

# SAFETY GUIDE



COUNTY OF SAN LUIS OBISPO  
Risk Management  
2000

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#### REVIEW OF GENERAL SAFE PRACTICES

#### FIRST AID MEASURES

**NOTE:** For more details on CA/OSHA safety programs and training, please refer to the County's Injury and Illness Prevention Program Manual (green binder) available from your Department Safety Representative.

## **SAFETY GOALS**

The County of San Luis Obispo values its employees and clients and will provide healthy, safe and secure County work environments for them.

Safety is everyone's responsibility, and the County supports and encourages employees to identify and resolve safety problems.

Response to safety concerns will be given the highest priority at every level of County Government.



## **I. WHEN AN INJURY OCCURS...**

1. Report all on the job injuries, no matter how minor they may be to your supervisor without delay.
2. Seek first aid or medical treatment. Then complete the Employee Report of Injury or Illness form and give it to your supervisor. Your supervisor shall complete the Supervisor's Investigation Report and fax both forms to Risk Management within 24 hours. (If the employee cannot fill out the Employee Injury or Illness Report the supervisor will then complete and submit the form for you.)
3. If the injury requires care from a physician, the supervisor shall notify the department head and Risk Management immediately.
4. If the injury is life threatening, call 9+911.

## **II. SAFETY COMMISSION**

The County Safety Commission meets quarterly to oversee the County's Safety Programs and review injury statistics. Generally, departments have one member attend Commission meetings. Any department may be represented on the Safety Commission. Additionally an Employee Representative is elected by all permanent employees to serve a two year term on the Commission.

## **III. SAFETY COMMITTEE**

Some departments have their own Safety Committee. Get to know the members of your safety committee. Safety issues should be brought to the attention of your supervisor or department head first, then to the Safety Committee for follow-up action.

## **IV. ILLNESS AND INJURY PREVENTION**

Each department has an Illness and Injury Prevention Program (IPP), as mandated by state law. You should discuss the IPP with your supervisor and become familiar with your mutual responsibilities to comply with this program..

## V. GENERAL SAFE PRACTICES

### A. ALL DEPARTMENTS

1. In order for you to act quickly and without confusion in cases of emergency, you should learn the location and correct operation of all exits and emergency equipment which you may be called upon to use.
2. Do not try to lift or push an object that is too heavy for you. Ask your supervisor for help when you need it. Use care when lifting objects. Remember, when you lift the right way, the most powerful muscles in the body - those in the legs - take the load. Always lift with the back straight, both legs bent and lifted weight close to the body.
3. To avoid accidents caused by litter or spills, place in proper container or wipe it up.
4. Horseplay in work areas will not be tolerated. It could cause serious injury to you or your fellow employees and will result in disciplinary action.
5. Personal protective equipment, such as gloves, safety glasses, ear protection, hard hats, safety clothing, etc. may be required in certain operations. Your supervisor will know what type of personal protection is necessary. When required, it shall be worn for your own protection.

**NOTE:** Care and maintenance of provided personal protective equipment are the responsibility of each employee using the equipment.

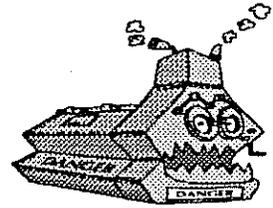
6. If a fellow worker is careless, bring it to his/her attention before he/she hurts him/herself or endangers someone else. The employee may not realize the actions are unsafe. If he/she continues to work unsafely, report the situation to your supervisor.
7. Repeated unsafe actions or violations of safety rules are cause for disciplinary action in accordance with Cal/OSHA Standard, Section 3302.
8. No employee is expected to take chances or endanger the lives of others in the performance of his/her job duties. **Do not take chances or guess!** When in doubt, ask your supervisor to explain any job. (See Safety and Health Protection Poster - CAL/OSHA posted on the safety center bulletin board).
9. Lock-out or Danger tags attached to machinery or starting switches mean that another employee is working on the equipment. Never remove these tags or start a machine that has a Lock-out or Danger tag attached. Removal and/or unauthorized starting of a machine that has a Lock-out or Danger tag attached is cause for disciplinary action up to and including instant dismissal.
10. Walk safely at all times and be aware of ice or wet walkways.
11. Familiarize yourself with the fire fighting equipment available, but use this equipment only if trained. **DO NOT BLOCK ACCESS TO FIRE FIGHTING EQUIPMENT.**
12. Offer suggestions to your supervisor and/or safety committee that will assist in the safe performance of work.
13. **EMPLOYEES SHALL WEAR SAFETY VESTS OR SHIRTS** when working on special assignments which are in close proximity to moving traffic.
14. Smoking in the workplace is prohibited.
15. Accident prevention tags differ from signs in that they are used as a temporary means of warning employees of existing hazards such as defective tools or equipment.

## **SIGN SELECTOR GUIDE**

- DANGER -** White letters on red oval surrounded by a rectangular field. Danger signs should be used only where an immediate hazard exists. There shall be no variation in the type or design of signs posted to warn of specific dangers and radiation hazards.
- CAUTION -** Yellow letters on black field. Caution signs shall be used only to warn against potential hazards or to caution against unsafe practices.
- SAFETY FIRST -** White letters on green field. Safety instruction signs shall be used where there is a need for general instructions and suggestions relative to safety measures. Examples are signing the locations of emergency showers and eye washes.
- NOTICE -** White letters on blue field. Blue shall be the standard color for information signs. It may be used as the background color for the complete sign or as a panel at the top of such Notice signs which have a white background.
- BE CAREFUL -** White letters on green field. Safety reminder advising personnel of hazards and safety practices.

## B. MACHINES

Each of us, in our day-to-day work, comes in contact with electrical and mechanical equipment, including power and hand tools. These are particular sources of injuries to the inexperienced or untrained. The following are general suggestions to reduce accidents:



1. Do not operate a machine or piece of equipment until you have been instructed in its safe operation.
2. Make absolutely certain that all personnel are clear of the machine or equipment before you start it. Walk around it, if necessary, and/or give the proper warning signal before start-up.
3. Machine repairs or adjustments must never be made without first shutting it off and, if necessary, installing a Lock-Out or Danger tag on the starting switch. Any exception to this safe practice will be specifically outlined by your supervisor.
4. Do not operate any machine without an appropriate guard. Machine guards have been installed for safety. Keep them in place when the machine is running and replace any guards that you have removed for repair or adjustment. (See California Labor Code 6406(a) quoted below.)

*6406 - No person shall do any of the following:*

- (a) Remove, displace, damage, destroy or carry off any safety device, safeguard, notice, or warning furnished for use in any employment or place of employment.*
- (b) Interfere in any way with the use thereof by any other person.*
- (c) Interfere with the use of any method or process adopted for the protection of any employee, including him/herself, in such employment or place of employment.*
- (d) Fail or neglect to do every other thing reasonably necessary to protect the life, safety and health of employees.*

*Missing or inadequate guards should be reported to your supervisor immediately.*

## C. LOCKOUT/TAGOUT

Lockout/tagout procedures are for your safety. They are designed to prevent accidents and injuries caused by the accidental release of energy. The use of these procedures prevents workers from accidentally being exposed to injurious and even life-threatening situations with electrically powered machinery.



OSHA regulates lockout/tagout through the Control of Hazardous Energy standard, found in California Code of Regulations, Title 8, General Industry Safety Orders. This standard mandates training, audits and record keeping to ensure that workers will not be unintentionally injured by electrically powered equipment.

**LOCKOUT** is the process of blocking the flow of energy from a power source to a piece of equipment, and keeping it blocked out.

Lockout is accomplished by installing a lockout device at the power source so that equipment powered by that source cannot be operated. A lockout device is a lock, block, or chain that keeps a valve or lever in the off position.

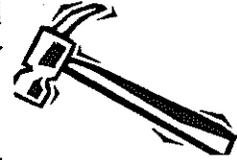
Locks are provided by the County and can be used only for lockout purposes. They should never be used to lock tool boxes, storage sheds, or other devices.

**TAGOUT** is accomplished by placing a tag on the power source. The tag acts as a warning not to restore energy - it is not a physical restraint. Tags must clearly state: Do not operate or the like, and must be applied by hand.

Both locks and tags must be strong enough to prevent unauthorized removal and to withstand various environmental conditions.

## D. HAND TOOLS

It is important that the proper hand tool be used for each job. Since hand tool requirements may vary greatly among departments, check with your supervisor to learn which ones are needed to do the job safely and effectively.



1. Chisels, hammers, etc. are to be kept dressed. Avoid mushroom heads and keep points clean and sharp. Hammer and ax handles should be checked frequently and are to be replaced when split or loose at the head.
2. Wrenches, pliers, etc. should be repaired or replaced when grip surfaces become worn.
3. Hand knives are to be kept in knife sheaths when not in use. (Many serious injuries have resulted from carrying open knives in the pockets.)
4. Banders, cutters, drills and similar tools should be checked frequently. Defective tools are to be repaired or reported to your supervisor.
5. Frayed or defective electrical cords, unsafe welding-rod holders, trouble lights, etc., are to be repaired or replaced. They should be checked each time you use them.
6. Tools should be cleaned and stored in a safe place after use, thus reducing the chance of loss or damage. Also, be sure to clean up any scrap or unused material left over from the job.
7. Files and screwdrivers shall not be used as punches or pry bars.
8. Adequate distance between workers shall be maintained for safe operation when using picks, shovels, brush hooks, or knives.

## E. WORKING / WALKING AREAS

1. Do not walk faster than the area surface and/or traffic safely allow. The few seconds you may save are not worth the risk of a bad fall.
2. Maximum safe footing for prevailing conditions is very important to your safety and well being. Clean up material and spills as soon as possible to reduce exposure to slips and falls. Be alert to surface irregularities or level changes in your working areas. Report tears and separations in floor covering, and flag them pending repair.
3. Place litter and trash in waste containers provided. Respect others and reduce hazards by keeping work areas orderly enough for safe movement of personnel.
4. Know the location of the nearest fire exit, fire extinguisher, fire call box, stretcher, first aid kit, and medical facility. Ask your supervisor or safety representative if you do not know where these emergency items are located.
5. Think safety when selecting workplace attire, especially shoes. Shoes with a minimal heel, good support and a non-skid sole are recommended. Please wear safety shoes if your job requires them. Avoid loose fitting clothes when working around machinery.

## F. MATERIAL HANDLING (LIFTING)

1. In lifting, remember that your greatest source of strength for raising and lowering is in the LEGS. This is one of the secrets to protecting yourself from back injury while lifting or moving objects.

Do not lift more than you can comfortably handle. Always test your load before lifting. *Ask for help!*

Get a firm footing with feet at least shoulder width apart.

Do not twist or shift your feet with the load. Keep your feet, hips and your load going in the same direction.



2. Create and maintain ease of access to piles or stacks of materials. Also, pile or stack materials in such a way that the pile or stack is tied in - one level resting securely on the one below it. Use proper blocking when necessary and never exceed a safe height. Report any unsafe stacks to your supervisor.
3. If you cannot reach materials, stand on a firm work surface such as an appropriate ladder or step stool. Boxes, chairs, pallets, desks, etc. are unsafe work platforms and are NOT to be used to stand on.
4. Know the type of liquids you may have to handle in connection with your work assignment, and protect yourself in the manner outlined by your supervisor when handling toxic liquids, flammable materials, etc.
5. Combining and mixing liquids can be hazardous. For example, never mix ammonia and bleach. If you are required to mix liquids, be sure the area is properly ventilated and always follow instructions.

## **G. ELECTRICAL**

1. Frayed or damaged electrical cords or extension cords should not be used until repaired or replaced.
2. Do not stress cords by stretching or pull out plugs by jerking on the wire.
3. Keep cables and cords protected from oil, chemicals and hot or sharp objects to prevent their damage.
4. Arrange equipment cords and cables away from foot traffic. Keep them off of stairs and out of aisles.
5. Unless specifically part of your job assignment, never open panel boxes or change fuses, make connections, etc. Report any electrical problem to your supervisor or maintenance electrician as soon as possible.
6. Use equipment with grounded (3-wire) cord or double insulated protection. Don't use equipment designed solely for home or light duty use.
7. Never turn on a switch that has a "Danger" or a "Do Not Use" tag attached, nor remove such tags unless specifically authorized to do so.
8. In case of an electrical fire, use the proper fire extinguisher (ABC dry chemical or BC).
9. Never use multiple (3-way) add-on plugs to increase the amount of equipment on a service outlet. Do not construct a wire octopus. Report the need for more circuits.
10. Use County approved electrical surge protectors.

## H. HAZARD COMMUNICATION:

### THE RIGHT TO KNOW LAW

If you come into contact with hazardous chemicals in your workplace each day, you are definitely not alone. One out of every four workers contacts hazardous chemicals on the job. In many cases, the chemicals you deal with may be no more dangerous than those you use at home. But in the workplace, exposure is likely to be greater, concentrations higher, and exposure time longer. Therefore, the potential danger is greater on the job.

OSHA has issued a regulation to help control chemical exposure on the job. The regulation is called the Hazard Communication Standard, but is more commonly called HazCom or The Right to Know Law (see California Code of Regulations, Title 8, General Industry Safety Orders).

The Standard says you have a right to know what chemicals you are working with or around and mandates that all information relating to these possible physical and health hazards be made available to you. Material Safety Data Sheets (MSDS's) are available to you which describe the hazards and how to handle the material appropriately.

Good communication is the top priority. Think about the potential of a hazard situation in your workplace. Would you personally (and other employees) know what to do to respond effectively? Is the hazard reporting procedure a part of the training process in your department? To whom do you go to report a safety problem or hazard? Does the process need to be automated or checked on for improvement?

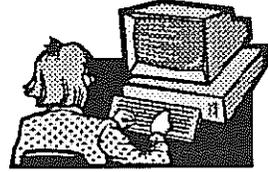


## **I. OFFICE AREAS**

1. Portable electrical equipment and appliances shall be securely placed and guarded so as to preclude injury to employees and damage to the appliance.
2. Do not use chairs, boxes, desks, tables or unstable material in place of a ladder or step stool. Utilize proper posture and body mechanics when lifting/moving. See Section K for -more information.
3. Utilize proper ergonomics in your office setting. The following areas need consideration when setting-up your office area: seat position, keyboard/monitor position, document position, desktop layout and lighting.
4. The drawers of desks and file cabinets shall be closed when left unattended.
5. No more than one file drawer should be opened at any time.
6. File cabinets should be appropriately loaded from bottom drawer up, to prevent tipping. Keep heavy items in lower drawers.
7. Do not operate office equipment without proper instructions.
8. Office equipment and appliances shall be maintained free of splinters, burrs or other conditions which might cause an accident or personal injury.
9. Exits, hallways and aisles shall be kept clear of all obstructions.
10. Handrails should be used ascending or descending staircase.
11. Report all unsafe conditions to your supervisor at once.
12. Do not block heaters.
13. Do not store items in front of an electrical panel.

## **J. PERSONAL COMPUTER WORKSTATION**

It is important to maintain correct posture and position equipment properly to reduce the stress on the body. The following guidelines represent an ergonomically correct posture along with some direction for the proper placement of equipment. If you are still experiencing problems after adjusting your equipment, contact Risk Management for assistance:



1. The neck should be straight or slightly forward, while keeping both the neck and shoulders relaxed.
2. The elbows should be at the same height as the keyboard and mouse.
3. Keep the elbows in close to the body without the forearms rotated inward or outward.
4. The forearms should be roughly parallel to the floor.
5. The hands and wrists should extend naturally to the keyboard from the arms. The wrists should not be bent.
6. Keep the spine in its natural "S" shaped position.
7. The angle between the trunk and thigh should be greater than 90 degrees, while the angle between the calf and thigh should be greater than 60 degrees.
8. Provide adequate room for the legs which should be located directly under the keyboard tray and keep both feet flat on the floor or foot rest.
9. Position the monitor directly in front of the operator so the top of the display screen is a little below the horizontal line of sight while seated. The monitor should also be 18-24 inches from the operator.
10. If working from another document, the document should be at the same height and distance as the monitor.

## K. ERGONOMICS

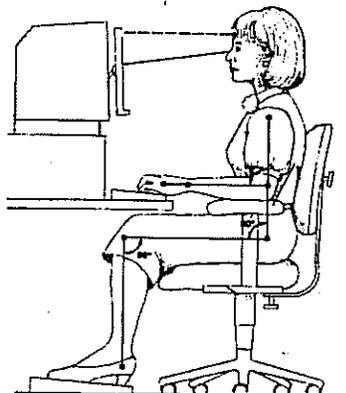
Use the information in this section to help you use your body correctly while performing your work, thus avoiding injury.

- 1. Proper use of your back.**  
Keep objects close.  
Avoid twisting and bending.  
Maintain the natural curve of the low back.  
Use your leg muscles to lift and lower. They are larger and better designed for lifting.  
Push rather than pull when possible. Use mechanical advantage when possible.
- 2. Proper use of your neck and shoulders.**  
Use good sitting posture.  
Adjust your chair properly.  
Avoid long reaches. Keep your arms low and elbows in. Avoid overhead work.  
Adjust equipment (including computer equipment) to promote proper posture and body mechanics. Use adequate lighting but minimize glare.
- 3. Proper use of your wrists and arms.**  
Avoid excessive or awkward gripping of tools. Keep your wrist nearly straight. Avoid excessive or repetitive pressure on your wrist. Use a large grip when possible.

### Also remember:

- ★ Limit excessive vibration of the small joints of your wrist and hand. You can shift some of the vibration to larger joints by keeping your elbows slightly bent and shoulders slightly loose. In addition, you can use anti-vibration gloves.
- ★ Insulate your hands in cold weather by using gloves.
- ★ Limit repetitive motions of your wrist and hand. Involve your elbows and shoulders in the movement and take breaks.

**Note:** You can help prepare the muscles and joints of your body for work by performing gentle stretching and flexibility exercises. These exercises are best performed both before work and as mini-breaks during your work day.



## L. FIRE PREVENTION



1. Fire extinguishers shall be available in all work areas. All extinguishers must be mounted and visible, with location identification.
2. Passageways and work areas around fire-fighting equipment must be kept unobstructed at all times.
3. Care should be exercised in the proper location and selection of a fire extinguisher. Learn the location of, and the proper use of fire extinguishers.
4. Fire extinguishers which appear to be in doubtful condition should be reported immediately. Report any used fire extinguishers for recharging.
5. Fire extinguishers of the CO<sub>2</sub> or dry chemical type shall be provided in all areas used for dispensing, mixing, or handling of flammable liquids. In the event that circumstances require the use of CO<sub>2</sub> fire extinguishers in enclosed spaces, extreme caution shall be exercised to ensure that no one enters the enclosed space until the CO<sub>2</sub> has been expelled by ventilation.
6. No open flames or smoking shall be permitted in areas where flammable gases or liquids are stored or used.
7. Flammable liquids, such as duplicating fluid, solvents or gasoline, shall be stored in metal safety cans. Storage is regulated by the Uniform Fire Code and California Code of Regulations, Title 19.
8. The dispensing of flammable liquids shall be done in the open and well away from open flame and other sources of ignition, and all containers shall be grounded and bonded.
9. Oil and paint-soaked rags shall be stored in approved safety containers. Disposal of such rags shall be only in safe receptacles placed outside the building daily, or in approved safety containers.
10. Open-flame heaters, as well as electric heaters, shall be properly guarded and located. No clothing or combustible material shall be stored in close proximity to any open-flame or electric heater in such a manner as to permit ignition.
11. Exit doors must be unlocked when the building is occupied, and free passage to and through these exits must be maintained at all times. Know the points of exit from the building in which you work.
12. Report fires promptly to the Fire Department and Risk Management, do not risk your life in trying to extinguish a fire which may get out of control.
13. Remember, a clean work area seldom has a fire. For any assistance in recognizing fire hazards, or fire prevention procedures, contact your supervisor / or Department Safety Representative.
14. Fire extinguishers are marked by color coding to indicate the classes of fire on which they should be used.
  - ◆ Class "A" (green triangle)-Suitable for fires in ordinary combustible materials (wood, cloth, paper, rubber).
  - ◆ Class "B" (red square)-Suitable for fires in flammable or combustible liquids, gases, greases, and some rubber and plastic material.
  - ◆ Class "C" (blue circle)-Suitable for fire in energized electrical circuits or equipment, requiring a non-conductive fire suppressant.
  - ◆ Class "D" (yellow star)--Suitable for fire in combustible metals (magnesium, titanium, zirconium, sodium, potassium).
15. Immediately report any discharged fire extinguishers.

## **M. EMERGENCY EVACUATION**

The Department Emergency Evacuation Plan is in writing and covers the following actions the department and employees must take to ensure employee from fire and other emergencies. Elements of the plan are:

1. Emergency escape procedures and emergency escape route assignments.
2. Procedures to be followed by employees who remain to operate critical site operations before they evacuate.
3. Procedure to account for all employees after an emergency evacuation has been completed.
4. Rescue and medical duties for those employees who are to perform them.
5. The preferred means of reporting fires and other emergencies.
6. Names or regular job titles of persons or departments who can be contacted for further information or explanations of duties under the plan.

Ask your supervisor about the emergency action plan and your responsibilities.

## **N. COUNTY VEHICLES**

1. Do not operate a County vehicle unless authorized by your supervisor. All operators must have a legal operators license. Selected job classifications are required to attend the County's driver training class.
2. It is the operator's responsibility to be familiar with operation of an assigned vehicle.
3. Seat belts will be used at all times while operating a County vehicle.
4. Drive with caution at all times.
5. Every vehicle operator must obey all traffic laws. All accidents must be reported to Risk Management. If you are involved in an accident, stop and call the local law enforcement agency. Do not discuss accident causes other than with your immediate supervisor, or local law enforcement agency.
6. Prepare and submit County Vehicle Accident Report in accordance with County policy. Obtain the Accident Report from your supervisor or Risk Management.



## O. BLOODBORNE PATHOGENS

The bloodborne pathogen standard was designed to provide a set of practices to follow when rendering first aid to help protect you against infections caused by bloodborne pathogens.

Regulations governing exposure to bloodborne pathogens have been issued by OSHA, specifically in the California Code of Regulations, Title 8, General Industry Safety Orders. It is the employer's responsibility to: develop an exposure control plan; provide training to those workers potentially exposed to bloodborne pathogens; implement engineering and work practice controls; enforce the use of personal protective equipment; offer a hepatitis B vaccine and exposure evaluation; and follow-up and implement use of signs and labels to warn of potential hazards.

### *Key Definitions:*

**Bloodborne Pathogens:** Microorganisms present in human blood that cause disease in humans. These include, but are not limited to: Hepatitis B virus; Human Immunodeficiency Virus, HIV.

**Exposure Incident:** "Exposure Incident" means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

**Occupational Exposure:** A reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from doing one's job.

**Parenteral:** A piercing of mucous membranes or the skin by means of a needle stick, human bite, cut, and/or abrasion.

**Universal Precautions:** An infection control approach whereby all human blood and certain body fluids are treated as if they were known to be infectious for HIV, HBV or other bloodborne pathogens.

**Personal Protective Equipment:** Employers will provide, and employees shall use personal protective equipment when the possibility exists of exposure to blood or body fluids.

Personal protective equipment may include:

1. *Single use gloves*
2. *Eye protection*
3. *Face and mouth protection*
4. *Body protection.*

You need to know this standard if you are a designated first responder or first aid provider, or involved in maintenance or housekeeping work that could potentially expose you to bloodborne pathogens. Other types of workers covered by the standard include health care workers, law enforcement, probation officers, firefighters.

Depending on your job classification, specific training on Bloodborne Pathogens will be provided. See your supervisor, department safety representative and the County's Bloodborne pathogen Policy in the IPP manual.

## **P. CONFINED SPACES**

Confined spaces deserve special consideration because they are so deadly. Confined space accidents often involve multiple deaths - as both victims and would-be rescuers are overcome by unbreathable air.

A confined space is defined as a work area that is not intended for continuous occupation and has the following characteristics:

- Limited room for movement.
- Difficult access in and out.
- Unfavorable natural ventilation.
- Other conditions that could adversely affect air quality.

Sometimes a confined space is not what it may seem. For example, people have died from toxic fumes in empty swimming pools. Therefore, *recognizing a confined space is extremely important.*

Entering a confined space requires special training and there are specific procedures that must be followed including, in some cases, the issuance of a permit to enter the space. *If you suspect that the work area you are required to enter is (or might be) a confined space, ask your supervisor about confined space procedures.*

If you see that someone has collapsed in a confined space, *do not attempt a rescue*- call 9+911. Unless you are properly trained and fully equipped, you will quickly become another victim.

## Q. COMPRESSED GAS CYLINDERS

Compressed gas cylinders must be handled by trained personnel who fully understand the hazards involved. The following guidelines are designed for routine, daily practices. For special situations, ask you supervisor.

1. There are many different types of gas regulators, each designed for a specific use and a specific gas. Do not interchange fittings or regulators or try to adapt them to gases which they are not designed to handle.
2. Do not at any time by-pass the regulator when discharging gas from a compressed gas cylinder.
3. Do not use adaptors to connect regulators to gas cylinders.
4. Always open cylinder valves slowly, using the standard wrench designed for the valve.
5. To keep cylinders from falling or rolling, make sure both full and empty ones are secured by chains, straps or other devices to a work bench, wall or other stationary object. Never drop cylinders or allow them to strike each other.
6. Keep the valve protection cap securely in place whenever the cylinder is not connected for use.
7. Do not move cylinders by hand - use a proper hand cart.
8. Cylinders should have signs indicating the name of the gas they contain. Rooms or cabinets where the cylinders are stored should have signs indicating the hazards (ie., poison, flammable, etc.)
9. Store full and empty cylinders separately, with the empties clearly marked.
10. Remove empty cylinders from the area as soon as possible.
11. Cylinders should not be exposed to temperatures above 125F. They should not be stored in direct sunlight or near sources of heat.
12. When cylinders are used infrequently, watch for expiration dates of unstable gases. Occasionally, you may be faced with a volatile situation where a member of the public acts in a threatening or irrational way. To prevent injury to yourself and others, you should know in advance how you will respond to such a situation.

## **R. WORKPLACE VIOLENCE AWARENESS**

1. Before any confrontation happens, each work site should have a plan as to who will act as back-up or provide assistance. Try to assign two or more people to that task - preferably people who are not in the front reception area.
2. In areas where some danger is anticipated, a silent "alarm" or other system may be placed in the reception area which will alert the back-up team.
3. If you should be confronted with a situation beyond your control:
  - ⇒ **Stay calm. Courteously try to find out who they are and what they want.**
  - ⇒ **Do not try to debate issues or get into arguments. Give assurances that someone will be there to help them (if appropriate).**
  - ⇒ **As soon as possible, notify the back-up team or alternate.**
  - ⇒ **Do not try to physically restrain or stop any individual yourself unless absolutely necessary. Notify proper law enforcement agencies as soon as possible.**
4. Remember that these suggestions do not take the place of crises intervention training.

## **S. EARTHQUAKES**

### **Before**

1. Check workplaces, rest areas and corridors for hazards, such as hanging plants, books on high shelves and unsecured furniture and equipment. Complete a Work Request Form and send to General Services if brackets, etc. need to be installed.
2. Discuss the floor or office disaster plan. Participate actively in drills.
3. Know where emergency equipment and exits are.
4. Store a few emergency supplies in your desk or car. Items might include a flashlight (with extra batteries), storable food and drink, needed medications, and comfortable shoes for the long walk home.

### **During**

1. If indoors, yell, "get under your desk!", then do so yourself. Watch for falling and sliding objects. Stay away from windows, outer walls, and outside doorways.
2. If you are in an elevator, stop at the nearest floor, take cover against the interior wall.
3. If you are in a hallway, brace yourself against the wall. Duck and cover your head with your arms.
4. If you are outdoors, move to an open area. Stay away from trees, power lines and other structures.
5. If you are driving, pull over, stop (but not under a bridge), and stay inside.

### **After**

1. Take a deep breath. Stay calm- there may be an after shock.
2. Move to the center of the building. Do not evacuate until instructed, unless there is immediate danger.
3. Check for injuries and administer first aid.
4. Assist employees with special needs.
5. Check for fire hazards. Do not smoke or light matches.
6. Do not use elevators.
7. Replace telephone receivers on cradles, but do not use them unless there is a fire or serious injury.
8. Cooperate with County Emergency Response Team members.
9. Listen for emergency information over a battery-operated radio.
10. Remain calm. Don't spread rumors. Reassure and help others.

## **T. PROTECTIVE EQUIPMENT AND PERSONAL HYGIENE**

Depending on your work assignment, various types of protective equipment may be issued and required. The County may issue you goggles, face shields, hard hats, ear plugs, gloves, safety shoes, respirators, protective clothing, or other items to protect your body. Use Them.

1. Protective equipment must be worn where required. Your supervisor will tell you what equipment you need for your particular job.
2. Always wear protective clothing when working with chemicals.
3. Sunglasses and regular prescription glasses do not protect your eyes as well as safety glasses. Therefore, you must wear safety glasses in all areas and jobs which require their use.
4. Contact lenses increase the danger of eye damage when used in areas of potential eye injury. Don't wear contact lenses in any area where chemicals are used or when welding.
5. Avoid handling chemicals or immersing your hands in chemical solutions without wearing the correct type of gloves, goggles, and other protection.
6. If hazardous chemicals come in contact with your skin, immediately remove contaminated clothing and rinse the exposed area with water for 15 minutes. Seek medical attention. Removing the chemical quickly is the important factor.
7. Under no circumstances may you eat, drink or smoke in laboratories or work areas where radioactive materials, toxic chemicals or flammables are used or stored. Wash hands thoroughly before eating, drinking or smoking.
8. Never store food in the same refrigerator as medications, specimens or chemicals.

## **U. HAZARD REPORTING**

Employees are encouraged to report safety hazards without fear of reprisal. The County's goal is to assure a safe environment for all who use our facilities. Most hazards can be corrected at the departmental level.

If you identify a hazard, report it to your supervisor. If the hazard is not corrected you may submit an Employee Hazard Report (Form SAF-1) available from the Departmental Safety Representative or Risk Management.

## ***REVIEW OF GENERAL SAFE PRACTICES***

**ELECTRICAL HAZARDS** - Do not stand on wet floors while using electrical apparatus. Keep cords in good repair. Don't make unauthorized connections or repairs.

**GAS-FIRED APPARATUS** - Be sure fire box is clear of gas before lighting. Use paper or cloth on a long wire or stick to light burner. Stand to the side to avoid flashbacks.

**IF INJURED** - Report all injuries to Risk Management no matter how slight. Prevent infection - get first aid for punctures, cuts and scratches.

**HORSEPLAY** - Scuffling, practical jokes and tricks are not allowed.

**TRAFFIC CONTROL** - If traffic control is needed, proper warning signs at an appropriate distance from the work area must be used. All workers in or near the roadway wear reflective vests and required protective equipment. Safety rules for working on roadways must be followed.

**CONFINED SPACE** - All safety procedures shall be followed when entering a permit or non-permit confined space.

**PERSONAL PROTECTIVE EQUIPMENT** - Personal protective equipment shall be provided to all County employees and shall be worn when required and maintained properly.

**FIRE PREVENTION** - The best defense against fire is prevention. Practice good housekeeping. Use and store flammable chemicals properly now what to do in case of fire emergency.

**HAZARDOUS CHEMICALS** - Seek information about hazardous chemicals used in the workplace and the personal protection required. Do not use any hazardous chemicals without proper personal protection.

**WORK SAFELY** - Safety is everyone's business. Use only safe work methods. Accidents can be stopped.

**WHEN LIFTING** - Hold back straight, bend knees, get a firm grip on object and hold close to your body, space feet apart for good balance; lift, exerting the lifting force with your strong leg muscles, not the weaker back muscles.

**MATERIAL HANDLING** - Do not throw objects. Always carry or pass them. Use hand trucks or other equipment when possible. Get help with heavy or awkward objects.

**TRASH DISPOSAL** - Keep sharp objects and dangerous substances out of the trash can. Use only approved containers.

**PREVENT FALLS** - Keep aisles, work places and stairways clean, clear and well lighted. Report slippery or faulty floor surfaces. Walk - don't run. Watch your step. Wear safe shoes.

**TOOLS** - Handle and store knives and other tools carefully. Do not use burred, defective or greasy tools. Use the right tool.

**FALLING OBJECTS** - Handle objects and tools carefully and store in a safe manner.

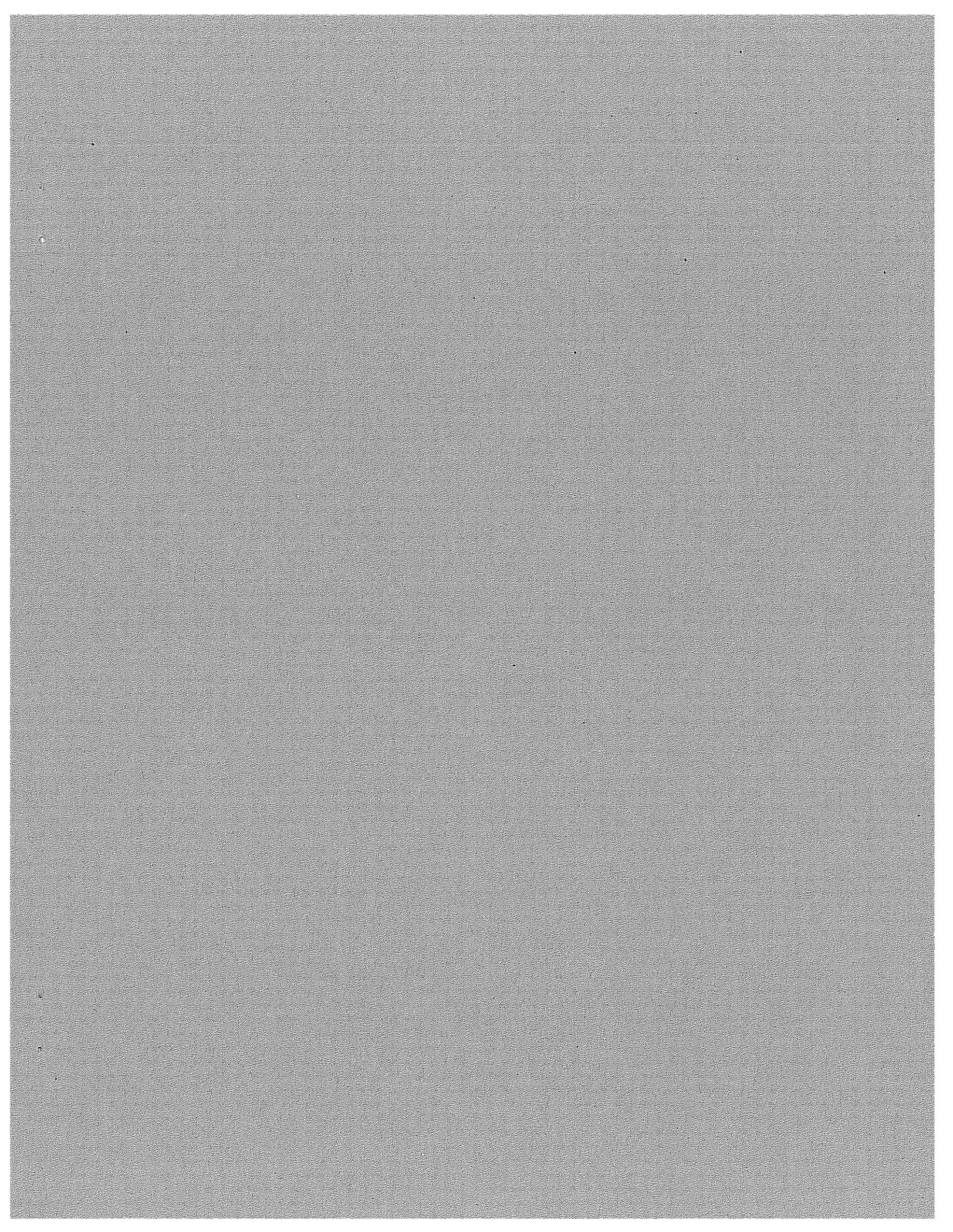
**WORK AREA CONDITIONS** - Protruding nails and sharp comers can cause serious cuts and bruises. Remove or pad them. Close all drawers.

**LADDERS** - Use a safe and secured ladder, not a box, chair, table or any makeshift device.

**MACHINE GUARDS** - Keep guards in place at all times. Don't clean machinery while it is running. Lock all disconnect switches while doing repairs or cleaning.

Chances are good that you will some day be present during a first aid emergency. The quick actions of those present could help prevent greater injury and could even save a life. Several County departments have instructors certified to teach both First Aid and cardiopulmonary resuscitation (CPR). By receiving this training, you can be prepared for first aid emergencies.



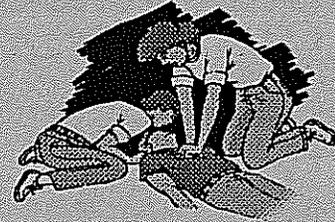


## FIRST AID MEASURES

*When a person is injured:*

- ❶ Call for help or have someone else do it while you attend to the victim. (Dial 9+911 if in the County phone system; outside the County phone system dial 911)
- ❷ Act immediately but avoid panic. Reassure the victim as you quickly examine him or her. Look for:

- ◆ Open Airway
- ◆ Breathing
- ◆ Circulation
- ◆ Bleeding
- ◆ Neck / Spinal  
Cord injuries (don't move any part of the victim)
- ◆ Poisoning (Save container for identification.  
Call Poison Control and follow their instructions.)
- ◆ Broken bones
- ◆ Shock
- ◆ Burns



- ❸ Don't move the victim unless necessary to prevent further injury or to perform life saving measures.

### OTHER FIRST AID CONDITIONS

- Fever:* Give fluids, reduce clothing, cool with a sponge.
- Fainting:* If victim is unconscious, place in the side-lying position; loosen clothing. If victim is conscious, have him or her sit with head lower than heart.
- Electric Shock:* Make sure the electrical current is off before touching the victim. Check for breathing and circulation; treat for shock.
- Heat Exhaustion:* Apply cold sponges to skin; give weak (tsp. salt in glass of water) salt solution.
- Bee Stings:* Cold compress / calamine lotion may soothe; watch for signs of allergic reactions (rash, swelling, breathing problems).
- Nose bleeds:* Seat victim, tip head back, squeeze nostrils firmly. Apply cold pack to nose or back of neck.