lockout/Tagout, Welding, Severe Weather, Evacuation Procedures, Trenching/Excavation, Bloodborne Pathogens and Fall Protection are refreshed as needed.

Where possible, training may contain measures so that the Committee can determine the effectiveness of the training methods used.

**1.4 (A) - TRAINING PROCEDURES (continued)**

- A) The Safety Committee has determined that the following training procedures are required for specific departments:
1. **General (all employees):** General Lockout/Tagout; Basic Haz-Com; Emergency Evacuation; Temporary Container Labeling; and Accident Reporting.
  2. **Maintenance and Bridge Crew:** Traffic Control/Work Zone Safety; Snow Removal Procedures; Personal Protective Equipment; Heat Exposure; Hearing Protection; Call-Before-You-Dig; Safe Driving; Fall Protection; Small Tool Usage; Crane; Chain Saw Use; Bloodborne Pathogens; Trenching and Excavation; Chemicals: Petroleum and Oil Products; Weed Control Products; Calcium Chloride; Asphalt; Concrete Products; Glenzoil; and other products.
  3. **Traffic:** Yellow and White Paint; Thinner; Solvents; use of Striper; Heat Exposure; Hearing Protection; Personal Protective Equipment; Call-Before-You-Dig; Safe Driving; Traffic Control/Work Zone Safety and Electrical Safety.
  4. **Mechanics:** Welding; Advanced Lockout/Tagout procedures; Grinder Use; Over Head Crane; Fire Safety.
  5. **Construction Inspectors:** Traffic Control/Work Zone Safety; Personal Protective Equipment; Heat Exposure; Hearing Protection; and Call-Before-You-Dig.
  6. **Office Personnel:** Use of Copiers; associated chemicals and ergonomics
  7. **Seasonal/Temporary Employees:** Flagging; Heat Exposure; Safety Data Sheets (SDS); Hearing Protection and Traffic Control/Work Zone Safety.

  
Theodore B. Hubbard                      Date

  
Timothy P. Gilday                      Date

  
Eric J. Beck                      Date



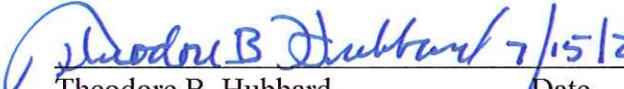
## 1.6 - INCIDENT/ACCIDENT INVESTIGATION POLICY

The Hamilton County Engineer or designee will review and evaluate this program at least annually, or when changes occur that prompt revision of this Section, such as, when facilities or operational changes occur. Effective implementation requires that a written program, with clearly defined goals and objectives be endorsed and advocated by all levels of management within the County Engineer's Office.

- A) The Chairperson has primary responsibility for overseeing the processing of all claims for Workers' Compensation and for investigation of all accidents or incidents where injuries or possible OSHA or other safety violations occurred. If the incident or accident results in a Workers' Compensation claim, the Designated Representative under the direction of the Chairperson shall conduct the investigation, provide detailed reports, and discuss with the Chairperson prior to processing the claim.
- B) Incident/accident investigation is primarily a fact-finding process. These facts are studied to gather information used to prevent recurrences of similar injuries. Identifying the causal factors of an incident is more important than allocation of blame; it is a vital part of the process of eliminating hazards in the workplace. The following procedure shall be used following every incident or accident:
  - 1) The first step is always to ensure that the injured person(s) receives proper first aid or emergency medical care.
  - 2) To the extent possible, all conditions should remain the same as they were at the time of the event until the investigation is conducted. It may be necessary to prohibit employees from working in the area until it can be established that others will not be in jeopardy from the same hazard.
  - 3) The Chairperson and/or Designated Representative under the direction of the Chairperson shall be contacted immediately (no later than 24 hours after the incident) so the investigation can begin promptly.
  - 4) Incidents or accidents involving County vehicles are to have a formal report prepared by the Hamilton County Sheriff's Department Traffic Safety Division or appropriate local Law Enforcement Agency. In some situations a local Law Enforcement Agency will not permit a County Official to take the report. The Chairperson is responsible for contacting the local Law Enforcement Agency and/or the Sheriff's Office to ensure that an accident report is taken by the proper authorities. The proper report must be filed with the Sheriff's Office or local Law Enforcement Agency when a non-county vehicle is involved.
  - 5) The Safety Committee has developed a set of incident investigation forms and incident reports (see Appendix 1), which shall be distributed to all supervisors and used during the course of all investigations. These forms are designed only for the purpose of fact gathering. The person(s) conducting the investigation should then proceed beyond the mere facts and ask "why" and "how" as in why did this condition exist and how could this have been prevented.
  - 6) The investigator's report should include conclusions along with a summarization of the facts. It is insufficient to say that an employee was merely negligent or careless. The question must then be asked how could the negligence be prevented, or did management know about the person's habits or level of skill. A copy of the report shall be provided to the Chairperson.

**1.6 - INCIDENT/ACCIDENT INVESTIGATION POLICY (continued)**

- 7) The records of investigation along with any Workers' Compensation forms, photographs, drawings, witness statements and Committee recommendations shall be retained by the Chairperson or the Designated Representative under the direction of the Chairperson and be filed in a system that is consistent with the OSHA record-keeping requirements, under the direction, guidance and supervision of the Chairperson.
- C) Each year in February, the Chairperson, with assistance from the Designated Representative, is required to post a summary of the recordable OSHA incidents, accidents, and injuries for the year for each location. These summaries are edited to prevent the disclosure of the employee's name or social security number. There is a mandatory fine for failing to post this information as required by law.

  
Theodore B. Hubbard                      Date

  
Timothy P. Gilday                      Date

  
Eric J. Beck                      Date

## 1.7 - ACCIDENT INVESTIGATION PROCEDURE

### A. References

- 1) 29 CFR 1904
- 2) Ohio Revised Code 4121.47
- 3) Ohio Revised Code 4123.28
- 4) Ohio Revised Code 4167
- 5) Ohio Administrative Code 4121

### B. Responsibilities/Authority:

- 1) The County Engineer has full authority to make necessary decisions to ensure success of this program.
- 2) The Chairperson is the only person authorized to amend these instructions, subject to the approval of the Engineer.
- 3) A Supervisor, foremen, crew leader, or Safety Committee Member is authorized to stop any operation of the Engineer's Office where there is a potential of serious personal injury.
- 4) Employees are authorized to halt an operation where they reasonably believe it presents an "imminent danger" to the employee, a co-worker, or to the general public.

### C. Accident Response

1. Employees responding to any injury or illness will do the following upon arriving at an incident/accident scene:
  - a. Make the scene safe for employees and/or rescue workers.
  - b. Ensure that the injured person(s) receives proper care.
  - c. Ensure that co-workers and persons in the vicinity are aware of the situation. This is particularly important where these persons are working with similar equipment and or in similar conditions.
2. The employee will call 911 immediately (if injuries are involved), or the Hamilton County Communications Center (if only needing an officer to respond), and then notify the following:
  - a. Notify the supervisor immediately.

**If unable to reach Supervisor, immediately notify the Chairperson.**

## 1.7 - ACCIDENT INVESTIGATION PROCEDURE (continued)

3. Control of the accident scene shall be maintained by the following persons until a senior ranking person on the list arrives:
  - a. The top ranking member of the crew:
  - b. The supervisor of the employees of that project:
  - c. Chairperson; and/or
  - d. Law Enforcement or Medical Personnel

### **D) Reporting**

The County Engineer's Office will utilize the OSHA 300, *Log of Work Related Injuries and Illnesses*, and OSHA 301 *Injury and Illness Incident Report*, or an equivalent form for incident and accident analysis.

The OSHA 301 or its equivalent form requires documentation of any incident where "medical treatment" was given beyond "first aid" or where absence from work was due to occupational illness due to exposure to hazardous materials. The exposure can be by inhalation, absorption, ingestion or other direct contact.

It is very important to understand the difference between "*Medical Treatment*" and "*First Aid*". Since many work-related injuries are recordable only because of the type of medical treatment given, "medical treatment" must be documented on the accident report form. If the medical treatment results in lost time from the employee's duties, this incident must be recorded on the OSHA 300 Log and a submission of a Workers' Compensation claim will be likely.

#### **The following are excluded from the definition of "*Medical Treatment*"**

1. Visit to a physician or other licensed health care professional solely for observation or counseling.
2. Diagnostic procedures such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g. eye drops to dilate pupils).

#### **Following is the definition of "*First Aid*"**

1. Using a non-prescription medication at non-prescription strength; or
2. Cleaning, flushing, or soaking wounds on the surface of the skin; or
3. Using wound coverings such as bandages, band-aids, gauze pads, etc., or using butterfly bandages or Steri Strips; or
4. Using hot or cold therapy; or
5. Using any totally non-rigid means of support, such as elastic bandages, wraps, not-rigid back belts, etc.; or
6. Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.); or
7. Using eye patches; or
8. Removing foreign bodies from the eye using only irrigation or a cotton swab; or
9. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means; or
10. Using finger guards; or
11. Drinking fluids for relief of heat stress.

**1.7 - ACCIDENT INVESTIGATION PROCEDURE (continued)**

The OSHA 301 report and the Workers' Compensation accident analysis form serve as a checklist for asking all the relevant questions following an accident to determine if remedial action is required. Each has its benefits and can be used as directed. The Chairperson's Designated Representative may develop a form of comparable use under the direction, guidance and supervision of the Chairperson.

Recordable **incidents** and exposure records must be retained for five (5) years and the disposal of them is controlled by policy of the County Records Commission.

<u>Theodore B. Hubbard</u>	<u>7/15/2014</u>	<u>Timothy P. Gilday</u>	<u>15 July 2014</u>
Theodore B. Hubbard	Date	Timothy P. Gilday	Date
		<u>Eric J. Beck</u>	<u>7/15/14</u>
		Eric J. Beck	Date



## 1.9 - EQUIPMENT DAMAGE/ACCIDENT PREVENTION PROGRAM

The County Engineer's goal is to reduce the amount of damage to vehicles and equipment and to further protect the safety of the employees by addressing the frequency of preventable accidents and incidents. Accordingly, the County Engineer has adopted this policy specifically for imposing corrective action for negligently causing damage to County equipment, injury to co-workers, or injury to a member of the public while operating a County vehicle.

### A) Negligence Defined

1. "Negligently operating" is defined as causing damage or injury by failing to exercise reasonable care or through inattentiveness.
2. Negligence does not include damage caused by unavoidable incidents or damage beyond the control of the driver. Incidents where it is determined that the driver is not the actual cause of the incident due to the actions of other drivers or severe weather conditions are examples.
3. Examples of negligent operations include: Failure to obey traffic laws, i.e., failure to maintain assured clear distance (tailgating, following so close that the driver cannot stop in time); backing into stationary objects; driving over tools; failure to tie down or secure objects on the vehicle; failure to tarp or cover loose material; failure to operate the equipment at a safe speed; failure to conduct pre-use inspection of vehicle.
4. Severity of damage or injury is not a factor in determining negligence.

It is the policy of the County Engineer to impose progressive discipline for offenses, in compliance with the Policy and Procedure Manual.

### B) Consideration for Weather Conditions

Supervisors issuing discipline for preventable or negligent incidents may consider that adverse weather conditions were a substantial factor in causing the accident. This is an exceptionally difficult issue as many drivers in snow and ice emergencies drive difficult routes for many years without incidents even during the worst of conditions. Others have a history of damaging equipment and private property. In considering the mitigating factors, drivers are expected to do the following:

- 1) Be able to safely plow around stationary objects including mailboxes and parked vehicles.
- 2) Be able to back up safely.
- 3) Take required steps to ensure visibility and the public's ability to see the vehicle.
- 4) Know the limitations of their equipment and to use provided safety equipment.
- 5) Notify supervision when they feel that they are unable to safely operate the vehicle and perform their duties.

**1.9 - EQUIPMENT DAMAGE/ACCIDENT PREVENTION PROGRAM (continued)**

- 6) Notify supervision if they are taking prescription medication that affects their ability to drive.
- 7) Inform supervision if they have consumed alcohol within the last eight (8) hours.
- 8) Reasonably anticipate actions other drivers may make, and
- 9) Cooperate with law enforcement, supervisors, Chairperson and / or the Designated Representative under the direction of the Chairperson when accident or incident investigations are conducted.

Theodore B. Hubbard / 7/15/2014      Timothy P. Gilday / 7/15/2014  
Theodore B. Hubbard      Date      Timothy P. Gilday      Date

Eric J. Beck / 7/15/14  
Eric J. Beck      Date

**CDL PRESCRIPTION NOTIFICATION FORM**

\_\_\_\_\_ is an employee of \_\_\_\_\_

He/she holds a Commercial Drivers License (CDL) and drives a Commercial Motor Vehicle (CMV with a weight rating of more than 26,001 pounds. This employee is subject to federal drug and alcohol regulations under the U.S. Department of Transportation (DOT).

DOT regulations (49 CFR, Part 382) do not permit a driver to operate Commercial Motor Vehicle while using a controlled substance, unless the prescribing licensed medical practitioner has told the driver the he/she can safely operate a Commercial Motor Vehicle while taking this medication. These regulations further permit the employer to inquire regarding any and all use of therapeutic medication. The employer will permit this driver to drive a CMV only after we have received this signed statement. Without it, we will not permit him/her to drive.

**AUTHORIZATION**

I am a licensed medical practitioner and understand that \_\_\_\_\_ is a driver subject to U.S. Department of Transportation regulations, and that he/she operates a CMV in excess of 26,001 pounds. For medical purposes, I have prescribed \_\_\_\_\_

\_\_\_\_\_ I am not aware of any other prescription medication for this driver.

\_\_\_\_\_ In addition to this medication, this driver also takes the following medications(s): \_\_\_\_\_

\_\_\_\_\_ It is my determination that the driver may safely operate a CMV while using the medication(s) named above.

\_\_\_\_\_ It is my determination that the driver may not safely operate a CMV while using the medication(s) named above.

\_\_\_\_\_  
Licensed Medical Practitioner (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date



## 2 - PERSONAL PROTECTIVE EQUIPMENT (PPE)

### **General Policy**

Employees shall be provided with necessary personal protective equipment sufficient to reduce or eliminate known hazards, recognized as injurious to the health of the employee.

Employees who are found failing to wear appropriate safety equipment shall be subject to the appropriate safety counseling and/or applicable discipline.

### **A) Eye Protection**

Eye protection shall be provided to any employee required to work in the immediate area where work is being performed that the Industrial Commission has identified as presenting a hazard to exposed eyes.

1. Operations which require eye protection (Specified Safety Requirements (SSR)/Ohio Administrative Code (OAC): 4121:1 -3-03-D-2)

- a) When using hand tools or mechanical equipment to cut, chip, drill, clean, buff, polish, shape, or surface masonry, plaster, stone, plastics, or other hardened substances. This also covers demolition work where the materials listed are part of the operation. Examples: jackhammer, chainsaws, weed eaters.
- b) Welding or cutting operations involving the use of gas flames or electric arc. For all electric welding operations, the employer shall provide suitable helmets, hoods, or hand shields.
- c) Where concrete, portland cement, mortar mix or similar dust-producing material is being used or placed.
- d) All spray paint operations where the employee's eyes are exposed to paint mist in the atmosphere.
- e) In the handling of molten metal, hot tars, hot patch, hot asphalt, sealants, hot plastic, or similar hot substances.
- f) Dressing grinding wheels.
- g) Cleaning operations where wire wheels are used.
- h) In handling injurious acids, alkalis, or other chemicals (batteries, dip tanks).
- i) Cutting, drilling, turning, planing, jointing and sanding of wood with power tools.
- j) Using nail guns or other portable pneumatically powered fasteners.
- k) All sand, water or shot blast operations where the employee's eyes are exposed to the blasting.

## 2 - PERSONAL PROTECTIVE EQUIPMENT (PPE) (continued)

2. The SSR/OAC manual gives requirements of the eye protection as to thickness, impact resistance, flammability and markings. (Rule 4121:1-3-03, 03-D-4 of the OAC)
  - a. **Face shields:** Face shields may be used in lieu of other forms of eye protection if they provide the required protection against the particular hazards for which they are designed and they shall be provided where additional protection for the face is necessary. Face shields must be used when doing the following operations: grinding, all sand, water or shot blast operations where the employee's eyes are exposed to the blasting, dressing grinding wheels, cleaning operations where wire wheels are used, other operations requiring the use of compressed air blowing and blasting operations, in lieu of glasses.
3. **Prescription Eyewear:** The Engineer provides ANSI rated prescription eyewear to any employee who needs a corrective prescription and works around the above listed conditions. The employee will be responsible for obtaining the required prescription from a licensed ophthalmologist. The Chairperson shall coordinate the purchase of the glasses. Employees who require safety glasses who report to work without them may be sent home without pay until they can produce eyewear that meets ANSI standards.

See SSR/OAC Table 3-1 for proper selection of eye protection guidelines.

## 2- PERSONAL PROTECTIVE EQUIPMENT (PPE) (continued)

### **B) Foot/Toe Protection**

The Engineer will supply foot protection that meets Occupational Safety & Health Administration/American National Safety Institute (OSHA/ANSI) standards by providing an annual allowance with at least one provider of safety footwear to those employees whose duties are determined by job hazard analysis to have substantial risk of serious foot injury. The job hazard analysis shall be reviewed by the Safety Committee and updated as necessary. Any person who believes that they are subject to hazards sufficient to mandate use of OSHA/ANSI approved footwear may appeal this review to the Safety Committee. The intent that the amount of the annual allowance shall be sufficient to provide hard-toe boots with adequate ankle and puncture protection for the hazards determined at no additional cost to the employee. Employees may spend additional amounts plus their annual allowance on approved protective footwear. The Engineer will not refund any unused annual allowance to the employee and will not carry it forward to future years.

Training will be provided in the proper selection of protective footwear under the OSHA/ANSI standard. Employees, identified as working with and around electrical hazards, must use their allowance to obtain footwear rated for electrical hazards.

At least one opportunity will be provided to the employee to use their annual allowance during regular work hours each year. In order to be eligible for the annual allowance, employees must be completed with their probation period and be in active pay status.

Full time employees who are not wearing adequate or approved protective footwear will be sent home without pay until they can produce footwear that meets OSHA/ANSI standards for the hazards indicated by job hazard analysis for their position. The employee may also be subject to discipline for violation of the Safety Policy.

The following kinds of footwear are considered inadequate for field personnel: sandals, slippers, wooden soled shoes, moccasins, spike heels, athlete shoes, gym shoes, "safety" or steel toed gym/athletic shoes, deck shoes and hush puppies (soft soled). Shoes, which by their appearance do not comply with the OSHA/ANSI standard, must be shown to the supervisor and the Chairperson for approval before use.

Some operations with unique or special hazards requiring increased protection will be provided additional PPE by The Engineer on an as needed basis without cost to the employee.

## 2 - PERSONAL PROTECTIVE EQUIPMENT (PPE) (continued)

### **C) Head Protection**

Head protection must be worn during all operations where employees are exposed to hazards to their heads from falling or flying objects, from contact with rigid objects, or from risk of injury from electrical shock or hair entanglement.

1. The Engineer shall provide suitable protective headgear.
2. Each department head may provide a statement of interpretation for the department's employees defining what operations pose a hazard and those, which do not, shall be considered as a variance of waiver. Without such a statement the safety committee's general recommendations shall apply. **The Chairperson shall be provided a copy of any such interpretation.**
  - a) Work requiring head protection: trimming trees; inspection of culverts or pipes; trench work; work near air compressors; work near heavy equipment; flagging traffic (if not wearing reflective cap); or whenever there is overhead work being performed.

### **D) Hand Protection/Gloves**

Employees are supplied hand protection (gloves). The employee must turn in their old pair of **county issued** gloves to the Highway Maintenance Supervisor in order to receive a new pair.

Special usage gloves will also be supplied for use with some materials (solvents, acids, petroleum products, asphalt, sealant, etc.).

Gloves shall be worn when handling coarse or sharp objects that could injure hands or fingers (i.e. glass, sharp metal, cable, rope, wood, etc.).

### **E) Chaps**

Maintenance employees are often called upon to perform functions using mechanized gas powered saws (chain saw). These tools expose the lower body to great risk of serious injury when carelessly used. Maintenance employees will be issued a set of protective leg coverings (chaps) for use when using a chain saw. Due to the severity of the potential injury, it is the policy of the Engineer that anyone using a chain saw without wearing a set of chaps shall be subject to disciplinary action.



### **3 - BLOODBORNE PATHOGENS POLICY/FIRST AID**

OSHA has determined that certain employees have a risk of contracting certain serious and potentially fatal diseases due to their job duties. Regulations require that each employer make a good faith effort to identify those employees, so that the employees can better protect themselves.

The serious and potentially dangerous diseases that is transmittable by body fluids (i.e. the AIDS (HIV) virus and the Hepatitis A & B virus). The Hepatitis A & B virus is much more common than the HIV virus, and although uncommon, is more likely to be found in human sewage than HIV. Neither of these diseases is transmitted without getting contaminated materials into the body of the employee. Neither can be acquired through breathing.

These diseases are transmitted through bodily fluids of various types, including blood, saliva and human waste products. Any type of body fluid can transmit diseases, but these are the ones most likely to be of risk to employees of this office as they can be present in small quantities in raw sewage. Employees who perform invasive first aid procedures are also at potential risk.

Employees are to consider all forms of bodily fluids as potentially contaminated. Protective equipment should be used to prevent direct contact. Gloves, boots and eye protection should be sufficient, as well as clothing of sufficient weight to give protection against cuts and scratches. Employees with open cuts or similar wounds are at particular risk when working around potentially contaminated substances.

The Engineer's office through the Chairperson will provide training on the risks of blood-borne diseases and particularly of the risks of Hepatitis A & B. If the employee desires it, a series of vaccinations will be made available to at-risk employees against Hepatitis A & B at no cost to the employee. At-risk employees are strongly advised to discuss the issue with their health care provider before beginning the vaccination process. No vaccination exists for the HIV virus.

The policy of the Engineer is that all vehicles and crews are to be equipped with communication equipment that can get emergency medical care through the com-center or 911 system, and first aid kits are to be supplied with materials to protect employees from contact with contaminated body fluids.

**3 - BLOODBORNE PATHOGENS POLICY/FIRST AID (continued)**

The following positions have been determined to have a potential exposure risk to Hepatitis A & B through contact with untreated sewage:

All Highway Maintenance Personnel

Construction Inspectors, Bridge Engineers and Bridge Project Inspectors

Survey Crew

All employees designated by the Chairperson.

These individuals will receive training about the risks of Blood-Borne Pathogens and particularly of Hepatitis A & B. They will also be given the option of receiving the vaccination series at the County Engineer's cost.

 7/15/2014  
Theodore B. Hubbard Date

 15/07/2014  
Timothy P. Gilday Date

 7/15/14  
Eric J. Beck Date

## **4 - SAFETY INSPECTION**

### **A. General**

There are a number of safety inspections that must be conducted on a regular basis. These assist in identifying and correcting conditions that are harmful to the safety and health of employees, visitors and the public.

### **B. Types of inspections**

#### **1. Periodic Site Inspection**

It is required that the Chairperson or the Designated Representative under the direction of the Chairperson conducts a site inspection of each garage and work area on at least an annual basis. Any person designated by the Safety Committee may accompany the Chairperson's Designated Representative. The purpose of this inspection is to identify hazardous conditions of facilities, machinery and equipment, as well as to review the overall implementation of the safety program. These inspections are to be done by persons who do not work in that area as it is very common for hazardous conditions to be overlooked by employees who work around a hazard continuously.

#### **2. Fire Equipment Inspection**

A licensed person shall inspect all equipment for fire and smoke detection on an annual basis. The person who does the inspection, shall place their initials on the inspection card. Fire extinguisher inspection shall be conducted on a monthly basis by the appropriate county employee personnel. Each driver is to inspect the fire extinguisher in his or her assigned vehicle.

The garage lead mechanic does an annual check during the annual snow inspection.

The lead mechanic at that division will check any pool vehicles.

#### **3. State inspections**

Personnel from the State Risk Reduction Program or the Division of Safety and Hygiene of the Bureau of Workers' Compensation may inspect facilities. At this time these inspections cannot be done randomly or without prior notice. All employees are required to cooperate fully with any such inspection in order to make the visit as beneficial as possible. Should a Safety Inspector arrive at any facility, the Chairperson is to be contacted immediately for instructions.

#### **4. Specific Inspection**

Various regulations in the safety law require periodic inspections for specific equipment and processes. The following, spells out a list of required inspections, their frequency, and who is responsible for conducting them.



## 5 – LOCKOUT/TAGOUT PROCEDURES

The purpose of this program is to establish procedures to comply with OSHA CFR 1910.147 (Control of Hazardous Energy). Its major focus is to prevent injuries that could result from an unexpected startup or release of stored energy during the servicing or maintenance of equipment or machinery. These activities include setting up, adjusting, lubricating, inspecting, cleaning, un-jamming, repairing and making tool adjustments or changes. This specifically covers all situations where an employee must remove or otherwise bypass any form of safeguard built into a machine or equipment. The energy sources will normally be electrical or mechanical, but can also be from hydraulic (pressured liquid), pneumatic (compressed air), chemical (energy created by chemical reactions) thermal (heat).

### **DEFINITIONS**

**Authorized Employee:** A person who implements a lockout or tagout procedure to perform servicing or maintenance. This could include service persons from outside contractors working on equipment or machinery of the Engineer at our work locations.

**Affected Employee:** An employee whose job requires him/her to use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him to work in the general area where such servicing and maintenance is being performed.

**Energy Isolating Device:** Any mechanical device that physically prevents the transmission or release of energy including a line valve, a block, a slide block or similar device.

**Lockout Device:** A bracket or device designed to prevent the movement of start-stop switch or button on a machine or equipment, possibly including a hasp that will accommodate multiple locks.

**Locks:** A padlock with multiple keys. The individual to whom the lock is assigned keeps one key, and a designated member of management or supervision keeps the other. Spare keys are used only in emergency situations.

**Tagout:** A warning tag used to identify equipment that it is out of service and indicates that energy-isolating devices have been applied. The tag or card spells out the nature of the problem and that the equipment is not to be used without contacting the name on the tag. Occasionally a tagout will be applied without a lockout or energy isolating device where use of them is impractical. In those occasions the tagout serves to alert affected employees that the equipment is not safe to use and is considered a lockout device.

## **5 – LOCKOUT/TAGOUT PROCEDURES (continued)**

### **A. Enforcement Policy**

The procedures set forth in this program are intended to protect the safety of employees. All employees are to honor **tagout** devices or **locks** that are placed on equipment. Any unauthorized removal of a **tagout** indicator or a **lock** or unauthorized start up could result in serious injury or death to the **authorized employee** doing the service because they are relying on the fact that the equipment is not in operation. Additionally, the unauthorized startup of equipment while it is partially disabled will often cause severe or catastrophic damage to the equipment even if no one is harmed physically.

Violations of these procedures will not be tolerated and will result in severe discipline.

### **B. Padlock Distribution**

Each authorized employee who performs maintenance or service will be issued one or more locks and keys. Each lock and key will be held by supervision until needed. The responsibility for the lock and key will be upon the authorized employee until they are returned to supervision.

Each lock will be identified, usually with an accompanying tagout tag. The Chairperson or the Designated Representative under the direction of the Chairperson will maintain a second key in a locked container.

### **C. General Rules and Procedures**

Only authorized employees will implement a lockout/tagout. Where multiple people are working on the same piece of equipment each person shall attach their lock or tag on the device. Each tag shall identify the problem being serviced and who to contact before restarting. If possible the tag should indicate when the service would be completed.

Not every piece of equipment requires lockout. Machines powered by a direct current to a wall socket outlet do not require a lockout if the authorized employee can unplug the machine and control the cord and prevent it from being replugged in. A plug cover is available if the employee wants to use it.

Each source of energy must be locked out separately. It is common for a machine to use electrical and mechanical energy, or water, steam or air pressure and electrical energy. Tags will be placed on each lockout device.

Before a lockout is implemented the authorized employee will notify supervision and if possible all affected employees. A pre-service meeting should be held if multiple persons are required to successfully lockout the machine.

Each authorized employee who places a lockout device or lock on a machine must remove it personally. It is important that this be done in a timely fashion upon completion of service, both to get the machine back into production and because having a machine returned to use with the tags still on it causes employees to discredit the entire program.

## **5 – LOCKOUT/TAGOUT PROCEDURES (continued)**

Some electrical equipment has a **failsafe shutoff switch** so it is easy to identify how to lock it out. Some are hardwired into the buildings central electrical system and must be turned on or off at the circuit breaker. Special hasps are available for circuit breakers, which immobilizes the breaker with a padlock or multiple padlocks. A tag is still required on the breaker box. All electrical equipment should be stopped by any means on the machine before the circuit is stopped to insure that the circuit is not pulled under load.

Hydraulic, air or steam operated equipment must be disabled by manually closing the supply line shutoff valve or other means deemed safe. To prevent accidental operation, a locking device or valve cover must be attached to the actuating device of the valve. A properly filled out tag shall be attached to the valve and the supply line at the point of disconnection and at the operational controls of the machine.

After equipment is isolated from its power source and locked out, the employee shall test the system to make sure that the system is not operable. A check must be made to see if the system has stored energy, which must be discharged prior to beginning service. Occasionally a machine cannot be locked out or must be partially operable to service. In those situations extreme care must be taken with employees observing all critical stages of the process. In situations where equipment must be partially energized or repositioned in order to find the problem or to make adjustments, the lockouts should be removed only after making sure all unnecessary affected employees are safely out of the area, and reapplied after testing is completed.

Only locks and devices provided by the Engineers office are permitted to be use in locking out equipment. Unauthorized locks will be cut off and the employee will be subject to discipline.

In the event that work cannot be finished in a single work shift, the supervisor may substitute their lock for that of the authorized employee until they return to work in order to ensure that the machine is immobilized at all times.

If the employee's lock must be removed in an emergency situation, the Chairperson, the Designated Representative under the direction of the Chairperson or the Supervisor may use a backup key. The reason for emergency will be given to the Chairperson or the Designated Representative under the direction of the Chairperson prior to removing the device.

### **Future Purchases/Renovations**

Lockout with a tagout is the preferred method of isolating energy and should be used whenever possible, however, if necessary, a tagout alone will be used. Whenever machinery or equipment is purchased, or renovations are made, it is the policy of the Engineer that the changes take into account how a lockout will be accomplished.



## **6 - MACHINE GUARDING - WELDING/METAL CUTTING**

This policy is intended to address compliance issues under OAC 4142:1-3-17 and 29 CFR 1926.350 to .353. Welding and metal cutting operations present numerous safety problems addressed by safety regulations.

### **A. Storage and moving of gas cylinders/hoses**

Compressed gas cylinders pose serious risk to employees if punctured, heated, dropped or otherwise damaged. Cylinders of even safe materials can discharge under tremendous pressure if damaged. Cylinders shall be transported in a vertical position with valve protection caps in place, and so secured that they will not strike each other or other objects. Suitable chains or other devices are to be used to prevent cylinders from falling or being knocked over. Oxygen and fuel cylinders shall be stored separately. Cylinders shall be stored where they will not come into contact with electrical current. Defective or damaged cylinders shall not be used. All cylinders shall be clearly identified as to its contents.

Cylinders shall never be stored or left unattended for a lengthy period of time with a regulator attached. Hoses used to carry gas or oxygen shall be easily distinguishable by color and by touch and shall not be interchangeable. Hoses and couplings are to be inspected by a Mechanic III periodically for excessive wear and evidence of damage.

### **B. Welding/Cutting**

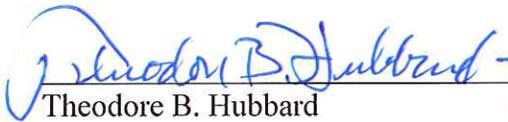
Ventilation: No welding or cutting shall be done where there is inadequate ventilation. Ventilation can be natural or provided by mechanical or by local exhaust fans. If welding or cutting is to be done in a confined area without natural ventilation, it will be necessary to continually monitor the air quality and oxygen sufficiency of the area. The Engineer's Office has provided forced air welding helmets for personal protective equipment, which will provide clean air, but will not address oxygen sufficiency.

## 6 - MACHINE GUARDING - WELDING/METAL CUTTING (continued)

Any form of welding or cutting can produce light that can injure the human eye. Anyone welding or cutting is to be provided with welding lenses with a rating of 10 or better. A visual barrier or screen is to be erected and signage posted where there is a risk of unauthorized co-workers or visitors entering the work area.

Ultra-violet radiation: Inert gas metal-arc (Mig/Tig) welding processes produce ultraviolet (UV) radiation in intensities of 5 to 30 times that produced in normal welding. Additional hand and arm protection is required to protect against skin burns from ultraviolet rays.

**Safety Data Sheet:** The by products of welding creates trace amounts of metal fumes. The worker must consult the SDS for the type of welding rod being used to get exposure information about the likely content of the fumes created.

  
Theodore B. Hubbard                      Date      7/15/2014

  
Timothy P. Gilday                      Date      7/15/2014

  
Eric J. Beck                      Date      7/15/14



## 7 - HAZARDOUS COMMUNICATION

The purpose of this program is to give guidance to supervisors and employees of the Hamilton County Engineer's office on the issues of workplace exposure to hazardous chemicals used in quantities greater than normal household amounts. This document is intended to meet the standards of 29 CFR 1910.1200, Hazardous Communications.

This document is to be available to all employees, their representatives, contractors, contractor's employees, and safety inspectors upon request.

This program does not cover hazardous waste as determined by EPA, tobacco and tobacco products, wood products, food, and furnishings brought into the workplace.

### **Responsibilities**

The Hamilton County Engineer is responsible to ensure that the requirements of 29 CFR 1910.1200 are carried out. These responsibilities have been delegated as follows:

1. Chairperson: To see to it that this document is updated appropriately and communicated to employees and management, to ensure the compliance by the Supervisors in their responsibilities below:
2. The Chairperson's Designated Representative under the supervision, guidance and direction of the Chairperson is responsible to:
  - a. Manage the program.
  - b. Maintain the document and to update it at least annually. This review is scheduled for February of each year as well as whenever new products are introduced into the workplace that presents new and different hazards to employees.
  - c. Assist supervisors in meeting training obligations by locating qualified trainers and materials and see that a schedule is set and followed on various materials in the workplace.
  - d. Maintain an inventory of all hazardous materials in the workplace by brand name and chemical name. An updated list is to be distributed to all supervisors each year, no later than March. A master list is to be kept with pen and ink changes as they occur.
  - e. New products will not be accepted without a current SDS, any new SDS will be copied and sent to the Chairperson and the Designated Representative under the direction of the Chairperson.
  - f. Keep a list of hazardous materials sorted by department and to provide that list to the supervisor in January of each year for verification and updating.

## 7 - HAZARDOUS COMMUNICATION – (continued)

3. Supervisors are responsible to ensure that:
  - a. The labeling requirements are being met. A status report should be sent after each periodic inspection.
  - b. Their employees are trained in the hazards, the proper use and protective equipment needed for the materials as used by their employees. This training is to be documented and coordinated with the Chairperson or the Designated Representative under the direction of the Chairperson.
  - c. All materials in the workplace have an SDS that is legible and is less than 5 years of age.
  - d. An annual inventory is conducted in January and provided to the Chairperson or the Designated Representative under the direction of the Chairperson. The Chairperson or the Designated Representative under the direction of the Chairperson is to provide a list of the material registered as being in that work area.
  - e. Inform the Safety Committee of any new operations or procedure that requires hazard analysis.
  - f. Contractors working in the workplace are aware of this policy and their responsibilities under it.
  
4. Contractors are responsible to ensure that:
  - a. Their employees are aware of the chemical and physical hazards within the facility, have been trained in use of SDS's, are aware of the location of the SDS sheets for that facility and the location of this program.
  - b. Appropriate personnel are aware of any hazardous materials he or his employees will be introducing into the workplace and to provide SDS sheets for them if requested.
  
5. Employees are responsible to ensure that:
  - a. They safely use and handle all materials in the workplace to prevent injury and illness to themselves and others.
  - b. They use proper protective equipment provided.
  - c. They obtain prior permission before introducing new chemicals into the workplace.
  - d. They participate in all training.

## 7 - HAZARDOUS COMMUNICATION – (continued)

### **Hazardous Material Inventory**

1. See Mechanic III at each appropriate location for a list of all known hazardous chemicals used in all facilities. Mechanic III has a list of these chemicals sorted by facilities. The Chairperson or the Designated Representative under the direction of the Chairperson has a roster showing that the employees of each facility are aware of the inventory and where the SDS is located for each material.
2. The Mechanic III has a set of sheets for temporary container labels for hazardous materials used in each facility in something other than their original container.

### **SDS (Safety Data Sheets)**

1. The Engineer does not develop SDS for materials, but will rely, in good faith on those developed by the chemical suppliers, manufacturers and importers. These must be in English and must contain all the information required by 29 CFR 1900.1200 (g).
2. The SDS sheets are to be bound and indexed in logical methods by the Chairperson or the Designated Representative direction of the Chairperson with an index provided to allow for quick reference. The book will be available to all employees on all shifts and during emergencies. Field crews using a material are to have access to copies of the SDS sheets to take with the crew each day.
3. The SDS book shall be posted in a conspicuous place at each location along with a suitable laminated poster aiding the employee in how to read it.

### **Temporary Container Labeling**

OSHA requires that within a hazardous materials program that provision is made for the proper labeling of all hazardous materials. This policy addresses how the Engineer's office will handle this requirement.

The Chairperson shall make sure each work location will have a designated person who will be primarily responsible for receipt of new materials. They shall ensure that the original label on the product has the name of the product and that it matches a SDS sheet on file in the SDS book. If there is no SDS they shall alert the immediate supervisor who shall coordinate the obtaining of an SDS sheet in a timely fashion.

When employees take hazardous materials and place them into temporary containers (cans, empty bottles, jars, etc.) a risk is created that other persons may come into contact with the material and necessary first aid may be delayed because of lack of knowledge of the nature of the product. Accordingly whenever an employee puts materials into temporary containers that will not be used up in that work shift, they will place a temporary label on it to identify the material and its hazards. Employees who share temporary containers will have to label them even if the material is consumed within that work shift.

## 7 - HAZARDOUS COMMUNICATION – (continued)

The Engineer's Office has obtained self-adhesive labels to place on a temporary container, which requires the employee to insert some information into some spaces on the label. The labels can be obtained from the Mechanic III. The Safety Committee has had model labels for each material made up and the employee need only copy the information (See Mechanic III).

The labels use the HMIS (HAZARDOUS MATERIALS IDENTIFICATION SYSTEM) numbering system created by the National Paint and Coatings Association and approved by National Fire Prevention Association. The numbers are from 0 (minimal or no hazard) to 4 (severe hazard), with numbers assigned for health, flammability, and reactivity hazards. A table is provided to assist in assigning numbers (See Mechanic III).

The labels also provide for space to show the protective equipment needed to work safely with the product and the probable routes of entry into the body.

Failing to apply a label to a temporary container is considered a serious violation of our safety program and will result in progressive discipline.

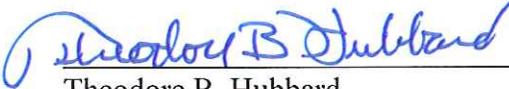
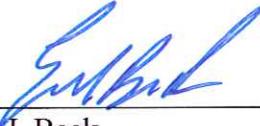
Location Coordinators:

<b>Downtown</b>	Deputy Surveyor /Surveyor	<b>Garage</b>	Mechanic III/Supervisor
<b>Eastern</b>	Mechanic III/Supervisor	<b>Sign Shop</b>	Mechanic III/Supervisor
<b>Western</b>	Mechanic III/Supervisor	<b>Central</b>	Mechanic III/Supervisor

See Appendix 4 for Designees

### Glossary

A glossary of terms used in SDS and HMIS coding is provided in Safety Data Sheet Binder.

	7/15/2014		7/15/2014
Theodore B. Hubbard	Date	Timothy P. Gilday	Date
			7/15/14
		Eric J. Beck	Date

## 7.1 – HAZARDOUS COMMUNICATION TRAINING

The Hamilton County Engineer's Office is working to reduce the risk of injury and illness due to exposure to chemicals in the workplace. To accomplish this, the Engineer has committed to annual training on the OSHA HAZCOM standard for all employees who work with hazardous chemicals.

Training shall be provided to all new employees (including summer/college help and co-ops) on the following topics: HAZCOM requirements, SDS and labeling, Engineer's Office Inventory, routes of entry into the body, chemical forms, health hazards, symptomatology, controlling hazards, physical hazards and carcinogenic materials in the workplace.

### **Training will contain the essential material about SDS:**

SDS sheets and how they are organized

### **Address and telephone number of party who prepared it:**

Name of material as it appears on warning label and any other names it commonly has.  
How to find all hazardous materials in the mixture and the percentages of each.  
Time Weighted Average (TWA) for each material (Permissible exposure limits)

### **The health hazards:**

Symptoms of overexposure  
Target organs and routes of entry  
First Aid procedures  
Descriptive properties including color, smell, taste  
Precautions for safe handling and use  
Personal protective equipment

### **Physical data:**

Flammable, combustible, explosive  
What is its flash point?  
Will it explode in air?  
Special firefighting problems  
Evaporation rate, vapor density  
Water-soluble  
Vapor pressure  
Cleanup and disposal steps

Additional training on specific issues regarding SDS and HazCom will be scheduled as needs are determined:

 7/15/2014  
Theodore B. Hubbard Date

 15 July 2014  
Timothy P. Gilday Date

 7/15/14  
Eric J. Beck Date

## **8 - CONFINED SPACE PROGRAM**

Purpose: The purpose of this program is to clearly define procedures for confined space entry and to comply with 29 CFR 1910.146. This program applies to all Hamilton County Engineer's Employees.

### **A. Hazard Analysis**

The Hamilton County Engineer's Office employees occasionally have to perform work in confined spaces as defined by 29 CFR 1910.146. This work is normally in storm sewers, occasionally in combined sewers. Some structures are characterized as bridges as they are load-bearing structures for the road surface. The work done in these spaces is usually either inspection or cleaning out debris. Nearly all of the cleaning is now being done by machine (Vac-All). Work can also be building or rebuilding part of a sewer wall or inlet.

### **B. Types of Confined Spaces-Risks Encountered**

#### **Storm Sewer System**

The storm water management system in Hamilton County is extensively entering the right of way at regular intervals through inlets and roadside ditches. The size of the collective pipes varies from 12 inches up to 10 feet. Many of the pipes allow for limited access. Maintenance operations inside of the pipes include cleaning of blockages that cannot be reached by the Vac-All equipment, and rebuilding of inlets.

While citizens are prohibited by law from disposing of toxic materials within the storm water system occasionally this law is violated and small amounts of motor oil have been encountered. Some systems have gas lines built into the walls, which can leak. In maintaining this system our employees have encountered hazards from slipping on moss and, algae covered rock, concrete and occasional small animals (raccoons, possums). Hard hats are always required to prevent head injuries. On occasion sewage from malfunctioning septic systems can overflow into the storm water system. Employees have been warned of this risk and are offered Hepatitis-B vaccinations at no cost to the employee.

It is the position of the safety committee that open ended culverts and storm water systems while confined do not meet the standards of permit required confined spaces. Routine air monitoring to determine whether dangerous air contamination and or oxygen deficiency exists is required prior to entering any Confined Space and continuously monitored during work inside storm sewer systems. Continuous forced air ventilation is generally sufficient to maintain a safe atmosphere.

#### **Combined Sewers**

Some of the sewer lines in the county are combined storm and sanitary. Untreated sewage can be encountered. These systems are under the jurisdiction of the Metropolitan Sewer District (MSD) and this office has limited jurisdiction over the storm lines, which tie into the larger combined lines. These lines are usually accessed vertically through manholes into the sanitary portion or from storm water inlets at roads edge.

## **8 - CONFINED SPACE PROGRAM (continued)**

The Engineer does not control what local industry or the citizenry accidentally or intentionally puts into combined systems. Continuous air monitoring is required while working or inspecting these systems. It is the policy of the Engineer's Office that employees are not to enter a confined space containing explosive or a toxic atmosphere. If dangerous conditions (**LEL** - Combustible Gases, **H<sub>2</sub>S** - Hydrogen Sulfide, **O<sub>2</sub>** - Oxygen, **CO** - Carbon Monoxide) are noted while monitoring the attendant is to order everyone from the space and to notify MSD of the situation.

Some of these spaces are entered from manholes in the surface of the road. This provides special problems of traffic control and signage. The entrance to the space shall be guarded by a railing or temporary barrier of some type. The practice of "protecting the manhole" by blocking it with a truck is satisfactory but the truck must be turned off so that fumes will not affect the workers in the manhole and the truck must not block access to the manhole.

### **Bridge Structures**

Many structures within the right of way are classified as bridges because they have a span greater than ten feet. Culverts and related structures do not present any unique risks to workers so long as the structure is sound.

### **Welding/Cutting/Power Tools**

Operations requiring extensive rehabilitation for existing storm or combined lines are contracted out according to Office Policy. Welding by employees of this office is not permitted in manholes or sewer pipes. On rare occasions an obstruction in a pipe will have to be cut away. The fumes from the saw can rapidly contaminate the working atmosphere in a confined space. Forced air ventilation will be required. Gasoline powered tools of any kind create an unacceptable risk of explosion and contamination of atmosphere. Hydraulic tools are available and are recommended.

### **C. List of Confined Spaces**

It is functionally impossible to name every confined space within the county jurisdiction that an entrant could be required to enter in an emergency situation. The estimate of confined space runs well into the thousands. The vast majority of the confined spaces entered by employees of the Engineer's office are simple crossover pipes under the road surface or inlets into storm sewers. The Engineer does not maintain underground storage vessels or tanks other than for petroleum and all maintenance on these are done by contract and are not to be entered by county employees.

This list is based on the accumulated experience of crews taken from foreman's reports and the road and bridge inventories, and will be updated whenever an atmospheric reading shows even half of the permissible exposure limit (PEL) for toxic substances or 10% or the Permissible Exposure Limit (PEL) for flammable materials. Once a location has been added to this list all future work at that location will be permit required for entry.

## 8 - CONFINED SPACE PROGRAM (continued)

### Definitions

1. **Attendant:** An individual stationed outside a permit required confined space who is trained to the same level as an authorized entrant and who monitors the entrants inside the permit required confined space. It is permissible for the attendant and the entrant to change roles during a work shift if both are adequately trained.
2. **Authorized Entrant:** An individual who has received written authorization to work in a permit required confined space through an entry permit, signed by an entry supervisor.
3. **Confined Space:** Any enclosed space which is large enough and configured to allow for an employee to bodily enter but which has restricted or limited means of entry or exit and is not designed for continuous employee occupancy; example include underground crossover pipes, culverts, manholes, and storage tanks.
4. **Emergency Contact:** An individual named on the confined space entry permit who is available at all times during the confined space work to activate an emergency rescue response. This person has previously identified the nearest qualified designated rescue team. May be the attendant or the entry supervisor.
5. **Entry:** Is considered to have occurred as soon as any part of the authorized entrant's head breaks the plane of an opening into a confined space.
6. **Entry Permit:** A written or printed document that is provided by the employer and the safety committee to control entry into a permit required confined space and contains the information specified by OSHA for "Permit Required" confined spaces under 20 CFR 1910.46.
7. **Entry Supervisor:** The person responsible for determining whether acceptable conditions exist at a permit required confined space to allow for employees to work safely. This person signs the entry permit approving work in the permit required confined space. These persons shall have previously received training on use of air sampling equipment. This person should not be the entrant or the attendant unless the department supervisor or the Chairperson's Designated Representative is present.
8. **Hazardous Atmosphere:** An atmosphere which exposes entrants to a risk of illness, injury or death from a flammable gas in amounts in excess of 10% of its lower flammable limit; oxygen concentration below 19.5% or above 22%; toxic gases; or any other recognized as harmful to life or health.
9. **Hot Work:** Any operation, which could provide a source of ignition, such as welding, cutting, burning, or heating.
10. **Permit Required Confined Spaces:** Are those confined spaces that pose additional risk of injury or which have a potential to contain or develop a 1) hazardous atmosphere due to oxygen depletion, presence of explosive gases or accumulation of toxic gases and therefore entry by employees is prohibited without an entry permit; 2) a material that could engulf an entrant; 3) a risk of flooding or submerging the entrant; 4) which has an internal configuration which could entrap the entrant or where the bottom is not readily assessable. All manholes into combined sewers are designated as permit required confined spaces.

## **8 - CONFINED SPACE PROGRAM (continued)**

11. **Rescue Personnel:** Are the persons designated to rescue employees from a confined space. Normally these will be the local Emergency medical Personnel trained in confined space rescue. Attendants are never rescue personnel and are not to attempt rescue unless another attendant is available on site and they have been trained in confined space rescue.
12. **Retrieval System:** The equipment consisting of a retrieval line, rope, lanyard or lanyard or other material secured to a worker by a shoulder or full-body harness and the other end is secured to either a lifting device anchored outside of the confined space used for non-entry rescue by attendants or other rescue personnel. The lifting device should provide a mechanical advantage through pulleys or winch to allow an employee to extract an unconscious entrant from a permit required confined space.

### **D. Confined Space Entry Procedures**

- 1) A test for oxygen is performed first because most combustible gas meters are oxygen dependent and will not provide reliable readings in an oxygen deficient atmosphere. Combustible gases are tested next because the threat of fire or explosion is both more immediate and more life threatening in most cases, than exposure to toxic gases and vapors. Prior to beginning of work the supervisor, foreman or lead worker shall visit the location of the work and shall study the project location to determine what hazards if any are likely to be encountered and to perform atmospheric testing. The atmosphere within the space will be tested to determine whether dangerous air contamination and/or oxygen deficiency exists. Air monitoring equipment is to be designed to indicate oxygen deficiency (below 19.5%) or the presence of flammable gases (especially methane and propane) flammable vapors (gasoline and related products) and potential toxic air contaminants. If the initial reading is within 50% of the permissible exposure limit for toxics or 10% or greater of the lower flammable level (LFL) for flammables, no one may enter the space. Continuous testing of the atmosphere is to be done while employees are in the confined space. Readings are to be recorded. The lead workers are to be trained in conducting air monitoring. The equipment is to be calibrated according to the specifications of the manufacturer by the Maintenance Supervisor or Maintenance Foremen. If any of the conditions for Permit required confined spaces are present, no employees shall enter.
- 2) Confined spaces may be entered without the need for a written permit or attendant provided that the space can be maintained in a safe condition for entry by mechanical ventilation alone. All spaces shall be considered permit required confined spaces until the pre entry procedures demonstrate otherwise.



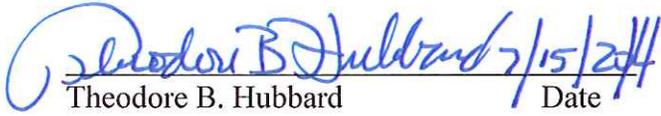






**11 - WORKPLACE EVACUATION PROCEDURES**

\*Please refer to the Emergency Action Plan (E.A.P.) at each location.

  
Theodore B. Hubbard                      Date

  
Timothy P. Gilday                      Date

  
Eric J. Beck                      Date

## 12 - TRENCHING AND EXCAVATION

The primary hazard to which employees may be exposed during excavation work is a cave-in, which occurs when the soil from the side of the excavation can no longer resist the forces being applied to support the load.

OSHA requires that a competent person be on site during each excavation to identify hazardous conditions and to take corrective actions. OSHA gives a table for laying out a trench (required width based on depth due to soil composition) in CFR 1926.652. Any trench of 5 feet or more in depth must be laid back or have shoring. If the soil is deemed hazardous then the 5-foot rule is not used. Re-inspection must be made each work shift and after rainfall or any other event that changes the soil conditions.

The Engineer has determined that shoring or trench boxes offer the best safety to employees. Trenches four feet deep or more shall have access ladders available at least every 25 feet.

Actions must be taken to prevent water from accumulating in the bottom of the trench.

The foreman or crew leader assigned to an excavation shall ensure that all local utilities have been contacted to mark underground utility lines. The "Call before you dig" program requires a 48 hour advance notice before beginning excavation. The Utilities shall also locate any overhead lines that could be a hazard to earth moving equipment. Heavy equipment with vertical booms or arms should not be used within 10 feet of electrical conductors.

Hardhats must be worn in the excavation area at all times.

The foreman or crew leader shall provide proper barricading around the excavation area.

The Chairperson or the Designated Representative under the direction of the Chairperson shall be made aware of excavations exceeding 5 feet in depth.

  
Theodore B. Hubbard                      Date

  
Timothy P. Gilday                      Date

  
Eric J. Beck                      Date

**13 - APPENDIX - 1**

**1.7 - ACCIDENT INVESTIGATION PROCEDURE AND FORMS**

**Supervisor** – Kirk Music, Mike Roach, Rob Duncan

**Chairperson** – Charlene Vollhardt 946-8431 Office, 477-8473 Cell

**PROCEDURE FOR REPORTING ACCIDENTS**

THE FOLLOWING PROCEDURE IS TO BE FOLLOWED BY AN EMPLOYEE INVOLVED IN AN AUTO ACCIDENT WHILE DRIVING A COUNTY – OWNED VEHICLE OR PERSONAL VEHICLE ON COUNTY BUSINESS.

- 1) **IMMEDIATELY CALL 911** (if injuries) **OR THE HAMILTON COUNTY COMMUNICATION CENTER AT 825-2280** (if needing only an officer to respond).
- 2) **CALL YOUR SUPERVISOR.** If you cannot reach your Supervisor, call the **SAFETY CHAIRPERSON at 477-8473 or 946-8430.**
- 3) After the accident, fill out an incident report and FROI (if injured). The County incident report shall be filled out as much as possible before the end of that workday. The Chairperson or the Designated Representative will obtain the police report from the reporting jurisdiction.

If Police do not respond, driver is to obtain all other parties information listed below:

NAME: \_\_\_\_\_ LICENSE NUMBER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ MAKE/MODEL: \_\_\_\_\_

INSURANCE CARRIER & POLICY NUMBER: \_\_\_\_\_

\_\_\_\_\_

**PLEASE REFER TO SECTION 8.3 OF THE HAMILTON COUNTY ENGINEER'S PERSONNEL POLICY REGARDING THE USE OF PERSONALLY-OWNED VEHICLES ON COUNTY BUSINESS.**

## **SUPERVISOR AND CHAIRPERSON**

### **PROCEDURE FOR REPORTING ACCIDENTS**

- Employee:** Will call 911 (if injuries) or the Hamilton County Communication Center (if needing only an officer) 513-825-2280.
- Employee:** Will then call their Supervisor (if they cannot get their Supervisor, call Chairperson at 513-477-8473 or 513-946-8430).
- Supervisor:** Will call the Chairperson.
- Chairperson:** Will notify the Department Head, Maintenance Superintendent and Fleet Superintendent.

# Incident Report Hamilton County Engineer's Office

This form is used to report and document any situation requiring investigation or repair. This form is purely to notify management of conditions that require actions to be taken. Please add pages as needed. This form is not disciplinary and should not be viewed or used as a verbal or written reprimand. This is also not a grievance form.

Name \_\_\_\_\_ Position \_\_\_\_\_ Incident Date \_\_\_\_\_

Location/garage/division \_\_\_\_\_ Supervisor \_\_\_\_\_

### Condition/Problem being reported

Check all that apply then fill out all sections below that apply. Some are indicated.

\_\_\_\_ illness/injury (See section A)      \_\_\_\_ First Aid kit used (A)      \_\_\_\_ accident with police report (A/B/C)

\_\_\_\_ accident involving non-employees (B/C)      \_\_\_\_ damage to private property (B/C)      \_\_\_\_ equipment damage done (C)

\_\_\_\_ discovered equipment damage (C)      \_\_\_\_ snow and ice related (C)      \_\_\_\_ theft/missing items (D)

\_\_\_\_ Protective equipment needed (E)      \_\_\_\_ report unsafe condition (E)

\_\_\_\_ other: specify (F) \_\_\_\_\_

### Section A: Injury Related conditions (attach pages if needed)

To whom? \_\_\_\_\_  
Describe injury \_\_\_\_\_

When/where did accident/injury occur? \_\_\_\_\_

How did injury occur? \_\_\_\_\_

First Aid given/Supplies Used \_\_\_\_\_ Spill Kit used? Y/N

Who provided first aid? \_\_\_\_\_ Taken for treatment? Y/N where? \_\_\_\_\_

Notifications: Safety Chairperson? Y/N 477-8473 cell 24 hrs a day Vehicle need restocking? Y/N

MCO notified? 1-888-247-4800 Y/N County Personnel Dept (946-4703) contacted and injury form filled out? Y/N

Were injuries incurred during performance of duties? Y/N What duties? \_\_\_\_\_

Police/sheriff report taken by what jurisdiction \_\_\_\_\_ by Officer \_\_\_\_\_

Witnesses to accident/injury? \_\_\_\_\_

### Section B: Injury/Accidents/Property damage involving non-employees: (add pages as needed)

Name 1: \_\_\_\_\_ (driver of other vehicle/property owner, etc) Phone # \_\_\_\_\_

Name 2: \_\_\_\_\_ (passenger/other property owner) Phone # \_\_\_\_\_

Name 3: \_\_\_\_\_ Name 4: \_\_\_\_\_

Address: \_\_\_\_\_

Describe damage/injury: \_\_\_\_\_

How did damage/injury occur? \_\_\_\_\_

Was anyone cited by police? Y/N For what? \_\_\_\_\_

Is their vehicle able to be driven? Y/N Is a CDL drug test required? Y/N

Insurance carrier \_\_\_\_\_ Pictures taken? Y/N

Revised 03/25/14

**Section C: County Equipment/Property damage done or discovered**

Which vehicle/equipment/equipment number: \_\_\_\_\_

When/where was damage discovered/done? \_\_\_\_\_

Describe damage \_\_\_\_\_

How did damage occur? \_\_\_\_\_

What actions were taken to prevent or minimize the damage? \_\_\_\_\_

Weather conditions: \_\_\_\_\_

**Section D: Equipment/Property Missing**

Describe the missing material/items \_\_\_\_\_

When was it last seen? By whom \_\_\_\_\_

**Section E: Working Conditions/Hazards** (add pages as needed)

Describe the condition/hazard \_\_\_\_\_

Suggested actions to remedy or reduce specific hazards \_\_\_\_\_

Protective Equipment needed: \_\_\_\_\_

**Section F: Other conditions requiring documentation or Action by Supervision** (add pages as needed)

Describe the situation and actions suggested to be taken: (Note this is not for grievances)

Give form to supervisor who shall copy and send to safety chairperson, mechanics and department head as required.

Employee Signature/date \_\_\_\_\_ Date of this report \_\_\_\_\_

Revised 03/25/14

# Supervisor Action/Routing Form

What does this incident involve? Route a copy of the incident form to the Safety Chairperson following within 24 hours.

Injury to employee: \_\_\_\_\_ (Safety Chairperson and department head always notified)

Safety Chairperson, (investigation, OSHA log) county personnel office, (fill out supervisor's investigation report for BWC and give to Safety Chairperson) Notify County Engineer of fatality or if lengthy hospitalization will be needed.

Injury to non-employee: \_\_\_\_\_ (Safety Chairperson always notified)

Safety Chairperson will notify county risk manager and budget department

Driver cited by law enforcement for violation: \_\_\_\_\_ (Safety Chairperson and department head always notified)

Safety Chairperson will determine if CDL drug test is required and will notify personnel office  
Safety Chairperson will notify collection site of situation and request expedited testing and results  
Safety Chairperson will notify employee of results and return to work authorization

Police report taken: \_\_\_\_\_ (Safety Chairperson always notified)

Safety Chairperson will obtain and include in investigation report

Damage to property of non-employee \_\_\_\_\_ (Safety Chairperson always notified)

Safety Chairperson will contact person to inform them of county practices on loss and claims, rental cars, etc within 48 hrs. Safety Chairperson will notify Risk Manager and Budget department. Report due to budget department within 10 days.

Damage to county property \_\_\_\_\_ (Superintendent/Dept head always notified as applicable)

Lead mechanic at site notified so repairs can be made if possible,  
Lead mechanic will notify Fleet Superintendent if involves replacement or warranty repair. Supervisor will conduct investigation to determine if they can determine who did damage and when. Supervisor will make recommendation of whether damage was preventable or not.

If preventable, Maintenance Superintendent/Department head will be notified and progressive discipline issued  
Copy of discipline sent to personnel department and safety Chairperson. Employee notified of appeal process to review board.

If damage estimated over \$20,000, notify Chief Deputy with written intended course of action and timetable.

Theft or loss of items \_\_\_\_\_ (Department head always notified)

Notify budget department with estimates of loss and need to replacement.

Is there possible criminal conduct involved? Notify Personnel who will contact Sheriff to conduct investigation.

Media appears to ask questions \_\_\_\_\_ (notify Chief Deputy or Department head for guidance)

Engineer/Chief deputy/designee is official voice for office to media especially until any investigation is complete.  
No comment is often best answer until investigation is complete.

Civil Treatment Violations reported \_\_\_\_\_ (Department head and Personnel Director notified)

Investigation conducted and documented. Personnel will notify Chief Deputy.

Punch list of other questions to ask and steps to take after determined everyone is safe and first aid/medical treatment is done:

\_\_\_\_\_ Witness statements taken? (all witnesses) do we have a way to contact them by phone/mail

\_\_\_\_\_ Photographs taken? (if situation needs to be corrected/repared, take photos right away)

\_\_\_\_\_ Safety Chairperson/risk manager notified? (Safety Chairperson must be notified of all injuries requiring treatment at hospitals)

\_\_\_\_\_ Refill first aid supplies/spill kits? (essential that these be restored to operational use within 24 hrs of use)

\_\_\_\_\_ Does top management need to be alerted to this situation? (would County Engineer want to know right away?)

\_\_\_\_\_ Is there a pattern to this injury/accident or has it happened before? Safety Chairperson/Committee needs to analyze situation to determine PPE, training, or if process can be changed to minimize risk. Refer to safety committee for analysis.

\_\_\_\_\_ Was this incident preventable? Y/ N If yes, a copy of the Disciplinary Action **MUST** be attached to the original incident report.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Final repository of all incident form files with safety Chairperson.

Revised 03/25/14

**13 - APPENDIX – 2**

**1.10 JOB SAFETY ANALYSIS**

**1.10 (A) HAZARD ANALYSIS FORM**

**1.10 (A) - HAZARD ANALYSIS FORM – WORK PROCESSES**

Describe the work process: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How often is it done? Where? By Whom? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What tools or equipment are used?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What Chemicals are used? SDS available?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List hazards of doing this work process (exp. Moving traffic, pinch points, chemical exposures, falling hazards, working alone, fire risk, noise, confined space, start up of equipment during maintenance, trenching, power lines in area):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personal Protective Equipment required/available: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**13 - APPENDIX - 3**

**4 - SAFETY INSPECTION**

**Eastern: Mechanic III** – Kevin Bray

**Garage: Mechanic III** – George Craigmile

**Western: Mechanic III** – Dave Scheidt

**Central: Mechanic III** – Tony Johnson

## 13 - APPENDIX - 4

### 5 -LOCKOUT/TAGOUT PROCEDURES

<b>Eastern:</b>	<b>Mechanic III / Supervisor – Kevin Bray / Kirk Music</b>
<b>Garage:</b>	<b>Mechanic III / Supervisor – George Craigmile / Greg Gelhausen</b>
<b>Sign Shop:</b>	<b>Mechanic III/Supervisor – George Craigmile / Rick Feller</b>
<b>Western:</b>	<b>Mechanic III / Supervisor – Dave Scheidt / Rob Duncan</b>
<b>Central:</b>	<b>Mechanic III / Supervisor – Tony Johnson / Mike Roach</b>
<b>Delhi &amp; Harrison:</b>	<b>Foremen – Nick Frey / Coy Tucker</b>
<b>Downtown:</b>	<b>Survey – Bob Heidkamp / Jim Hetzel</b>

## **13 - APPENDIX - 5**

### **7 - HAZARDOUS COMMUNICATION**

#### **Location Coordinators:**

**Downtown:** Survey – Bob Heidkamp / Jim Hetzel

**Eastern:** Mechanic III / Supervisor –Kevin Bray / Kirk Music

**Western:** Mechanic III / Supervisor – Dave Scheidt / Rob Duncan

**Central:** Mechanic III / Supervisor – Tony Johnson / Mike Roach

**Garage:** Mechanic III / Supervisor – George Craigmile / Greg Gelhausen

**Sign Shop:** Mechanic III / Supervisor George Craigmile / Rick Feller