

# Calvert County Government

## Risk Management And Safety Manual



Revised 2018

**Employees who have concerns or questions regarding the Risk Management and Safety Manual can call the Safety Officer in the Human Resources Department at 410-535-1600, ext. 2560.**

**CALVERT COUNTY GOVERNMENT  
RISK MANAGEMENT AND SAFETY MANUAL**

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## 1.0 OBJECTIVE, SCOPE AND RESPONSIBILITIES

The County Commissioners are committed to ensuring the welfare and safety of County Employees and the Public they serve. It is with this conviction the "Calvert County Risk Management and Safety Manual" is adopted to assist the Safety Officer in implementing the procedures set forth in this manual and developing and administering an effective safety program. All Employees are charged with the responsibility of cooperating with and supporting safety program activities.

### 1.01 Purpose

The purpose of this Risk Management and Safety Manual is to prevent and minimize occupational accidents, illnesses and property damage.

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

### 1.02 Applicability/Policy Statement

It is the policy of Calvert County Government to administer its programs to ensure Employees work under safe and healthy conditions, acknowledge and correct hazardous conditions, eliminate unsafe acts, and make accident prevention their primary responsibility.

Risk management and accident prevention is not separate from, or additional to, normal job procedures. It is the combination of safe work procedures, safe conditions and equipment, and a total commitment that safety is an integral part of County operations.

All Employees shall receive documented orientation and periodic training detailing responsibilities and procedures for developing and maintaining safe working environments, as set forth in the Risk Management and Safety Manual.

This manual shall be updated periodically to address changes in the County's safety program.

## 1.03 Definition of Terms

Driving Record: Driving Record information obtained from the Maryland Department of Transportation Motor Vehicle Administration by the Department of Human Resources; or a certified out of state Driving Record provided to the Department of Human Resources by an out of state applicant or Employee.

Employee: Includes all full-time, part-time, seasonal, hourly and temporary Employees paid with Calvert County Government funds, volunteers, court-ordered workers, inmates, or any individual working under the direction of a Calvert County Employee.

Manager: For the purpose of this manual the term Manager refers to all Department/Agency Heads, Deputy Directors and Division Chiefs or their equivalent, the Deputy County Administrator, the County Administrator and the County Commissioners.

Moving Violation: As defined by Section 11-136.1 of the Transportation Article of the Annotated Code of Maryland, as amended from time to time, means: (1) A moving violation as defined in regulations adopted by the Administration for the purpose of assessing points under Section 16-402 of this article; or (2) A violation of a substantially similar nature reported from another jurisdiction, other than a violation of the jurisdiction's size, weight, load, equipment or inspection.

Preventable Accident: As defined by the National Safety Council, "Any accident involving an organizational vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent or where it occurred, in which the driver in question failed to exercise every reasonable precaution to prevent the accident."

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

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

## 2.0 RESPONSIBILITIES

### 2.01 Responsibility of the Individual Employee

It is the responsibility of County Employees to provide:

- A. safety for yourself;
- B. safety for your co-workers;
- C. safety for the public;
- D. protection of County property; and
- E. protection of private property.

It is the duty of each Employee to know and follow regulations that pertain to any work they might perform. This includes the application of regulations outlined in this manual supplemented by regulations which pertain to individual job assignments and the use of other reasonable measures not incompatible with common sense in all situations.

If an Employee feels for any reason that they are unable to do assigned work safely, the Supervisor in charge is to be advised and informed of the reasons.

When an Employee believes that the work being performed is in violation of the provisions of this manual or that sufficient safeguards are not being used in the performance of the work, or that the work is not being performed in a safe manner, the Employee shall immediately bring the matter to the attention of the Supervisor for review and immediate corrective action if necessary.

Employees must promptly report all injuries, no matter how slight, to the Supervisor in charge so that necessary first aid can be provided and information obtained to complete the required accident report.

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

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

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

Employees violating safety rules, procedures or standards, provisions of this manual or acting in a manner that endangers their own or another's personal safety shall be subject to disciplinary action.

Suggestions by Employees are always welcome and helpful in preventing accidents and are always free from repercussions. Please provide your ideas to your Supervisor, your Safety Committee Representative, and the Safety Officer or by anonymously reporting your suggestion or concern using the Risk Management Hazard Awareness Form located at S:\Human Resources\Risk Management and Safety.

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

### **2.02 Department/Agency Head's Responsibility for Safety**

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

They shall appoint qualified persons as Supervisors who shall be responsible for the safety of those they supervise. Department/Agency Heads shall require Supervisors to observe and enforce all safety rules and work practices. A record of all trainings and meetings shall be maintained according to those guidelines outlined in Section 12.05, Job Safety Training.

They shall conduct safety meetings regularly, provide for necessary on-the-job training and implement a comprehensive safety program for Employees.

They have the full authority to, and total responsibility for, maintaining safe working conditions within their jurisdiction. Although personnel exposure to hazards varies widely from division to division, it is expected every effort will be directed toward controlling injuries, accidents, liabilities and waste of materials. Therefore, Department/Agency Heads shall:

- A. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction.
- B. Provide the leadership and positive direction essential in maintaining firm loss prevention policies as a prime consideration in all operations.
- C. Devote a portion of staff meetings to discuss safety issues and to review agency losses and the plans to correct and reduce them.

- D. Ensure planning for construction and remodeling of facilities fully implements appropriate refinements as specified in MOSH standards.
- E. Call upon the Safety Officer for any assistance needed in promoting aggressive and effective loss control.
- F. Hold each Division Chief, Deputy Director or Supervisor accountable for the investigation of injuries, accidents and liabilities incurred by their Employees during the scope of normal duties.
- G. Ensure that on-the-job injuries and accident reporting procedures are followed.
- H. Shall be aware of the status of Employees off work due to on-the-job injuries or accidents, and make light duty assignments where applicable.
- I. Shall receive training as needed to enable them to discharge their responsibilities and provide leadership, direction, and support for the County's Safety Program by means of the following:
  - 1. Set a good example.
  - 2. Make periodic visits to establishments and work sites to observe safety and health conditions and practices.
  - 3. Be familiar with, evaluate, and ensure compliance with the program.
  - 4. Be aware of the principal causes of accidents.
  - 5. Provide opportunities and facilities for safety training and meetings. Demonstrate commitment to the program by attending safety meetings.
  - 6. Ensure that speedy corrective action is taken on all known safety hazards.
  - 7. Support safety enforcement activities of subordinates.
  - 8. Ensure all Employees are permitted to report safety hazards without fear of reprisal.

9. Recommend revisions in this manual to address changing County needs and new developments in the field of Occupational Safety and Health.

### 2.03 Responsibilities of Supervisors

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

- A. Maintain safe work conditions.
- B. Reinforce the need for each Employee to use personal protective equipment (PPE).
- C. Oversee responsibility for maintaining tools and equipment in good working order.
- D. Enforce safety regulations.
- E. Assign jobs only to those qualified to execute them safely.
- F. Act immediately and decisively to correct any violation of safety regulations.
- G. Ensure Employees at all levels are instructed in the proper and safe method of executing assigned tasks.
- H. Investigate incidents immediately for accurate reporting and preventive action.
- I. Notify the Safety Officer immediately for serious accidents and injuries.
- J. Ensure Employees are trained and certified in accordance with current OSHA regulations.
- K. Ensure workers understand directions and can perform given assignments. If there is doubt, or if special hazards are involved in the performance of a task, discuss the assignment and work methods with the worker. The Supervisor of a job shall make every effort to ensure safe job performance.
- L. Carefully monitor accident reports to ensure they are timely and contain unbiased and thorough evaluations of each accident and prepare appropriate reports.

- M. Receive formal training annually as required for your position.
- N. Assist in the thorough investigation of accidents.
- O. Supervisors are required to evaluate Employee safety records and safe work habits as part of the Employee's Performance Evaluations to ensure the performance deficiency that contributed to or caused an accident is addressed and corrective actions are discussed and implemented. To ignore the deficiency and reward substandard performance is a disservice to the individual, co-workers and the public, and is detrimental to management efforts.
- P. Report through the appropriate chain of command any instance where an Employee under their supervision is not physically able to perform their duties. The Supervisor shall immediately identify the problem, along with supporting facts and documentation.

### **2.04 Safety Officer Responsibilities**

- A. Act as the central liaison official for all accident prevention and safety programs throughout the County.
- B. Assist all Departments in the establishment of an effective and on-going safety awareness and education program.
- C. Provide coordination throughout the County on all matters relating to loss prevention and on-the-job safety.
- D. Ensure on-the-job injury and vehicle accident reporting procedures are kept current.
- E. Assist in the investigation of accidents or reported hazards to identify contributing causes and recommend corrective, preventative measures regarding the same.
- F. Perform field inspections and investigations in cooperation with appropriate department personnel utilizing the specialized knowledge of the Safety Committee.
- G. Maintain objectivity and independence in carrying out the County's safety responsibilities.
- H. Establish procedures for handling suggestions and recommendations on safety issues.

- I. Provide and update information to Managers and Supervisors on safe working methods and practices.
- J. Recommend changes or additions to improve protective clothing and equipment for the elimination of hazards.
- K. Recommend Departments/Divisions implement or revise standard operating procedures to ensure compliance with OSHA standards and the Risk Management and Safety Manual.
- L. Promote and implement safety, Cardio Pulmonary Resuscitation (CPR) and first aid training for Employees.
- M. Develop policies and procedures to attain Managers' and Supervisors' goals.
- N. Conduct safety audits in accordance with specifications, notify Department/Agency Head and document findings.
  - 1. All County buildings and facilities shall be visited periodically for the purpose of conducting a "Safety Audit." A follow-up visit may be required to assure that major hazardous situations or recommendations have been corrected.

### **2.05 Safety Committee Purpose**

To bring Managers, Supervisors and Employees together in a cooperative effort to communicate and to promote occupational safety and health issues in the workplace, new standards, safety training opportunities, safety problems and possible solutions in an effort to make health and safety activities an integral part of the County's Risk Management and Safety Program.

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

### **2.06 Safety Committee Members**

The County Government Safety Committee shall consist of members representing each department of County Government and the Calvert County Sheriff's Office. Committee members will be appointed by their Department Heads. The Committee will elect a chair and secretary who will serve for a period of two (2) years.

## **2.07 Safety Committee Functions**

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

## **2.08 Safety Committee Meetings**

The Secretary of the Committee shall:

- A. Provide each member with a notice of the meeting and a copy of the minutes of the last meeting.
- B. With the advice of the Chair, compile an agenda.
- C. Specific duties shall be assigned and accepted with deadlines noted in the minutes.

## **2.09 Safety Review Committee**

A Safety Review Committee (SRC) shall be established to investigate accidents/injuries/incidents involving County Employees. The SRC shall be comprised of the following members:

- A. Safety Officer, who shall also serve as Chair;
- B. Risk Manager; and
- C. Three (3) representatives from the Safety Committee will be appointed by the Safety Officer and Risk Manager.

## **2.10 Functions of the Safety Review Committee**

- A. Convene monthly, or as needed, to review accidents/injuries/incidents that are serious in nature, at the discretion of the Safety Officer or Risk Manager.
- B. Convene as required to act as a review group to determine preventable or non-preventable causes for a specific incident.

- C. Employees who are involved in an accident/injury/incident which has been determined to have been preventable may be subject to disciplinary action as recommended by the Safety Review Committee. Post investigation, advise Managers of the determination of preventable incidents for the consideration of disciplinary action for the Employees involved.

### 3.0 GENERAL SAFE WORK PRACTICES

#### 3.01 Knowledge of Safe Work Practices

A copy of this Risk Management and Safety Manual will be available within each office. Office supervisors will be responsible for maintaining this manual and ensuring it is accessible to Employees at all times.

Department/Agency Heads or their designees are required to give an orientation and an annual training workshop on this manual. Employees are required to sign an acknowledgement of the manual. Employees shall observe the safety rules and work practices stated in this manual.

#### 3.02 Rules Governing Safe Work Practices

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

Report all accidents, injuries, near misses or safety hazards to your Supervisor immediately.

Whenever PPE (vehicle seat belts, hard hats, respirators, etc.) is provided for your protection, you are required to use them.

Know your job and be fully acquainted with the tools, machinery, and equipment you use. Be familiar with safety requirements. Only authorized and properly trained personnel shall operate equipment. Department/Agency Heads are required to keep documentation of training for five (5) years.

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

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

Smoking is prohibited when refueling equipment or handling gasoline or other volatile materials, to include, but not limited to, paint thinners.

All chemicals shall be properly labeled in accordance with the Hazard Communication Plan (HCP) as defined in Section 8.18. Promptly store flammable materials in approved containers to prevent fires.

Keep work areas clean and orderly at all times, free of trash and unnecessary equipment. Straighten up your work area daily and properly dispose of hazardous materials in approved containers.

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

Walk up and down stairs. Take one (1) step at a time and use the handrail. Do not run in hallways. Always be alert and aware of slipping/tripping hazards and overhead projections.

Ensure that construction sites conform to applicable regulations.

Keep out of restricted areas.

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

Never use chairs, tables, boxes, or file cabinets for ladders.

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

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

Exercise caution when working in hot temperatures.

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

- A. Unless you are a certified electrician, do not attempt repairs on any equipment.
- B. Take care to avoid aboveground power lines.
- C. Use of extension cords or other electrical service extenders shall be used only as directed by a manufacturer. Keep cords clean and free from exposure to heat that can damage insulation. Ensure cords are not placed in areas that may present a trip hazard.
- D. Treat all electrical wires as live wires.
- E. Do not drag cords over sharp edges or run cables across aisles where they are subject to damage.
- F. Pull the plug; do not yank the cord. Never remove a cord if it is in use. Unplug electric cords on all power tools not in use.

- G. Electrical shock is a sign that something is wrong. Any equipment that shocks when used shall immediately be disconnected, and taken out of service.

Do not walk or run in front of or behind moving equipment. Equipment shall not be left unattended with the motor running unless locked or properly secured.

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

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

Do not wear loose jewelry or loose clothing (neckties, loose headbands, and shirttails) when working around or operating rotating machinery or tools.

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

### **3.03 Interpretation of Safe Work Practices**

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

### **3.04 Procedures in Case of Employee Accidents/Injuries**

All accidents and/or injuries shall be reported to a Supervisor as soon as possible. The Supervisor shall ensure the injured Employee receives prompt medical attention and completes all accident reports as specified in Section 11 of this manual.

- A. Know the location of first aid kits.
- B. Do not give first aid unless you are qualified.
- C. Do not move the victim more than is absolutely necessary.
- D. Keep onlookers away from the victim.
- E. Report all injuries, no matter how slight, to your Supervisor.
- F. If possible, an Employee at the accident scene should accompany the injured to the hospital.
- G. A member of management will go to the hospital to coordinate County responsibilities.

- H. If the accident is serious enough to warrant immediate investigation at the scene by the Supervisor, the Safety Officer must be notified and included in the investigation.
- I. If the accident is serious, the Supervisor shall immediately notify the County Administrator through their Department/Agency Head.

### **3.05 Emergencies**

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

### **3.06 Protection of the General Public - Visitors**

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

- A. Keep work areas compact with adequate protection for Employees.
- B. Protect and minimize inconveniences to the public while executing County responsibilities.
- C. Use certified flagmen, signs, tapes, barricades, and other warning devices in accordance with State Highway Administration (SHA) and Manual on Uniform Traffic Control Devices (MUTCD) regulations. High voltage areas shall be properly marked.
- D. Arrange tools and equipment neatly within work areas. Promptly clear away excess materials and equipment.
- E. Ensure work sites present no unmarked hazards or inconveniences to the public.

### **3.07 Laws, Ordinances and Regulations**

It is impractical to include all laws, rules and ordinances affecting safe County operations. Supervisors and Employees shall become familiar with Federal, State and County law (specifically OSHA and MOSH) covering working environments.

### **3.08 Use of Intoxicating Liquids or Drugs While on Duty**

It is the County's obligation to provide a drug-free, healthy, safe and secure work environment. Employees are required to report for duty free of controlled substances or alcohol which could adversely affect an Employee's job performance, jeopardize the safety of others, or unsafe operation of equipment. On-the-job impairment is grounds for disciplinary action as outlined in Chapter 86 of the Calvert County Code.

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

Refer to Chapter 86 of the Calvert County Code for the Substance Abuse Policy.

### **3.09 Use of Firearms or Other Types of Weapons**

Unless it is necessary in the normal performance of their duties, an Employee shall not bring firearms, weapons or explosives onto County property or have them in their possession while on duty. Employees with unrestricted permits are exempt.

### **3.10 Disciplinary Action**

The Safety Officer shall identify safety hazards and order and enforce corrective action. When an Employee willfully violates safety procedures or has an accident deemed preventable by the SRC, they may be subject to disciplinary action as set forth in Chapter 86 of the Calvert County Code.

### **3.11 Work in Other Departments**

Each department is responsible for ensuring that all individuals wear the proper, required safety equipment, such as hard hats, safety goggles, foot protection, warning signs, etc., as specified by the department responsible for its work area.

### **3.12 Loan and Use of Equipment**

County-owned equipment shall not be loaned to or used by any company or individual outside of County government.

### 4.0 FIRE PREVENTION AND EXTINGUISHERS

All Employees shall be on the alert for fires and fire hazards. They shall eliminate such hazards and report them to their Supervisors. Extinguishers are a first line of defense for trained employees for the control of fire. Always call 911 immediately.

#### 4.01 Fire Classification and Equipment

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

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

All fire extinguishers must be inspected on a monthly schedule. Each fire extinguisher must carry a tag on which the inspection dates are recorded.

##### Fire Fighting Equipment

Fires are grouped into five (5) general classifications, each of which can be extinguished by a particular agent. Because all types of extinguishing agents cannot be used on all types of fires, this classification makes it possible to determine and use the type of extinguisher best suited for fighting a particular type of fire.

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

**CLASS B** - Fires occurring in flammable liquids such as gasoline, oil, solvents, grease and similar substances are termed Class B fires. The agents required for extinguishing this type of fire are those that eliminate or dilute air by exclusion or blanketing, thereby creating a smothering effect, such as CO<sub>2</sub> or ABC.

**CLASS C** - Fires occurring in electrical equipment and facilities such as motors, transformers, switches, etc. are termed Class C fires. The extinguishers used on Class C fires must be nonconductors of electricity and have a smothering effect such as CO<sub>2</sub> or ABC.

ABC fire extinguishers are your best defense against most fires.

***NOTE: Fire extinguishers should be the first choice for protection of all delicate, sensitive and expensive computers, electrical equipment, tapes and films. The discharged vapor rapidly blankets a fire and quickly penetrates difficult to see and hard to reach places.***

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

CLASS K - Fires occurring while cooking with cooking oil or fats are termed Class K fires. Though such fires are technically a subclass of the flammable liquid/gas class, the special characteristics of these types of fire, namely the higher flash point, are important enough to recognize separately. Water mist can be used to extinguish such fires. Appropriate fire extinguishing systems may also have a hood over them that help extinguish the fire. Sometimes fire blankets are used to stop a fire in the kitchen or a stove.

### **4.02 Portable Fire Extinguishers**

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

Fire extinguishers must be kept in their designated locations.

### **4.03 Inspection and Maintenance of Equipment**

The Department/Agency Head or their designee shall ensure portable fire extinguishers are maintained in a fully charged and operable condition.

They are responsible for the monthly and annual inspection, maintenance, testing and recharging after use of all portable fire extinguishers in the workplace.

### **4.04 Training**

All Supervisors shall know the following information and ensure Employees are aware of:

- A. How to sound the fire alarm.

- B. The location of the nearest extinguisher to their work area, how to operate it and the type of fire on which it should be used. Training in the safe use of this equipment will keep most fires from getting beyond the point of origin.
- C. Location of the nearest exit to their work area.

### **4.05 Fire Alarms and Emergency Procedures**

The first act upon discovery of flame, excess heat, or smoke in a building shall be to activate the fire alarm. The sounding of a fire alarm shall be treated as an extreme emergency and complete evacuation of the building is required. Call 911.

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

### **4.06 Fire and Emergency Evacuation**

Each building, department, division or office space shall possess and post the written Facility Evacuation Plan. Each facility shall conduct evacuation drills often enough to ensure familiarity with the procedures, but no less than annually. All Employees shall participate.

Procedures in case of fire (please refer to the Emergency Response Guide and the Calvert County Facility Evacuation Plan):

- A. Call 911. Close doors.
- B. Walk, do not run, to the nearest exit.
- C. If there is a delay in getting through the exit, do not shove or crowd. Wait your turn.
- D. Keep calm. Do not shout.
- E. Do not delay leaving the building. Do not return to the building until authorized to do so.
- F. In order to account for all Employees after an emergency evacuation has been completed; office monitors shall designate an area to meet.

### 4.07 Fire Preventive Housekeeping

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

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

- A. Do not leave fires or open flame devices unattended.
- B. Grounds shall be kept clear of weeds and underbrush.
- C. Do not store oily or greasy clothes in lockers.
- D. No spark producing machinery, open flames, or heating elements shall be used within 20 feet of paint spraying operations.
- E. Do not use flammable liquids to start a fire.
- F. Work with flammable liquids only outdoors or in an area that is provided with forced ventilation via enclosed electrical fixtures.
- G. Do not smoke in areas where flammable or combustible materials are present.
- H. All flammable liquids must be stored in OSHA approved containers, as defined in Section 4.11.
- I. All flammable liquids that are stored indoors are to be in OSHA approved cabinets with adequate ventilation.

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

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

### 4.08 Emergency Exits

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

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

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

Exit routes must be adequately lit.

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

Corridors in buildings must not be considered as spaces available to departments for expansion or storage.

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

### 4.09 Smoking

Smoking, including electronic smoking and vaping devices, is prohibited in all County buildings and vehicles.

Make sure "NO SMOKING" signs are posted where required.

Observe "NO SMOKING" signs without exception.

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

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

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

### **4.10 Appliances**

Appliances including, but not limited to, refrigerators shall be directly connected to approved electrical receptacles by the service connection attached to the appliance.

Use of extension cords shall be approved by Buildings and Grounds and/or the Safety Officer prior to use.

Any electrical device with a timer is prohibited unless required for the proper operation of an appliance.

Any electrical device utilized for supplemental heating or cooling in work spaces shall be proposed to the Buildings and Grounds Division in writing and approved prior to installation and use.

### **4.11 Flammable Liquid Storage and Handling**

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

Gasoline or kerosene are not approved for use as a cleaning agent.

Flammable solvents shall be handled only in approved safety containers.

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

Only OSHA approved safety cans of not more than a five (5) gallon capacity, having a flash arresting screen, spring closing lid and spout cover, and so designed that it will safely relieve internal pressure when subjected to fire exposure, shall be used for storing and transporting gasoline or other flammable liquids.

Metallic contact shall be maintained when transferring gasoline or other flammable liquids from one (1) metal container to another via grounding cables or other suitable apparatus. Never fill metal gas containers while located on a plastic pickup truck bed liner.

No smoking, use of electronic smoking devices, cell phone or open flames shall be allowed where flammable liquids are being used.

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

Avoid contact of cleaning fluids and solvents with the skin by utilizing proper PPE. Clothing contaminated by spillage of any cleaning fluid shall be removed promptly.

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

### 5.0 MATERIAL HANDLING AND STORAGE

#### 5.01 Rules for Lifting and Carrying

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

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

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

Never carry any object that obstructs the vision without securing help. Secure help when carrying long objects and use caution when approaching or turning corners or when approaching doorways. In the vicinity of energized equipment use at least two (2) workers, one (1) on each end, and carry below shoulder height.

When ascending or descending stairs, use caution, proceed slowly and ensure your footing.

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

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

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

When handling loads with mobile equipment, ensure the avoidance of contact with electric lines or equipment. When working near such utilities, a spotter is required.

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

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

Use mechanical equipment whenever possible to lessen the danger of handling heavy loads. Inspect all mechanical lifting and hoisting equipment before and after every use.

When team lifting and carrying, one (1) person should take command and call the signals. Ensure the signals are understood by everybody. Adjust the load so that each person carries an equal weight. Make test lifts before the actual lifting, if necessary.

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

When carrying sheet glass, ensure the wearing of leather gloves with gauntlets that cover your wrist and forearms. Wear shoes that cover your feet and ankles. Carry one (1) sheet at a time.

### **5.02 Proper Lifting and Carrying Techniques**

Size up the load. Do not attempt to lift it alone if there is any doubt in your mind of your ability to do so. In lifting over 50 lbs., OSHA recommends getting assistance.

Ensure your footing is secure. Get a proper balance with your feet fairly close together (10 to 12 inches apart).

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

Bend the knees and squat. Do not stoop. Keep the back straight and as vertical as possible. If necessary, spread the knees or lower one (1) knee to get closer to the object.

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

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

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

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

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

### 5.03 Pulling and Prying

When pulling or prying objects, ensure you are properly positioned, balanced and in the clear so you will not be caught between or thrown off balance if the pry slips or the piece suddenly gives. Wear proper PPE.

### 5.04 Falling Objects

While at construction sites, in shafts and tunnels, be constantly alert for falling objects; stay clear of other material being hoisted. Exercise extreme caution while in such areas and wear PPE.

### 5.05 Storage and Handling

Stack all bagged materials in tiers that are blocked, interlocked, and limited to a height you can comfortably reach.

Do not stack bagged material more than 10 bags high without a setback.

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

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

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

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

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

Avoid carrying material by hand. Use mechanical devices such as trucks, dollies or skids.

When operating hand trucks, do not run or take shortcuts. Approach all corners and blind intersections with caution. Be prepared to stop suddenly.

Inspect all hand trucks and dollies prior to use and turn defective ones over to the Supervisor for removal from service.

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

Never load hand trucks so high that your view is obstructed.

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

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

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

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

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

Loads shall not be handled from the street side or roadside of a vehicle.

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

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

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

Bins shall not be overloaded. The material shall be stored so that the removal of one (1) item will not dislodge others. Avoid storing material in upper bins and do not use bins as a ladder.

### 6.0 HOUSEKEEPING

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

Good housekeeping requires "a place for everything and everything in its place."

#### 6.01 Safe Housekeeping Practices

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

Keep unused tools off the floor.

Do not allow trash to accumulate in lockers.

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

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

Clean dust from overhead fixtures regularly.

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

When cleaning floors, follow these steps:

- A. Clean when traffic is light.
- B. Wet a small area and allow to dry at once.
- C. Mark any slippery areas with proper signage.
- D. Clean one (1) side of the hallway or aisle at a time.
- E. Do not leave mops, brooms and other cleaning gear in hallways.

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

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

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

Areas having carpet covering will be routinely surveyed for rips, tears or other defects that could cause a fall.

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

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

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

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

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

Ensure changing rooms, restrooms, water fountains and areas containing first aid equipment are in a clean, sanitary condition.

Remove snow, ice, and fallen branches from steps and walkways as soon as possible.

Post signs where there are wet floors.

Report and identify all safety hazards by contacting the Supervisor or by using the Risk Management Hazard Awareness Form located at S:\Human Resources\Risk Management and Safety, if they cannot be fixed immediately, to include, but not limited to:

- A. Broken or loose wire.
- B. Loose flooring.
- C. Tables or chairs (needing repair or removal).
- D. Loose or broken concrete in walkways.
- E. Broken windows or glass of any kind.
- F. Water pipes or fixtures that are broken.
- G. Strange smells (Example: gas leak in kitchen).

### 7.0 BUILDING, OFFICE AND CLERICAL SAFE WORKING PRACTICES

#### 7.01 General Rules for Safety

Tripping hazards, to include, but not limited to, chairs, wastebaskets and cords, shall not be placed in aisles.

Desk drawers, file drawers, and cabinet doors shall not be left open when not in use. To prevent tipping, not more than one (1) drawer in a filing cabinet shall be open at a time.

Do not carry pointed or sharp objects to include, but not limited to, screwdrivers, open blade knives, pencils, or scissors in clothing pockets with points unprotected.

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

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

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

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

Do not hang planters from safety latches on overhead lights.

Boxes and materials stored on the floor increase chances of tripping or loss of balance. Remove such material from areas of circulation and place in storage until shelves are mounted.

Minimize the utilization of extension cords to avoid electrical fires and tripping hazards.

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

All permanent wiring, to include, but not limited to, wall switches, convenience outlets, etc. shall be kept in good repair. Notify your Supervisor immediately when outlets become a hazard.

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

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

Items, to include but not limited to, pens, pencils, pins and paper clips shall not be put in the mouth or left lying on floors.

Comfortable work shoes in good condition shall be worn. Shoes must meet OSHA requirements for the work environment.

Employees must use proper lifting and carrying techniques when lifting heavy office equipment and supplies. Moving carts and tables shall be used and assistance requested as necessary.

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

### **7.02 Office Machines**

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

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

Office machines must not be adjusted, lubricated, or cleaned while they are running. Make sure the machine is in the off position before pulling the plug out of the outlet.

### **7.03 Desks and Tables**

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

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

Rubber soles shall be placed on the bottom corners of all desks and tables located on tile floors to prevent movement.

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

### **7.04 Chairs**

All chairs shall be checked on a quarterly basis for defects.

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

Do not raise the seats on swivel chairs so high as to contribute to overbalancing.

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

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

### **7.05 Fans**

Check fans prior to each use to ensure the guards are not defective and that the blades are secure.

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

All accessible fans must have proper guards to prevent injury.

Floor fans shall not be placed in locations where they present a tripping hazard.

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

### **7.06 File Cabinets**

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

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

Only open one (1) drawer at a time.

File cabinets must be checked annually for burrs and sharp edges.

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

### 7.07 Doors and Windows

Every glass door shall have some conspicuous design in paint or decal, approximately four and one-half (4 ½) feet above the floor and centered on the door so that people will not walk into it. Solid doors present a hazard when being approached from both sides at the same time, because one (1) person can be struck when the door opens. Employees shall be aware of this hazard and approach a solid door in the proper manner, that is, out away from the path of an opening door. Any door that opens directly into the path of traffic shall be opened slowly.

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

### 8.0 PROTECTIVE EQUIPMENT AND SAFE WORKING PRACTICES

When PPE has been provided for hazardous work, its use shall be mandatory as a condition of employment. Supervisors shall be held accountable for Employees allowed to work without wearing the proper PPE. Enforcement can be made easier by educating Employees on the reasons for using or wearing the PPE and the possible injuries that can result when the need is ignored. The monthly review of injuries by the Safety Officer shall place emphasis on those that resulted from failure to use PPE.

#### 8.01 Safety Practices

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

All equipment must be operated in a safe manner with regard to operator safety, Employee safety and public safety. All PPE must be inspected before and after each use.

Any PPE needed to operate equipment shall be worn, to include, but not limited to, hard hats, ear plugs, goggles, foot protection and shin guards.

Supervisors shall instruct Employees in the proper use and operation of equipment before any Employee operates such equipment. Equipment use shall conform to that stated in the equipment Operator's Manual.

Any Employee operating fuel type equipment shall ensure the proper fuel or the proper mixture of fuel is being used for that specific type of equipment.

All equipment to be used in the field shall be started to ensure its proper operation before leaving the maintenance yard or shop area.

Clean all equipment and store properly after use.

Every Employee must be constantly on the alert to help locate and report any defects or hazards in connection with County property. The Hazard Awareness Form is located on the S: drive and once completed should be forwarded to the Risk Management Office. They must immediately report to the Supervisor unsafe conditions found on such premises which involve either the County's service or the safety of County Employees as well as the public. Any equipment that appears defective or unsafe shall be immediately removed from service and not used until tested, repaired or replaced.

### **8.02 Personal Clothing and Accessories While On Duty**

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

Loose clothing, including, but not limited to, neckties and scarves shall not be worn in the proximity of machinery, motors and engines or any equipment with moving parts while operated.

Employees who work with or around electrical circuits which are energized or machinery that contain moving parts during its operation shall not wear jewelry (i.e., wristwatches, bands, chains, rings, etc.).

Employees shall wear appropriate shoes for the job assignment. It is the policy of the County to provide approved PPE. It is the responsibility of both Supervisors and Employees to ensure this equipment receives proper care, is available and is tested and inspected before and after each use.

All PPE shall fully comply with MOSH/OSHA standards.

### **8.03 Protective Clothing**

Employees are responsible for wearing clothing that will adequately meet the safety requirements for the general type of work and weather conditions. Appropriate clothing is required at all times.

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

Sunglasses are prohibited inside shop areas or poorly illuminated spaces.

Life Jackets must be worn when working over or near water where safety rails are not provided and the danger of drowning exists.

### **8.04 Head Protection**

Head protective equipment (hard hats) shall be worn in areas where there is a possible danger of head injuries from impact.

Only approved hard hats shall be worn in accordance with MOSH/OSHA standards. Supervisors shall inspect hard hats annually for safety compliance.

Hard hats shall be worn with their suspension properly adjusted and securely in place. Other hats or caps shall not be worn under hard hats.

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

Hard hats may be reversed with manufacturer approval for welding purposes.

Do not wear a hard hat with cracks or holes. Remove it from service and dispose of properly.

### **8.05 Foot Protection**

Employees shall wear suitable shoes as required by MOSH/OSHA standards. Shoes with loose or excessively worn soles or heels are prohibited.

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

### **8.06 Eye Protection**

American National Standards Institute (ANSI) rated goggles, face shields or safety glasses are required when there is a potential danger from flying particles, flying objects, heavy dust conditions, extreme glare, or the presence of gases, fumes and hazardous liquids.

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

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

Cracked or broken lenses shall be promptly replaced.

### **8.07 Respiratory Protection**

#### **General**

This program includes requirements consistent with the provisions established in 29 CFR 1910.134, Respiratory Protection Standard, as amended, issued by the United States Department of Labor, OSHA, for implementation by all Calvert County Departments and Contractors. The program includes provisions for the selection, fit testing, maintenance, repair, and safe use of all components of respiratory protection equipment, as well as, the medical evaluations, training certifications, and required record keeping.

#### **Purpose**

To reduce the risk of injury and illness to Employees and Contractors while they are working in atmospheres that are immediately dangerous to life and health (IDLH) and in hazardous and/or toxic atmospheres.

### **Applicability**

This program applies to all Employees. Any contractor personnel must comply with this program unless covered with an alternate program which has been determined to satisfy the minimal requirements of an acceptable Respiratory Protection Program (RPP) by the Department Respiratory Protection Officer (RPO) regulating the work.

### **Responsibility**

- A. It is the responsibility of the Safety Officer to:
  - 1. Ensure that all Departments are complying with the Calvert County Respiratory Protection Program (CCRPP). A copy of the CCRPP is located at S:\Human Resources\Risk Management and Safety.
  - 2. Conduct evaluations and provide assistance as necessary to ensure program effectiveness.
  - 3. Maintain a written CCRPP and update as required.
- B. It is the responsibility of each Department to appoint a RPO to:
  - 1. Develop an individual plan in accordance with the CCRPP for its Department.
  - 2. Serve as program administrator.
  - 3. Implement, review and update the plan as required.
  - 4. Ensure the Employee has passed the medical evaluation, fit testing procedures and a completed CCRPP card is on file.
  - 5. Ensure an annual evaluation of the Departments' Respiratory Protection Program shall be performed under the direction of the Safety Officer to ensure compliance.

**8.08 Hand Protection**

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

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

**8.09 Hearing Conservation**

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

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

**8.10 High Visibility Vest**

Reflective vests, brightly colored jackets or shirts shall be provided and worn by signalmen and others engaged in operations along parking areas, roadways and other hazardous areas.

All vests must comply with ANSI/ISE 107-2010 Standards.

The three (3) types of vests are:

- A. Type O – Off-road

- B. Type R – Roadway – high speed traffic
- C. Type P – Public Safety

### 8.11 Chemicals and Pesticides

Each department must develop, maintain and post a chemical information list, Safety Data Sheets (SDS) or, in the case of a controlled hazardous waste substance, a hazardous waste manifest for each hazardous chemical identified on the chemical information list.

Each chemical information list and SDS shall be in English and be maintained and made available according to the guidelines stated in the access to information about hazardous and toxic substances. Refer to Section 8.18, Hazard Communication Plan (HCP), Right to Know Law on SDS, chemical information lists and training.

All personnel assigned to spray pesticides/chemicals shall:

- A. Receive training in spraying, plant and pest identification.
- B. Wear the proper PPE while working with pesticides and herbicides.
- C. Be a certified applicator by the Maryland Department of Agriculture, (MDA) and forward a copy of the certification to the Safety Officer.
- D. Be enrolled in a RPP with a CCRPP card on file.

### 8.12 Working Around Machines

- A. The point of operation of a machine shall be guarded. The guard shall be designed and constructed as to prevent the operator from having any part of their body in the danger zone during operation of the machine.
- B. Use rubber or other nonskid material on the floor around machines.
- C. Be familiar with your machine and its safety precautions before you try to operate it.
- D. Operate all machinery according to instructions.
- E. Ensure the machine's guards are in place before you start the machine.
- F. Never reach through, over, around, or under a machine in motion.

- G. When stopping a machine, never attempt to brake it with your hands or any makeshift braking device.
- H. Immediately turn off defective machines. Lock out, tag out and report these machines to your Supervisor. Do not repair any machine unless you are qualified and authorized to do so.
- I. Do not repair any machine unless it is turned off, locked and disconnected from its power source.
- J. Use only designated safety solvent to clean machine parts.

### 8.13 Nails and Banding Material

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

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

### 8.14 Mowing

All Employees using mowers must wear steel-toed protection, hard hats and eye protection.

All mowers shall be equipped with all the manufacturer's recommended guards. When using mowers you must:

- A. Remove pieces of stone, brick, iron, blocks of wood, metal cans, glass or other objects which may damage the mower when in use or cause injury either to the operator or a bystander if the object is struck by the mower, thus causing the object to act as a projectile and striking the operator or a bystander. Keep unauthorized people well away when operating the mower.
- B. Use care in mowing around and on slopes to prevent the mower from overturning. Keep hands and feet away from rotating blades. Do not pull the mower backward to cut grass.
- C. When inspecting or maintaining this equipment, ensure the mower's blades have stopped rotating completely and take all necessary precautions to prevent restarting. Use a sharp, well-balanced cutting blade and tighten all parts as necessary. Inspect the mower before and after each use and lubricate as necessary. Shut off the mower prior to refueling. Do not refuel the mower when the motor is hot.

### 8.15 Hand and Power Tool Safety

All tools must be of commercial grade as determined by industry standard, maintained in good condition and subject to inspection at any time. Responsibility for the maintenance of the high safety standard for tools and equipment rests with the Employee's direct Supervisor.

Each Employee shall use the correct tool suitable for the job. Employees shall use hand tools properly and shall avoid awkward positions that may cause strain or injury.

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

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

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

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

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

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

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

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

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

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

Do not throw or drop tools to other Employees.

Ensure sharp tools are properly stored with protective covers affixed thereto.

Electric tools and shop machinery shall not be used until Employees receive proper training regarding their safe and proper use. It is each Employee's responsibility to see that the tools and equipment used by them are maintained in a safe and operable condition.

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

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

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

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

When operating pneumatic power tools, safety clips or retainers must be securely installed and maintained to prevent attachments from being accidentally expelled. The use of hoses for hoisting or lowering tools is prohibited. All hoses exceeding one-half (1/2) inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure. Shut off the air when changing or adjusting air tools.

### **8.16 Ladders**

Only use OSHA approved ladders for climbing.

Set up ladders so that the distance from the feet to the wall is approximately one-quarter (1/4) the height of the ladders.

Ladders shall extend at least three (3) feet beyond the roof line where it is resting.

Do not work above the third rung from the top of a straight ladder or the second step from the top of a stepladder.

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

When climbing up or down ladders, always face the ladder and grasp the rails or the rungs firmly. Maintain three (3) points of contact at all times.

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

Do not use metal ladders near electric wires or equipment.

Ladders shall be inspected before and after use for defects (i.e., broken or bent steps, rungs, or rails). If a ladder is dropped it shall be inspected at once. If the ladder is rendered defective due to it being dropped, it shall be immediately taken out of service.

Do not paint wooden ladders. Paint may hide defects.

Only one (1) Employee shall work on a ladder at a time.

Follow all OSHA standards for ladders and fall protection.

Supply firm footing for the ladder.

### **8.17 Scaffolds**

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

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

Follow the manufacturer's instructions when assembling.

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

Level the scaffold after each move, but do not extend adjusting leg screws more than 12 inches.

Make sure the deck is not higher than four (4) times the width of the smallest base dimension.

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

Check all pulleys, blocks, hooks, fittings, and ropes on swinging scaffolds.

Follow all OSHA standards for scaffolds and fall protection.

### **8.18 Hazard Communication Plan (HCP)**

#### **General**

The purpose of the Hazard Communication Plan (HCP) is to ensure Employees and employers are adequately informed of chemical hazards in the work place and are provided with information on how to protect themselves while using hazardous chemicals.

## **Purpose**

The OSHA Hazard Communication Standard (Right to Know) mandates the evaluation of hazardous chemicals present in a workplace and required training of Employees regarding the hazardous chemicals and related prevention and protective measures for routine and non-routine tasks.

## **Applicability**

This plan applies to all Employees. Each Department will be responsible for implementing and maintaining the HCP for their hazardous chemicals.

## **Reference**

CFR, Title 29, Part 1910.1200, Hazard Communication Standard (HCS)

- A. The HCP consists of four (4) major components:
1. Identification and inventory of all hazardous chemicals and listing on a Hazardous Chemical List (HCL).
  2. Acquisition of SDS for each hazardous chemical listed on the HCL.
  3. Labelling of all hazardous chemicals with chemical name, hazards and warning and the manufacturers or importers names and address, with reference to the appropriate SDS.
  4. Training of all Employees about the hazardous chemicals in the workplace and of the HCP.

## **Responsibilities**

The Safety Officer is the coordinator for the HCP. Copies of the HCS and the HCP shall be maintained and available on the County's (S) drive under Risk Management. The Safety Officer shall maintain the master chemical list and SDS from all Departments.

## **Hazardous Chemicals List**

Each Department shall have the responsibility of identifying and inventorying all hazardous chemicals.

A current master list shall be maintained at all times. New chemicals shall be added as they are received and chemicals no longer inventoried shall be removed from the list as they are discarded. A formal inventory and updating of the list shall be done annually.

Each hazardous chemical must be cross-referenced to an appropriate SDS.

The master HCL shall be maintained by the Safety Officer. Partial lists shall be maintained in the various departments where hazardous chemicals are used.

### Safety Data Sheets

A Safety Data Sheet (SDS) is a safety document that is provided by a manufacturer about a particular product. This generally includes, but is not limited to, physical properties, chemical properties, instructions for safe handling and emergency control measures.

A. The HCS requires that SDS be available to all Employees for each hazardous chemical identified and used. If the employer receives a chemical container labelled as hazard, a SDS is required.

1. Each Department shall be responsible for acquiring and maintaining updated versions of all SDS.
2. The SDS shall be written in English and contain the information listed below. The format of the 16 section SDS shall include the following sections:

- Section 1. Identification
- Section 2. Hazard(s) identification
- Section 3. Composition/information on ingredients
- Section 4. First-aid measures
- Section 5. Fire-fighting measures
- Section 6. Accidental release measures
- Section 7. Handling and storage
- Section 8. Exposure controls/personal protection
- Section 9. Physical and chemical properties
- Section 10. Stability and reactivity
- Section 11. Toxicological information
- Section 12. Ecological information
- Section 13. Disposal consideration
- Section 14. Transport information
- Section 15. Regulatory information
- Section 16. Other information, including date of preparation or last revision

The SDS requires Sections 12-15, to be consistent with the United Nations' Global Harmonized System (GHS) of Classification and Labelling of Chemicals GHS.

3. All new procurements of hazardous chemicals must be evaluated and the least hazardous substance will be purchased.
4. Training of all Employees regarding any new or updated SDS must be documented.
5. Purchase orders for hazardous chemicals shall include a request for a current SDS.
6. Hazardous chemicals shall not be incorporated into any work process until an SDS has been received and reviewed by Employees exposed to the chemical.

### B. Accessibility of SDS

1. A current SDS library shall be maintained by the Safety Officer for all hazardous chemicals identified and listed on the HCL.
2. All SDS documents shall be readily available to all Employees during each work shift.
3. If a new SDS contains changes or new information, the old SDS shall be replaced with the new one in both the master file and the worksite file. Affected personnel must review updated or modified SDS documents.

### Labels and Other Forms of Warning

- A. Chemical manufacturers, importers, distributors, or employers who become newly aware of any significant information regarding the hazards of a chemical are required to revise the labels for the chemical within six (6) months of becoming aware of the new information, and shall ensure that labels on containers of hazardous chemicals shipped after that time contain the new information. If the chemical is not currently produced or imported, the chemical manufacturer, importer, distributor, or employer is required to add the information to the label before the chemical is shipped or introduced into the workplace again.
- B. Containers of hazardous chemicals shall be properly labelled with at least the following information:
  1. Chemical manufacturers and importers are required to provide a label that includes a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements must also be provided.

- a. Pictogram: a symbol plus other graphic elements, such as an order, background pattern, or color that is intended to convey specific information about the hazards of a chemical. Each pictogram consists of a different symbol on a white background within a **red square frame** set on a point (i.e., a red diamond). There are nine (9) pictograms under the GHS. However, only eight (8) pictograms are required under the HCS.

## HCS Pictograms and Hazards

<p><b>Health Hazard</b></p> 	<p><b>Flame</b></p> 	<p><b>Exclamation Mark</b></p> 
<ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p> 	<p><b>Corrosion</b></p> 	<p><b>Explosion Bomb</b></p> 
<ul style="list-style-type: none"> <li>• Gases under Pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Skin Corrosion/ burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<p><b>Flame over Circle</b></p> 	<p><b>Environment (Non Mandatory)</b></p> 	<p><b>Skull and Crossbones</b></p> 
<ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>

- b. Signal words: a single word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used are “danger” and “warning”. “Danger” is used for the more severe hazards, while “warning” is used for less severe hazards.

- c. Hazard Statement: a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.
    - d. Precautionary Statement: a phrase that describes measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling of a hazardous chemical.
  2. Identity of the hazardous chemical;
  3. Appropriate hazards and warnings (including target organ effect); and
  4. Name and address of the manufacturer.
- C. The appropriate SDS shall be reviewed by the Departments' Safety Officer (DSO) to verify the warning label.
- D. Unlabelled containers must not be used.
- E. Secondary containers used by all Employees shall be labelled.
  1. A label with the following information shall be used:
    - a. Identity of the hazardous chemical;
    - b. Appropriate hazards and warnings (including target organ effect); and
    - c. Name and address of the chemical manufacturer.
  2. Use the secondary container only for the chemical identified on the label.
  3. The secondary container shall be emptied and washed as needed. The label will not be removed, but will remain in place for future uses.
- F. Alternate methods of labelling (signs, placards, batch tickets, process sheets and like written materials) shall be used on individual stationary containers in lieu of affixed labels, provided the alternative method identifies the containers to which it applies and conveys the required information and is readily accessible to Employees in their work area throughout the shift.

- G. All primary and secondary containers shall be regularly checked and verified that labels have not been defaced or removed and the information contained on them is current.

### **Training and Communication**

- A. OSHA requires that Employees are trained on the new label elements (i.e., pictograms, hazard statements, precautionary statements and signal words) and SDS format by December 1, 2013, while full compliance with the final rule will begin in 2015. OSHA believes that American workplaces will soon begin to receive labels and SDS that are consistent with the GHS, since many American and foreign chemical manufacturers have already begun to produce HazCom 2012/GHS-compliant labels and SDS. It is important to ensure that when Employees begin to see the new labels and SDS in their workplaces, they be familiar with them, understand how to use them, and be able to access the information effectively.
- B. Prior to an assignment, each Employee who works with or is potentially exposed to hazardous chemicals shall receive training on the Hazard Communication Standard and the specific use of applicable hazardous chemicals.
- C. Prior to the introduction of a new hazardous material or updated hazard, each Employee shall be trained concerning specific use or handling procedures.
- D. Training must emphasize the following elements:
  - 1. A summary of the HCS and HCP.
  - 2. Hazardous chemical properties, including visual appearance and odor and methods that can be used to detect the presence or release of hazardous chemicals.
  - 3. Physical and health hazards of the chemicals in the work area (including signs and symptoms of exposure) and any medical conditions known to be aggravated by exposure to the chemical.
  - 4. Procedures to protect against hazards, including:
    - a. PPE required.
    - b. Proper use and maintenance.

- c. Work practices or methods to assure proper use and handling of chemicals.
  - d. Emergency response procedures.
- 5. Work procedures followed to ensure protection when cleaning hazardous chemicals and leaks.
- 6. Location of SDS, interpretation of their contents and labelling information, as well as instructions for Employees in how to obtain and use appropriate hazard information.
- 7. Explanation of the labelling system and instructions for preparing secondary container labels.
- E. Employee training must be documented and monitored for use in identifying training needs.
  - 1. Retraining is required when a chemical hazard changes or when a new hazard is introduced in the workplace. It is County policy to include hazard communications into regularly scheduled staff meeting agendas.
  - 2. The training program shall be assessed by obtaining input from Employees regarding training they have received and their suggestions for improvement.

### **Non-Routine Tasks**

- A. Maintenance staff or Supervisors contemplating undertaking a non-routine task, (i.e., instrument repair and cleaning), shall ensure that Employees are informed of chemical hazards associated with the performance of these tasks and that appropriate protective measures are taken prior to the beginning of the task.

## **8.19 Cold Weather Guidelines**

### Cold Weather Safety

Cold weather safety shall be of concern to all Employees that work outdoors during the winter months. According to the National Safety Council, knowing how to recognize, prevent and field treat frostbite and hypothermia will protect your well-being during the winter months.

Frostbite is the actual freezing of a part of the body due to exposure to temperatures below freezing. It is common on the face, hands and feet, and its onset may be signaled by a tingling sensation in the affected area. The first external sign is the appearance of white waxy spots on the face. Early detection of these spots can minimize tissue damage. The hands and feet present a more difficult problem, but, if your hands and feet have been feeling the effects of the cold and then suddenly stop hurting—investigate. Chances are it is frostbite!

Frostbite can be prevented by implementing some easy safety measures. The National Safety Council suggests protecting your face and head with a wool-stocking cap pulled down to cover ears and the nape of the neck. Since wool is not windproof, additional head and face protection, such as a facemask, is necessary on extremely cold windy days.

In dry cold, Employees who work outdoors must wear windproof leather or nylon mittens or gloves, and, in wet cold, use waterproof insulated vinyl-coated gloves. Employees who work outdoors must always carry a spare pair of gloves.

Do not let your hands get wet with gasoline, kerosene, alcohol or any other fluid that freezes below 30-degrees F. These fluids will cause instant frostbite in sub-zero temperatures. Also, remember to wear boots that are roomy enough to permit movement of toes with no feeling of tightness.

If you suspect light frostbite, there are immediate measures you can take to care for yourself. Cover your face with warm hands until the pain returns. Fingers are best heated by placing them under the opposite armpit next to bare skin. Place bare feet under the clothing of a friend, if one is with you. Do not try massaging, exposure to open fires, heat from vehicle mufflers, cold water soaks, immersion in petroleum liquids or rubbing with snow.

For treatment of deep frostbite, report to the nearest medical facility as soon as possible instead of treating it in the field. Thawing of deep frostbite in the field increases pain, invites infection and, possibly, the onset of gangrene.

Hypothermia is the loss of heat from the body's vital inner core. The condition results when the loss of body heat is greater than body heat production. The National Safety Council points out that people can lose body heat in many ways, including:

- A. sitting on snow or on cold vehicles or becoming wet from rain or sweat;
- B. uncovered areas of the skin surface, especially the head and neck, can suffer heat loss;
- C. a certain amount of heat is lost through the evaporation of sweat from the skin.

Hypothermia can be prevented by wearing protective clothing. Eat three (3) well-balanced meals a day with plenty of fluids, and work at a slow but steady pace.

Symptoms of hypothermia may include mild depression, lack of enthusiasm for simple tasks, inability to concentrate, fatigue, difficulty in walking, violent shivering, staggering and falling.

To treat hypothermia in the field, try to reduce heat loss by replacing wet clothing, drinking warm, non-alcoholic beverages, and seeking shelter from wind, wetness and cold.

Working safely during winter is possible if you take precautions against the cold wind and snow. Always remember that winter can be deadly—it is up to you to protect yourself.

### Winter Weather Warnings

Being familiar with terminology used by the Weather Service will help you know what to expect when weather warnings are issued. The following terms are used frequently in winter weather releases:

- A. Freezing Rain: occurs when temperatures are below 32°F and rain freezes on impact. This causes an ice coating on all exposed surfaces. If the coating is heavy, falling trees or wires can be additional hazards.
- B. Freezing Rain or Drizzle: is called an ice storm when a substantial glaze layer accumulates. In some parts of the country, ice storms are called "silver thaws" or "silver frosts."
- C. Sleet: is frozen raindrops (ice pellets) which bounce on surface impact. Sleet does not stick to objects, but sufficient accumulations can cause dangerous driving conditions.
- D. Travelers' Advisory: means that falling snow and/or drifting snow, strong winds, freezing rain or drizzle will make driving hazardous.
- E. Heavy Snow Warnings: are issued when four (4) or more inches are expected during a 12-hour period, or when six (6) inches or more are expected during a 24-hour period.
- F. Blowing and Drifting Snow: result from strong winds, blowing falling snow, or loose snow on the ground and can produce sizeable drifts.

- G. Blizzard: warnings are issued when wind speeds of 35 miles per hour or more are expected with blowing or drifting snow.
- H. Snow Squalls: are brief, intense snowfalls accompanied by gusty surface winds.
- I. Stockman Advisories: are issued with combinations of cold, wet and windy weather, specifically, cold rain and/or snow with temperatures of 45°F or colder and winds of 25 miles per hour or higher. If the temperatures are in the mid 30's or lower, the wind speed criteria are lowered to 15 miles per hour.
- J. Wind Chill Factor: is the combined effect of wind and cold. A very strong wind combined with a temperature below freezing can have the same chilling effect as a temperature nearly 50 degrees lower with no wind. For example, if the outside temperature is 20°F and the air is calm, the wind chill temperature is the same, 20°F. But with the same temperature and a 30 mph wind, the effect on your body is the same as if the temperature were -18°F. A strong wind can make any winter temperature "chilling." Anyone who is outdoors exposed to low temperature and strong winds will be more easily exhausted and more subject to frostbite or even death.

TEMPERATURE	WIND VELOCITY		
	15 MPH	30 MPH	40 MPH
30°F	11°F	- 2°F	- 4°F
20°F	- 5°F	-18°F	-22°F
10°F	-18°F	-33°F	-36°F
0°F	-33°F	-49°F	-54°F
-10°F	-45°F	-63°F	-69°F
-20°F	-60°F	-78°F	-87°F
-30°F	-70°F	-94°F	-101°F
-40°F	-85°F	-109°F	-116°F

### 8.20 Heat Stress Management

Supervisors of Employees shall be responsible for initiating a Heat Stress Management Program (HSMP) for their respective Employees where work is performed in extreme temperatures.

The HSMP should include the following:

- A. Training for those Employees affected which, at a minimum, shall include a review of the symptoms, methods of prevention, and appropriate first aid for the four (4) types of heat stress.
- B. Exposed Employees shall have a sufficient quantity of potable water available for drinking. Employees who do not have a fixed drinking water source in near proximity to their work place must have portable drinking water containers.
  - 1. An Employee may require replacement of as much as two (2) gallons of water per eight (8) hour shift.
  - 2. Gatorade, or other equivalent electrolyte replacement liquid, shall also be made available as a supplement to water for exposed Employees.
- C. The Supervisor must provide for new Employees or not previously exposed Employees to acclimate gradually to working in "hot environments."
  - 1. Most methods of acclimatization require that Employees be exposed gradually to greater periods of time in the heat.
  - 2. Unacclimated Employees shall not be expected to complete their assigned duties in the same period or at the same rate as those who have "adjusted" to the heat. Allowance for this reduction shall increase with both temperature and humidity.
  - 3. One alternative to the reduced capacity/rate of unacclimated workers is to increase the number of people assigned to the job until the Employees have acclimated or heat stress is reduced.
- D. The Supervisor must develop a method of scheduling sufficient breaks between work periods.

1. Acclimated Employees in hot environments will require periodic rest periods to prevent heat stress. Scheduled breaks will ensure that Employees do not lose track of cooling periods and are able to take time to replace lost water.
2. Generally, acclimated Employees working in extreme temperatures will be able to continue their normal work schedule, taking breaks as experience dictates.
3. When temperatures exceed 90 degrees Fahrenheit, Employees' awareness of the risks of heat stress must be increased. Daily reminders shall be implemented to ensure that Employees are taking appropriate precautions.

## 9.0 VEHICLE AND DRIVER POLICY

### 9.01 General

The County Commissioners are committed to ensuring the welfare and safety of County Employees and the public they serve.

To reach the goal of a workforce free from vehicle accidents, Managers and Supervisors must provide leadership, supervision, job training, vehicle safety instructions, vehicle maintenance, inspection, and secure prompt medical care if the need arises.

The County Commissioners have directed Department/Agency Heads, Supervisors, and Employees at all levels of the County workforce to make vehicle safety a matter of continued concern. They are expected to cooperate, develop and maintain an effective vehicle safety program within their respective departments.

All Employees of the Calvert County Government are charged with the responsibility of cooperating with and supporting vehicle safety awareness.

### 9.02 Maintenance of Vehicles

- A. Maintenance and inspections programs shall be the responsibility of the Fleet Maintenance Division.
- B. Records of all County-owned vehicles, including, but not limited to, inspections, safety equipment maintenance and mileage, shall be the responsibility of the Fleet Maintenance Division.
- C. Scheduling regular and routine maintenance shall be the responsibility of the each Department. Billing of services will be made to each Department.
- D. All County-owned vehicles shall be fueled as instructed by their Department.
- E. All County-owned vehicles shall have the County seal permanently attached.
- F. Only stickers and/or markings approved by the County Commissioners will be permitted on County-owned vehicles.
- G. Employees shall not modify County-owned vehicles in any manner.

### 9.03 Information Requirements

All County Departments/Agencies are required to maintain the following:

- A. List of approved operators, to include the operators of heavy equipment which they are approved to operate. This list shall be submitted to the Risk Manager annually.
- B. Number and type of vehicle accidents and Moving Violations.
- C. Vehicle assignment and purchase of vehicles.
- D. Documentation of safety-related training and Defensive Driver Training.
- E. Vehicle log stating Date, Mileage, Fuel, Operator and Purpose/Use.

### 9.04 Driver Qualification

- A. No County Employee shall operate a County-owned vehicle without possessing a valid driver's license for that class of vehicle. The operator must be at least 18 years of age. All Employees required to have a Commercial Driver's License (CDL) shall adhere to Department of Transportation (DOT) regulations, Section 9.10 of this policy and Chapter 86 of the Calvert County Code.
- B. The following criteria has been adopted to assist in the review process for prospective vehicle operators and the authorized use of local government vehicles:
  - 1. Applicants for positions (including current County Employees that apply for a position) that include the operation of a County-owned vehicle as part of the class specification must have an acceptable Driving Record. An offer of employment will not be extended to those applicants with unacceptable Driving Records.
  - 2. Any County Employee applying for or occupying a position that includes the operation of a County-owned vehicle must meet and maintain the driver qualification requirements of Section 9.04.
  - 3. Seasonal Employees that return to County service and will be operating a County-owned vehicle must meet the criteria set forth in Section 9.04 B.1.

4. Definitions:
  - a. Driving Record: Driving Record information obtained from the Maryland Department of Transportation Motor Vehicle Administration (MVA) by the Department of Human Resources; or a certified out of state Driving Record provided to Human Resources by an out of state applicant or Employee.
  - b. Moving Violation: As defined by Section 11-136.1 of the Transportation Article of the Annotated Code of Maryland, as amended from time to time, means:
    - (1) A moving violation as defined in regulations adopted by the Administration for the purpose of assessing points under Section 16-402 of this article; or
    - (2) A violation of a substantially similar nature reported from another jurisdiction, other than a violation of the jurisdiction's size, weight, load, equipment or inspection.
  - c. Unacceptable Driving Record for applicants: Motor vehicle records shall be considered unacceptable if the operator:
    - i. Has three (3) or more separately occurring Moving Violations during the past three (3) years; or
    - ii. Has a currently suspended or revoked driver's license; or
    - iii. Six (6) points on their driver's license; or
    - iv. A single motor vehicle violation involving the use of alcohol, illegal drugs, refusal to take an alcohol or drug test, or the misuse of legal, over-the-counter medication within the past five (5) years.
  - d. Unacceptable Driving Record for Employees: Motor vehicle records shall be considered unacceptable if the operator:
    - i. has four (4) or more separately occurring Moving Violations during the past three (3) years;

- ii. has seven (7) points against their driver's license;  
or
  - iii. has a currently suspended or revoked driver's license; or
  - iv. has a single motor vehicle violation involving alcohol, illegal drugs, refusal to take an alcohol or drug test, or the misuse of legal, over-the-counter medication within the past five (5) years.
- e. Vehicle: Cars, trucks, vans, buses and any other wheeled equipment that is required to be licensed for the highway.
  - f. Drive: The operation of a vehicle.
- C. All Employees operating a County-owned vehicle shall be automatically placed on the MVA's Computerized Flagging System upon accepting employment. Upon notification by the individual Departments, the Department of Human Resources shall provide the Risk Manager with the appropriate information to add these individuals to the Computerized Flagging System.

**Employees with an out of state driver's license must provide an annual Driving Record to the Risk Management Office for the continuation of driving privileges.**

Individual departments shall notify the Risk Management Office when an Employee is terminated, transferred or reassigned within a class of work. The Risk Management Office shall notify MVA when an Employee leaves a position that requires driving a County-owned vehicle.

The Calvert County Government will be notified by MVA upon any occurrence/violation. When this notification is received, the Risk Management Office shall forward to the appropriate Department/Agency Head notice of any record that indicates:

1. any violation (i.e., speeding, passing on solid line, failure to keep right, etc.);
2. any notice of suspension;
3. notice of Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) violation;

4. refusal to undergo breath analysis or drug testing by a law enforcement official;
5. immediate notice of Employee who fails random breath analysis and/or drug analysis test.

### 9.05 Disciplinary Actions

- A. Notification of violations/convictions by the Employee or through the Computerized Flagging System will be handled by the Department based on the severity of the violation/incident/accident in accordance with Chapter 86 of the Calvert County Code Disciplinary Procedures. The Department shall refer all violations/incidents/accidents to the Safety Review Committee to determine whether it was preventable or non-preventable.
- B. An unacceptable Driving Record, as defined herein, or any other violation of this policy shall result in the loss of the privilege to drive a County-owned vehicle and disciplinary action to be taken in accordance with Chapter 86 of the Calvert County Code.
- C. The authorization to operate a motor vehicle is subject to Manager's approval by the County. The possession of an acceptable motor vehicle record/accident history, as defined herein, does not constitute a guarantee of continued vehicle operator status/employment.
- D. Penalties for preventable vehicle accidents shall be assessed as follows:
  1. First Offense: 50% of insurance deductible and any other applicable disciplinary action under Chapter 86 of the Calvert County Code.
  2. Second Offense: 100% of insurance deductible and any other applicable disciplinary action under Chapter 86 of the Calvert County Code, including the loss of driving privileges.
- E. Penalties for preventable accidents for mobile equipment shall be assessed as follows:
  1. First Offense: Up to \$250.00 and any other applicable disciplinary action under Chapter 86 of the Calvert County Code,

2. Second Offense: Up to \$500.00 and any other applicable disciplinary action under Chapter 86 of the Calvert County Code.

### 9.06 Drivers Safety Training and Education

#### A. Annual Safe Driving Course

1. It is mandatory that Employees whose class specification requires the operation of County-owned vehicles complete the Defensive Driving Course within one (1) year after beginning employment with the Calvert County Government.
2. Employees shall be required to attend a Defensive Driving Course at the Employee's expense should that Employee accumulate two (2) moving violations. The only recognized Defensive Driving Course shall be the National Safety Council's driving course, or its equivalent. Attendance will be verified.
3. Employees whose class specification requires the operation of County-owned vehicles shall attend a Recertification Defensive Driving Course every two (2) years.
4. It is the responsibility of the Department/Agency Head to document and schedule Employees' training in accordance with this policy through the Risk Management Office.

### 9.07 Motor Vehicle and Safety Work Practices

#### A. General Safety Rules

1. Employees driving County-owned vehicles are responsible for the safe use of the vehicle. Employees must operate vehicles in a safe and courteous manner to prevent property damage and injury to themselves and others. Department/Agency Heads are responsible for enforcing the general safety rules.

#### B. Seat Belt Rules

1. All occupants of County-owned vehicles, or any vehicle used on County business, must wear seat belts, when provided. "County business" means any job-related duty while being paid or reimbursed by Calvert County. This includes business travel.

2. Wearing seat belts means properly using the complete safety belt system available in the vehicle.
3. County-owned vehicles with defective safety belt systems may not be used until repaired. Employees must report defective vehicles to Supervisors.

### C. General Rules and Principles Applying To All Vehicle Operators

1. Concentrate while driving. Stay alert.
2. Keep informed of current State motor vehicle laws and comply with the laws.
3. Drive defensively.
4. When involved in an accident, notify the police, insist that a police accident report be filed and immediately notify your Supervisor of the accident, no matter how minor. Operator must submit to a drug and alcohol test as required in Section 9.09 of this manual and Chapter 86 of the Calvert County Code.
5. Any operator charged with a traffic law violation while driving a County-owned vehicle shall notify his Supervisor immediately.
6. Do not transport hitchhikers.
7. Ensure the safety of passengers. This includes boarding and leaving the vehicles.
8. If an Employee feels fatigued or incapable of safely operating a motor vehicle, they must request relief from a Supervisor.
9. Never press for the right-of-way.
10. Operating County-owned vehicles under the influence of alcohol, illegal drugs or misused prescription drugs is strictly prohibited and may result in disciplinary action up to and including termination.

11. Employees shall ride only on the vehicle seats provided and not ride on loose materials or equipment carried on, above or within the vehicle. Employees shall not transport more passengers than the vehicle is equipped to accommodate.
12. Employees shall not ride on trailers except when performing a job function.
13. Transmitters in trucks and cars shall not be used while the gasoline tank of the vehicle is being filled.
14. All ignition systems shall be turned off and no smoking is permitted while refueling.
15. Follow the County's preventive maintenance schedule.
16. Avoid conditions or practices that interfere with your normal skill and judgment as a driver.
17. Observe traffic conditions before opening vehicle doors.
18. Do not carry loose tools and equipment or allow debris to accumulate on the floor of any vehicle. Under no circumstances shall loose tools or equipment be carried on the seat or window ledge of any vehicle.
19. Truck drivers shall ensure that all required flags and lights are properly placed on loads. Loads shall be secured by use of proper tie downs to meet DOT standards.
20. The use of a handheld cell phone and other electronic devices is prohibited while driving a County-owned vehicle.
  - a. Calvert County complies with State Law pertaining to vehicle cell phone and other electronic devices while operating a motor vehicle. State law prohibits a driver of a motor vehicle that is in motion from using the driver's hands to use a handheld telephone except to initiate or terminate a wireless call or to turn on or off the handheld phone.
  - b. Texting and e-mailing while driving is not allowed.
  - c. Hands free devices will be purchased by the County if the Employee needs it for their job.

- d. Employees are encouraged to pull over and park at a safe location if they need to talk on the phone, even with a hands free device.
  - e. Note that Other Electronic devices include, but are not limited to:
    - Laptops
    - GPS systems
    - MP3 players
    - Cameras
    - Pagers
    - Personal Digital Assistants (PDA's)
21. County vehicles and property shall not be for personal use.
  22. No mobile equipment shall be towed by County-owned vehicles without the use of an approved tow bar and safety chains. This will not apply to the towing of a disabled power driven vehicle to clear a street or highway. The tow bar on the rear of trucks shall not be used as a step.
  23. Smoking in County-owned vehicles is prohibited including, but not limited to, all forms of tobacco, electronic cigarettes and vaping devices.
  24. Vehicles shall be operated with headlights on during periods of poor visibility and when windshield wipers are in operation.
  25. Employees who drive a County-owned vehicle must report any on or off the job driving under the influence (DUI) or driving while impaired (DWI) violations, convictions or any probation before judgment (PBJ) for any substance impairment charges related to motor vehicle operation, any Moving Violations, any suspension notices, failures to undergo breath analysis or drug testing, or random breath test and/or drug analysis testing failures to their Supervisors, Department/Agency Heads, and the Director of Human Resources no later than five (5) working days after such violation, conviction or PBJ or may be subject to disciplinary action for failure to report the violation, conviction or PBJ or inability to fulfill job requirements.

### D. Car and Truck Operation

1. When leaving a vehicle, the operator shall follow these procedures:
  - a. Stop the engine and remove the ignition keys.
  - b. Turn off the lights.
  - c. Lock doors when leaving the vehicle unattended.
2. The driver of a vehicle shall be courteous towards other operators and pedestrians. The driver shall operate the vehicle in a safe manner and shall yield the right-of-way to pedestrians and other vehicles when failure to do so might endanger any person or another vehicle.
3. The driver shall stay a sufficient distance behind when following another vehicle utilizing the "second rule" as dictated by the National Safety Council's defensive driving course, so they can safely stop the vehicle in the clear distance ahead. The driver shall reduce speed on corners and curves so that the vehicle can be brought to a safe stop within the range of vision.

### E. Stopping on Highway

Stopping on the highway shall be avoided. When it is absolutely necessary to stop on the highway, extreme caution shall be used. Warning lights, emergency flashers and signals shall be used.

## 9.08 Safety Equipment

### A. The following Safety Equipment shall be maintained in each County-owned Vehicle:

1. One (1) fire extinguisher
2. One (1) first aid kit (minimum 24 unit)
3. One (1) reflector kit consisting of three (3) triangles
4. One (1) Accident Reporting Kit
5. Photocopy of vehicle registration

### B. Responsibility for Purchasing Required Equipment

It shall be the responsibility of the Department to which the vehicle is assigned to purchase required equipment.

C. Responsibility for Checking Equipment and Notifying Departments of Shortages

It shall be the responsibility of the Fleet Maintenance Division Inspection Team to check and replace equipment and charging respective Departments for replacements.

**9.09 Post Vehicle Accident Procedures**

A. Drug and Alcohol Testing for Employees Involved in an Accident While Driving a County-owned Vehicle or Operating Heavy Equipment shall be as follows:

1. Employees who are involved in an accident while driving a County-owned vehicle, operating a personal vehicle while conducting County business or operating heavy equipment shall inform their Supervisor immediately, or as soon as practicable, and submit to drug and alcohol testing as required. If the Supervisor believes the accident falls under the County guidelines for substance abuse testing, the Supervisor shall inform the Employee of the appropriate steps to follow. Refer also to Chapter 86 of the Calvert County Code for screening and testing procedures.
2. For purposes of this policy, an accident that requires drug and alcohol testing is defined as:
  - a. An occurrence associated with the operation of a motor vehicle or heavy equipment if, as a result:
    - i. An individual dies; or
    - ii. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or
    - iii. One (1) or more vehicles incurs disabling damage as a result of the occurrence and is transported away from the scene by a tow truck or other vehicle; or
    - iv. The driver receives a citation under state or local law for a moving traffic violation arising from the accident; or

- v. At the discretion of the Supervisor to protect the best interests of the Employee, County and public health and safety; or
- vi. At the Employee's request.
- vii. In the case of heavy equipment, in addition to any of the above, if property damage occurs.

B. The steps to follow in a post-accident situation are as follows:

1. Employee

- a. Receive necessary medical attention.
- b. Contact the local law enforcement agency and request that they respond to the scene of the accident.
- c. Contact your Supervisor as soon as possible after the accident occurs.
- d. Cooperate with any investigation of the accident.

2. Supervisor

- a. Assess the situation. Explain the need for drug and alcohol testing (if appropriate) to the Employee.
- b. The Supervisor or their designee shall accompany the Employee to the designated collection site for drug and alcohol testing.
  - i. If the accident occurred in Calvert County, ensure that the Employee is transported to the designated collection site for the drug and alcohol testing.
  - ii. If the accident occurred outside of Calvert County, the Supervisor shall contact Human Resources during normal business hours. For afterhours testing, Supervisors shall contact Emergency Communications for further instructions.

- iii. Every attempt will be made to conduct drug and alcohol tests after an accident. If this is not possible, the Supervisor shall document the circumstances surrounding the accident and why testing did not occur.
  - iv. If a driver alleges an injury, their immediate Supervisor shall be responsible for completing all accident reports, including a vehicle accident report form.
  - v. The Safety Officer shall be informed of **serious** personal injury accidents **immediately** and all other personal injury accidents within 24 hours.
  - vi. Submit a vehicle accident report form to Fleet Maintenance within 24 hours.
  - vii. In cases involving property damage, the applicable General Liability form should be completed and submitted to the Risk Management Office.
- c. Promptly collect accident documentation and complete necessary County paperwork.

### C. Accident Reporting Kit

An Accident Reporting Kit shall be in all County-owned vehicles and consist of the following:

1. A Vehicle Accident Report Form
2. LGIT Self-Insurance Certificate
3. A Quick Reference Post-Accident Procedure Card

**9.10 Commercial Driver's License Policy**

- A. Employees who operate the following vehicle types shall be required to possess a valid Commercial Driver's License (CDL):
  - 1. Persons operating a vehicle which has a Gross Combination Weight Rating (GCWR) of 26,001 or more pounds inclusive of a towed unit with a Gross Vehicle Weight Rating GVWR of more than 10,000 pounds;
  - 2. Persons operating a vehicle which has a GVWR of 26,001 or more pounds;
  - 3. Persons operating a vehicle which is designed to transport 16 or more passengers, including the driver;
  - 4. Persons operating a vehicle that is of any size and is used in the transportation of hazardous materials requiring placards.
- B. Employees requiring a CDL are subject to substance abuse screening and testing in accordance with Chapter 86 of the Calvert County Code and DOT regulations.
- C. Department/Agency Heads are responsible for Employees complying with CDL regulations.
- D. Department/Agency Heads are responsible for maintaining records, documentation, scheduling training and physical examinations.
- E. Respective departments are responsible for costs pertaining to training and physicals through the budgetary process.
- F. All CDL drivers must familiarize and comply with the Federal Motor Carrier Safety Regulations of the U.S. Department of Transportation (Parts 382, 383, 390-397).
- G. Random drug and alcohol testing shall be performed in accordance with current DOT regulations and Chapter 86 of the Calvert County Code, Part 6, Article II.
- H. Employees operating a vehicle with a GVWR of 10,000 lbs. or more are required to have a valid Medical Examination Certificate.

## **10.0 FIRST AID**

### **10.01 First Aid Kits**

- A. Approved first aid kits shall be available at all work locations and within all vehicles.
- B. It shall be the responsibility of the Department/Agency Head and Supervisor to ensure all kits are properly stocked and in an accessible location.

### **10.02 First Aid Training**

Employees should be trained in first aid and Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED). All training shall be conducted by certified American Heart Association, American Red Cross or National Safety Council representatives in accordance with their standards.

Courses shall be coordinated with the Safety Officer.

### **10.03 Using Good Judgment**

Accidents and sudden illness are common and often extremely serious. Proper immediate care is often necessary to save a life and is always helpful.

However, people may harm rather than help the victim. Although they are well meaning, if they are uninformed, they could cause further injury. Proper first aid education is necessary.

Extreme care and good judgment must be exercised by any Employee attempting to administer first aid to a patron or other person injured while on County property.

### **10.04 Administering First Aid**

All persons with supervisory responsibilities have the duty of seeing that persons under their charge receive proper medical attention.

Any Employee administering first aid to an injured person must be trained in basic first aid treatment.

## 11.0 ACCIDENT REPORTS

### 11.01 Job Related Injury

In the event of an on-the-job accident with personal injury, Supervisors or coworkers, as the case may be, shall: 1) ensure prompt medical treatment, and 2) immediately conduct an investigation. The following forms shall be completed and submitted to the Department/Agency Head according to the procedures outlined in the Workers' Compensation Guidelines.

- A. "Supervisor's Accident Investigation Form" is to be completed by the injured Employee's Supervisor or Supervisor in charge.
- B. "Workers' Compensation Employer's First Report of Injury or Illness" form is to be completed by the Employee's Supervisor or Supervisor in charge.
- C. "Employee's Report of Injury" is to be completed by the injured Employee.

All forms shall be forwarded to the Risk Management Office within 24 hours of the incident.

### 11.02 Vehicle Accident Report

All vehicle accidents shall be reported on the appropriate Vehicle Accident Report forms. The reports must be fully completed by the individual(s) involved and their immediate Supervisor. It is important that Employees follow vehicle accident reporting directions outlined in section 9.09 Post Vehicle Accident Procedures.

All forms are to be forwarded to the Fleet Maintenance Division by the Department/Agency Head.

### 11.03 General Liability Accident Report

Every actual or potential general liability accident must be reported to the Risk Management Office immediately after the incident occurs or is made known. The General Liability Loss Report form shall be used for both non-county personal injury and property damage claims. To report general liability accidents, Employees must follow guidelines as outlined below and reflected on the back of the General Liability Loss Report form.

General Liability Reporting Procedures: All non-vehicle occurrences resulting in property damage, personal injury to non-employees, claims against public officials or Sheriff's Office shall be reported on the General Liability Loss Report. When completing the report, be certain to use the word "alleges" when not sure of the validity of the claim. Reports shall be completed, and reviewed by the respective Department/Agency Head or their designee.

All forms shall be forwarded to the Risk Management Office within 24 hours of the incident.

### **11.04 Property Losses**

The Property/Equipment Breakdown Report and related forms shall be used when reporting damages and/or losses to County, non-vehicle related property or equipment. This includes, but is not limited to, damage to buildings, furniture, fixtures, bridges, roadways, sidewalks, machinery and other personal property used in the County's day-to-day operations.

Ensure all forms are completed thoroughly including complete addresses for the affected property and serial numbers of affected mobile equipment. Reports shall be completed and reviewed by the respective Department/Agency Head or their designee and submitted within 24 hours of the incident to the Risk Management Office.

### **11.05 Bomb Threats (Refer to Bomb Threat Checklist – see Appendix A)**

If you receive a bomb threat over the telephone:

- A. Note the time and listen carefully.
- B. Do not interrupt the caller except to ask:
  1. Where is the bomb placed? (Building, area, floor)
  2. When will the bomb detonate? (Time it will go off and time remaining)
- C. Keep the caller talking in order to:
  1. Obtain clues as to their identity such as accent, word choice, etc.
  2. Obtain a description of the bomb and reason for it being placed on County property.
  3. Observe background noises which might identify the source of the call.
  4. Alert another person of the bomb threat and direct that person call the operator to have the call traced.

- D. Immediately upon termination of the call, call 911 to notify police of the bomb threat.
- E. Begin evacuation of the building in which the bomb is purported to be located. Time permitting; the decision to evacuate will be coordinated between the law enforcement agency handling the incident and the County Administrator or designee. Final authority to evacuate rests with the Sheriff or designee.
- F. Make a written record of the threatening call, being as specific as possible as to the exact words of the caller.

If a search is indicated:

- A. Emergency personnel, including police, fire department, or bomb technicians, will direct any search.
- B. Do not touch or disturb any package or item that could contain a bomb; notify emergency personnel immediately of anything that is suspicious.
- C. Do not tamper with suspicious packages or articles. Keep a safe distance away and isolate the area; follow instructions from emergency personnel.

## 12.0 INSPECTIONS

In order for Risk Management to be effective, it must provide for the regular inspection of all work sites.

The Safety Officer is authorized to conduct internal County safety inspections.

Inspections are important as they serve to:

- A. Identify safety and health hazards before accidents occur.
- B. Stimulate interest and encourage active participation in Risk Management through personal contact between the Safety Officer and employees on the job. Employees are frequently able to point out potentially unsafe conditions that might otherwise go uncorrected.
- C. Point the way to revisions of procedures, changes in the training program, and improvement in supervisory practices.

### 12.01 Types of Inspections

The following inspections are conducted under the direction of Risk Management:

- A. **Safety Audit:** Pursuant to Section 2.04, these are regular inspections that are to be conducted by the Safety Officer at all work sites. The purpose of a safety audit is to determine whether the County is providing safe and healthful places of employment in compliance with MOSH Law, and the County's Risk Management and Safety Manual. Safety audits also ensure County Employees are performing their duties in a safe manner.
- B. **General Inspections:** It shall be the responsibility of the Department/Agency Head or their designee to perform regular inspections, document unresolved safety hazards, and develop a plan of corrective action.
- C. **Special Inspections:** Special inspections are limited in scope, and are conducted for a special purpose, or in special areas. Special inspections shall be conducted by the Safety Officer or Department/Agency Head or their designee. Examples of situations requiring special inspections are:
  - 1. Changes in working conditions, to include, but not limited to, occupancy of new buildings, use of new or different equipment, and assignment of new activities.

2. In response to a report of a safety or health hazard.
  - a. The Safety Officer shall immediately notify both the Employee, or County's agent in charge and any Employees whom they consider to be in imminent danger, and shall request that they be removed from the area. The Safety Officer, shall have the authority either to remove Employees or suspend operations.
  - b. The Safety Officer shall assist in eliminating the danger, although the ultimate responsibility for this lies with the Department/Agency Head or their designee.
  - c. The Safety Officer shall remain at the establishment or area until the danger has been eliminated, either by removal of the hazard or suspension of operations.
3. In the course of an accident investigation.
4. As a follow-up to a previous inspection.

When the Safety Officer or a Supervisor notes an imminent danger violation at a construction or maintenance site manned by a private contractor, they shall call it to the attention of the nearest contractor's Supervisor and request that the work be suspended until the alleged violation has been corrected.

If the contractor's Supervisor refuses, the Safety Officer shall inform the Department/Agency Head of the alleged violation. The following action shall be taken:

- A. Review the alleged violation, and if they concur, require the contractor's Supervisor to suspend operations until the hazard has been eliminated.
- B. If the contractor's Supervisor again refuses, the Department/Agency Head or the Safety Officer shall report the alleged violation to the Human Resources Director and the County Administrator prior to contacting MOSH.

### **12.02 Safety Inspection Guidelines**

Safety inspections shall be performed on a schedule that shall be convenient to the Department/Agency Head or their designee. Employees within the division shall fully cooperate in the inspection to ensure that all areas are covered and all hazards are itemized.

Those conducting a safety inspection shall utilize checklists appropriate for each area being inspected, and emphasis shall be placed on standards established by the division.

Emphasis will be placed upon the condition of the facility, equipment and machines as well as implementation of the overall safety program such as, but not limited to:

- A. Good housekeeping.
- B. Use of prescribed protective equipment.
- C. Compliance with safety rules and regulations.
- D. Qualification of drivers and condition of vehicles.
- E. Condition of ladders.
- F. Proper maintenance of electrical equipment.
- G. Proper guarding of open pits, ditches, tanks, etc.
- H. Proper storage of flammable/combustible liquids.
- I. Portable firefighting equipment, first aid kits and emergency lighting.
- J. Condition of power and hand tools.
- K. Proper guarding of powered equipment and machines.
- L. Excessive noise levels.
- M. Excessive dust levels.

Supervisors shall inform all Employees of any unsafe conditions that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent accidents.

Deficiencies shall be posted for review by all Employees and corrected immediately. Corrections requiring special monetary funds or those beyond control of the division shall be presented to the Department/Agency Head or their designee for resolutions.

**NOTE:** The Safety Officer is charged with the responsibility to note any deficiencies that exist, document those deficiencies, and recommend the necessary corrective action. Should a situation arise whereby the Department/Agency Head determines that the corrective action is not warranted, not cost effective, or funding is not available, the final determination shall be made by the Human Resources Director and the County Administrator.

### **12.03 Recordkeeping**

Upon completion of a safety inspection, a brief memorandum reporting the inspection and any pertinent information will be documented by the Safety Officer.

All safety inspection reports shall show the following:

- A. Date of inspection.
- B. Inspector's name(s).
- C. List of deficiencies discovered.
- D. Recommendations for correction of deficiencies.

A copy of the report shall be sent to the Department/Agency Head or their designee for corrective action.

### **12.04 Job Safety Analysis for Hazardous Work (JSA)**

To eliminate accidents in high hazard areas, it is mandatory that each Supervisor thoroughly educate and train their workers on the hazards that exist and ensure that they understand the methods of doing each job safely when such hazards cannot be eliminated.

Relying on memory alone during the instruction of an Employee is assurance that some important items will be overlooked. The Supervisor must use published work rules that define the correct work procedures. This enables them to attain a consistent quality of instruction that instills Employee confidence in their own capabilities and those of Managers. By providing Employees with a copy of the work rules after instruction, they have a ready reference for review. Procedures for job safety training are as follows:

- A. The job is broken down into basic sequential steps. These steps describe what is to be done.

- B. Each step is analyzed for possible hazards that could cause an accident. The purpose is to identify as many hazards as possible whether created by the environment or connected with the mechanics of the job.

When the hazards and potential accidents associated with each step are identified and their causes understood, ways of eliminating them shall be developed. There are four (4) ways in which this can be handled:

- A. Eliminate the process or operation, or provide a substitute which can be done without the hazard; or
- B. Isolate the process or operation to eliminate or minimize the hazard; or
- C. Provide guards or automatic devices to eliminate or minimize the hazard; or
- D. Provide PPE and enforce its use to eliminate the possibility of injury.

By using the information gathered, division work rules shall be written, made available to Employees and maintained on file for periodic review. This becomes a document to assist the Supervisor in instructing their Employees in a safe method of performing their jobs and what PPE will be required.

### 12.05 Job Safety Training

Supervisors shall not assume that a newly hired, newly assigned or reassigned Employee thoroughly knows all the safe job procedures. The Employee must be trained. The four-point (4) method of job instruction has been found to work best: Preparation, presentation, performance, and follow-up.

- A. Preparation
  - 1. Put the Employee at ease.
  - 2. Define the job and determine what the Employee already knows about the job along with defining the job hazards
  - 3. Get the Employee interested in learning the job.
  - 4. Place the Employee in the correct position to do the job.

### B. Presentation

1. Tell, show and demonstrate one (1) important step at a time.
2. Stress each key point of the job.
3. Instruct clearly, completely and patiently, but cover no more than the Employee can master each time.

### C. Performance

1. Direct the Employee to perform the job and coach them while they work.
2. Ask the Employee to explain each key point while performing the job.
3. Make sure the Employee understands the duties and responsibilities of their position.
4. Continue monitoring and coaching the Employee and their performance until you are confident the Employee comprehends the job.

### D. Follow-up

1. Allow the Employee to work on their own.
2. Designate who the Employee reports to for assistance.
3. Monitor the Employee's performance frequently and encourage questions.
4. Document and maintain all training records for five (5) years.

**APPENDIX A**

**BOMB THREAT CHECKLIST PROCEDURES**

**Instructions:** Be calm. Be courteous. Listen, do not interrupt the caller. If at all possible, notify your Supervisor by prearranged signal while caller is on the line. Use “Bomb Threat Checklist Card” to record information as follows:

**BOMB THREAT CHECKLIST CARD**

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_

**Write the exact working of the threat received:**

\_\_\_\_\_

\_\_\_\_\_

Date/Time of Call: \_\_\_\_\_ { } Male { } Female

Age: \_\_\_\_\_ Length of Call: \_\_\_\_\_

Number at which the call was received: \_\_\_\_\_

**CIRCLE ALL APPLICABLE ITEMS:**

Caller’s Location: Long Distance Local Within the Building

Caller’s Voice:

Calm	Angry	Excited	Cracking
Slow	Rapid	Soft	Accent
Loud	Laughter	Crying	Whispered
Normal	Slurred	Nasal	Disguised
Stutter	Lisp	Raspy	Familiar
Deep	Ragged	Clear Throat	Deep Breathing

Background Noise: Street Automobiles Extra Quiet

**ACTION TO TAKE IMMEDIATELY AFTER CALL:** Call 911. Notify your Supervisor and the Safety Officer.