

Catron County

SAFETY POLICY

IV. SAFETY POLICY

SECTION I

1.0 Definitions

APPROPRIATE PERSONAL PROTECTION EQUIPMENT: It does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, under garments, skin, eyes, mouth, or other mucous membranes under conditions of use and for the duration of time which the protective equipment will be used.

APPROVED: When used in connection with methods, tools or equipment refers to the equipment approved by the county through committee, department action or in a Safety rule.

AUTHORIZED PERSON: One who has the authority to perform specific duties under certain conditions or who is carrying out orders from responsible authority.

BARRICADE: An obstruction across a road, alley, sidewalk, excavation or any other area, to check the flow of vehicular or human traffic.

BLOODBORNE PATHOGENS: Pathogenic microorganisms that is present in human blood and a cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

CONFINED-SPACE: Any work area which is difficult to enter or leave, not intended for full time occupancy or is poorly ventilated.

CONTAMINATED: The presence or reasonably anticipated presence of blood or other potentially infectious material on a item or surface.

DECONTAMINATION: The use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface of the item is rendered safe for handling, use, or disposal.

DEPARTMENT HEAD: Any individual having the responsibility to oversee and direct an operation or task.

DESIGNATED PERSON: See authorized person.

DISCIPLINARY ACTION: Administrative action taken by the employer against the employee, which may vary from verbal to dismissal.

EMERGENCY SERVICES: An authorized public agency who is required to respond to emergency or life threatening incidents (Ambulance, Fire, Sheriff, Police, and Catron County, etc.).

Employer: Catron County in Reserve, New Mexico.

EMPLOYEE: Any person employed by or representing the County of Catron, whether full or part time.

EXCAVATIONS: Any opening made in the ground, street or sidewalk in connection with County work.

EXPOSURE INCIDENT: A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

HAZMAT Hazardous Material): Any substance or chemical which may cause either short-term or long-term disease or injury in humans.

OSHA: Occupational Safety and Health Administration

PUBLIC: An individual not an employee or representative of the County of Catron.

QUALIFIED PERSON: A person who is familiar with the construction or operation of the equipment that concerns his position and who is fully aware of the hazards involved; or one who has passed a journey man examination for the particular trade which he may be connected. A person who has successfully demonstrated his ability and is recognized by management as qualified to perform the duties to which he has been assigned.

NOISE LEVEL: Any high frequency sounds which, when subjected to the human ear, will cause temporary or permanent damage to the hearing organs.

OCCUPATIONAL EXPOSURE Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other

potentially infectious materials that may result from the performance of an employee's duties.

OTHER POTENTIALLY INFECTIOUS MATERIALS:

1. The following human body fluids: Semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and body fluid that is visible contaminated with blood, and all body fluids where it is difficult or impossible to differentiate between fluids;
2. Any infixed tissue or organ (other than intact skin) from a human (living or dead);
3. HIV containing cell or tissue cultures, organ cultures, and HIV or HBV containing culture medium or other solutions; and blood or other tissues from experimental animals infected with HIV or HBV.

PARENTERAL: Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

REGULATED WASTE: Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that could release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; pathological and microbiological wastes containing blood or other potentially infectious materials.

SCBA: self-contained Breathing Apparatus.

SHALL: When appearing in the wording of a rule, the rule is to be obeyed as written.

SHOULD: When appearing in the wording of a rule, the rule is to be obeyed as written when it is reasonable or practical to do so.

UNDER THE INFLUENCE: To the slightest degree a person is less able, either mentally or physically, or, both to exercise clear judgment and steady hand necessary to safely handle a vehicle or job assignment.

UNSAFE CONDITIONS: Any dangerous, hazardous, defective or unusual conditions which could be conducive to accidents.

WORK PRACTICE CONTROLS: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g. prohibiting recapping of needles by a two hand technique).

SECTION II

2.0 Duties and Responsibilities of employees

- 2.1 Report all hazardous conditions to the Department Head.
- 2.2 Advise Supervisor and other employees of unsafe acts.
- 2.3 Wear safe Equipment/Clothing that the job requires.
- 2.4 Make full use of safeguards provided. Do not make any safety device inoperative or operate any equipment unless authorized to do so.
- 2.5 Maintain your work in a safe and clean condition.
- 2.6 Use only prescribed tools and equipment for the job.
- 2.7 Report all accidents and injuries to the Department Head immediately. Department Head will contact the Administration Office.
- 2.8 Provide Department Head with a status of work condition after first and all subsequent visits to the doctor.
- 2.9 Make a complete daily and weekly physical inspection of all equipment, tools and/or vehicles before the start of a job and notify Supervisor of possible hazards.
- 2.10 No employee shall engage in horseplay. Such action may subject the employee to disciplinary action or dismissal. Coverage under Workers' Compensation may not apply to employee if injured while engaging in horseplay.
- 2.11 No employee shall be under the influence of intoxicants, prescribed or non-prescribed, controlled or non-controlled drugs during working hours. A Department Head may require an alcohol test or drug screen at any time upon possible cause. Refusal to submit to a test or screen will be a basis for disciplinary action.
- 2.12 Any employee, while under a doctor's care, who is required to take prescribed medication which may interfere with job

performance shall notify his Department Head when reporting to work. The employee should ask the physician about limitations when a prescription is written.

- 2.13 A questionnaire form shall be completed by the physician when treating an employee's injury and returned to the Department Head immediately.
- 2.14 Follow doctor's directions when treated for an injury.
- 2.15 Operate only equipment and tools for which he/she are properly trained and within the safe limitations of each individual piece of equipment or tool within reasonable conditions.

SECTION III

3.0 Department Head Responsibility

- 3.1 Supervise and instruct employees not to endanger themselves or other employees by unsafe acts.
- 3.2 Report all accidents or injuries to the Department Head.
- 3.3 Ensure that the Department Head's Accident Report form is filled out in its entirety and returned to the Administration Office immediately following an accident.
- 3.4 Investigate and document all near-miss incidents.
- 3.5 Hold monthly Department safety meetings and forward report of meeting on a prescribed form to the Administration Office. The report shall include subjects discussed and signatures of employees attending. Department Head may assign someone from the Department to conduct the meeting. The meeting may vary in nature, and the time frame need not be of any particular length.
- 3.6 Ensure all safety requirements are met before employees begin any new or continued duties.
- 3.7 Set example by observing all safety rules and regulations. Each Department Head shall be held full accountable, to the Administrative Assistant and the Safety Committee, for the explanation of preventable accidents by their employees. An excessive number of accidents is an indication that some management policies and practices need to be reevaluated.

Failure to enforce safety policies can result in disciplinary action.

- 3.8 Ensure employees do not return to work without a doctor's release and if returning with work restrictions, ensure employee works within stated restrictions.
- 3.9 Ensure the Administration Office is notified upon return to work of employee and type of working restrictions, if any. This is to include any changes in doctor's instructions.
- 3.10 Supply employees with necessary protection devices, provided by the County.
- 3.1 Make First Aid Kits and Fire Extinguishers accessible for each vehicle used by the department.
- 3.12 Ensure vehicles are operated by authorized and properly trained employees only.

SECTION IV

4.0 INJURY, ACCIDENT OR INCIDENT CLASSIFICATION

All injuries, accidents and/or incidents, where improper use of equipment or tools have created a potential risk or injury or accident, will be classified by the County Administration and the Department Heads, regardless if preventable or not preventable. They will be classed as follows:

- Class 1: An accident, injury or incident where it is clear that the employee was not at fault.
- Class 2: An accident, injury or in accident where the employee cannot prove beyond a reasonable doubt that he or she did everything possible to prevent becoming involved, including all types of collisions where a vehicle is in motion and the driver of the vehicle or equipment failed to exercise preventive measures within his or her control.
- Class 3: An injury, accident or incident where the employee may be primarily or wholly responsible. Backing accidents, driving too fast for conditions of the driving surface or equipment, driving too close to vehicle in front of you and use of equipment without proper training are some examples.

- Class 4: An injury, accident or incident in which the employee appears to be at fault. That is, he or she committed some act which a normal, prudent person would not have committed, or he or she omitted some safety precaution which a normal, prudent person would not have omitted. Passing on curves or hills, going to sleep at the wheel, running off the road without provocation, violation any motor vehicle law or failure to follow department work or safety rules are some examples.
- Class 5: An injury, accident or incident in which the employee is under the influence of intoxicating or prescribed/non prescribed drugs. Substance testing may be determined by blood, urine or any other acceptable means allowed by law.
- Note: The factors in Class 1 through 5 are not intended to be all inclusive or limited to those listed.

SECTION V

5.0 INJURY, ACCIDENT OR INCIDENT ACTION

- Class 1: No penalties.
- Class 2: First offense, a letter or reprimand and consultation. Second offense within a three year period, one (1) to three (3) days suspension without pay. Attending an eight (8) hour Defensive Driving Course may also be required if a vehicle is involved.
- Class 3: First offense, one (1) to three (3) day suspension without pay. Second offense within a three year period, consideration for dismissal. Attending an eight (8) hour Defensive Driving Course may also be required if a vehicle is involved.
- Class 4: First offense, three (3) to thirty (30) days suspension without pay. Second offense within a three year period, consideration for dismissal. Attending an eight (8) hour Defensive Driving Course may also be required if a vehicle is involved.
- Class 5: Consideration for dismissal.

Depending on the degree of negligence or poor judgment determined to have been shown by the employee, amount of property loss or risk of injury to others, any of the steps in this section may be bypassed, leading to dismissal.

All disciplinary action should be taken within five days of the incident to be most effective and report must be submitted to the County Administration Office.

Failure to report an injury, accident, or incident where improper use of equipment or tool has created an injury, accident or incident may result in one (1) to three (3) days suspension without pay and all medical bills and expenses forwarded to the employee. Two unreported incidents within a one (1) year period may subject employee to 30 days suspension without pay or termination of employment.

SECTION VI

6.0 REPORTING ACCIDENTS/INJURIES

- 1.1 All accidents, injuries and near-miss incidents involving County employees, county property or possible claims with the public must be reported immediately, by following proper procedures.
- 1.2 For eligible injury leave, a doctor's questionnaire is required stating the reason for off-duty time.
- 1.3 The injured employee shall furnish the Department Head and the Administration Office with a note of release for duty from the treating doctor when returning to duty following a temporary disability. When returning to work under physical working imitations, the employee is responsible for informing the Department Head and the Administration Office of any changes prescribed by the doctor. If the physical status of the employee has not changed following any follow-up visit with the doctor, a copy of the doctor's statement must be returned to the Department Head and the Administration Office.
- 1.4 No statement is to be made by any employee of Catron County, to anyone either in writing or by word of mouth, regarding an accident in which public or county property or employees are involved, unless required to do so by state or

local police. Never attempt to settle the accident yourself, do not argue and do not try to place blame.

- 1.5 Fatalities occurring during normal working hours shall be reported to the Department Head and County immediately. Should a line of duty fatality occur to an employee during other than normal working hours, the Law Enforcement Agency must be notified with instruction that the County be informed immediately by the fastest possible means.

SECTION VII

7.0 SAFETY AWARDS PROGRAM RULES

- 7.1 Employees shall receive a certificate for the number of consecutive years worked without a lost time injury, accident or incident described as CLASS 1 in the injury, Accident or Incident Appendix of this policy.
- 7.2 A certificate shall be awarded for ONE YEAR, FIVE YEARS, and each subsequent five year increment thereafter. Employees shall forfeit the year and all accumulated years if involved in an injury, accident or injury classified other than CLASS 1 and must begin totaling consecutive years again. Once an employee has received an award for a specific number of years, achievement of the next award category must be reached before another certificate is presented.
- 7.3 Outstanding contributions may be recognized and award presented to any employee who makes a special contribution to the safety program.

SECTION VIII

8.0 PERSONAL PROTECTIVE DEVICES-SAFETY GEAR

Eye and Face Protection:

- (a) Face shields and safety goggles shall be used by employees where flying particles, corrosive vapors and liquids are present.
- (b) ANSI approved eye protection shall be worn while working under equipment, existence or possibility of falling debris, when around wet or dry cement or lime, when taking samples of cement, when drilling, grinding,

scraping, reaming, welding, or cutting, when mowing, pruning, burning weeds or brush, cutting steel or cable, or any other condition where flying objects can enter the eye.

Respiratory Protective Equipment:

- (a) Respiratory protective equipment shall be worn only by those who are properly trained and understand the proper selection and use of protection provided.
- (b) Respiratory protection devices shall be used when handling cement, lime, working around excessive dust, while spray painting, spraying weed or insect chemicals, working with cleaning agents, chemicals or solvents, etc.
- (c) Particle and chemical respirators, masks and self-contained breathing apparatuses approved by the Mine Safety and Health Act shall only be worn.

8.3 Protective Clothing:

- (a) Field personnel are expected to wear coveralls when performing duties that require their use.
- (b) Protective gloves will be worn when welding, mixing or spraying chemicals, washing parts, or handling hot parts.
- (c) A prescribed traffic vest shall be worn when working in a construction zone, on a traveled portion of roadway or shoulder or any other area where equipment or machinery is in motion. No other alternative shall be accepted.

8.4 Head Protection:

- (a) All employees working or visiting road construction or maintenance projects and landfill operations are required to wear hard hats.
- (b) Hard hats are required when operating road equipment, especially motor graders.
- (c) Hard hats are not required when driving or riding in passenger vehicles, including the cabs of trucks.

Shop mechanics are required to wear “bump caps”.

Field mechanics are required to wear hard hat because of increased exposure.

Buildings and grounds employees may use either the “bump caps” or hard hat, depending on their exposure.

Headgear must meet the requirements and specification established in the American National Standards for Industrial head Protection (ANSI), Z-89.1 (1976 and OSHA 1910.135, Occupational Head Protection.

8.5 Foot Protection:

- (a) All employees assigned to the Road Department, Landfill, Vehicle, and Equipment Maintenance Shops or Buildings and Grounds Maintenance must wear safety shoes as a condition of employment. This is to include inside operations where foot injury is possible.
- (b) Low cut shoes, tennis shoes or sneakers are not acceptable regardless of type or protection provided.
- (c) Specialized safety boots may be used when employees are exposed to high voltage electrical power or where protection against static electricity is necessary.

8.6 Hearing Protection:

- (a) It shall be the responsibility of the Administration Office and the Department Head to evaluate all new or used equipment purchased by be count or suspected of noise levels which may exceed OSHA allowable limits.
- (b) It shall be the responsibility of the Department Head to make all corrections either by engineering changes, personal protection equipment or both, to any piece of equipment or condition prior to subjecting employees to excessive noise exposure.
- (c) It shall be the responsibility of the Department Head to notify the Administration Office of any equipment which exceeds or is suspected of exceeding OSHA noise level requirements.

- (d) It shall be the responsibility of the County to provide monitoring inspections of any equipment which is suspected of exceeding OSHA noise level requirements.
- (e) It shall be the responsibility of the employee to wear all personal protective equipment provided by the county when subjected to work under noisy conditions.

8.7 Notification and Training:

- (a) The Department Head, prior to subjecting any employee to conditions which may endanger loss of hearing, shall notify the employee of the potential hazards and provide comprehensive training in the use of protective equipment and procedures, allowed by annual training classes.
- (b) The employee shall notify the Department Head of any changes in noise levels, if those noises create loss of hearing.

8.8 Monitoring:

- (a) Any equipment or condition which exceeds or is suspected of exceeding or is suspected of exceeding OSHA noise level standards shall be monitored annually to assure compliance to standards.
- (b) Any equipment which fails to meet OSHA standards shall be immediately removed from service until corrective action has been taken to meet noise level standards.

8.9 Hearing Testing:

- (a) All employees who are exposed to noise levels which exceed OSHA noise level standards shall be provided annual audiologic tests at no cost to the employee.
- (b) It shall be the responsibility of the County to locate an approved testing source and establish testing guidelines to conform to OSHA regulations.

- (c) It shall be the responsibility of the County to collect and maintain all audiologic test results, provide results of the tests to the employee and to advise employee of any changes in the test results.
- (d) It shall be the responsibility of the County to coordinate initial and annual testing for employee.
- (e) It shall be the responsibility of the employee to keep testing appointments or notify the Department Head if appointment cannot be kept. If employee does not notify the Department Head of his/her intent not to keep appointment or if employee fails to give adequate notice, any charges incurred by the County for employee's failure to meet the appointment will be responsibility of the employee---not the County.

SECTION IX

9.0 MOTOR VEHICLE, EQUIPMENT LICENSES AND TESTING

- 9.1 All prospective employees will be checked for prior driving record and current driving skills as follows:
 - (a) The Motor Vehicle Division and County Sheriff's Department will run a violation check on prospective employees. An Employment offer will not be made if records show more than three moving violation or any other serious violation, within the last twelve months, depending on the seriousness of the violation. Other factors may also apply and be cause for refusal of employment.
 - (b) If driving is an essential part of the job requirement, prospective employees may be given an on-the-job road skills test by the Department Head. A written test may also be required.
- 9.2 All operators of County owned, leased, rented, or private motorized vehicles or equipment, when conducting County business, shall comply with certain regulations.
 - (a) A valid New Mexico driver's license must be carried by all persons operating a motor vehicle or equipment. Truck or heavy equipment operators must carry a Class

A, Class B, Class C Commercial Drivers License, including any special endorsements required by State Law and must be at least eighteen years of age or older.

(b) All class A through C licensed operators may be required to pass an obstacle course designed for the equipment they are endorsed to operate once a year.

9.3 A violation check will be administered at least annually on all County employees who are regular drivers. An individual with habitual driving violations shall be:

(a) Counseled by the Department Head and Administration Office. The counseling shall include a warning that involvement in a preventable accident or conviction of a moving violation while operating a County vehicle will subject the employee to disciplinary action.

(b) If an employee's New Mexico driver's license is suspended or revoked, he/she may be transferred to a non-driving position, which may result in demotion. If such a position is not available, the employee may be disciplined.

(c) If an employee has been convicted of driving under the influence (DUI), he/she may be disciplined.

9.4 Employees who use their personal vehicles to conduct County business must maintain and be able to furnish proof of insurance.

SECTION X

10.0 DRIVING RULES

10.1 All County employees riding in a County vehicle must fasten their seat belts, when provided, before the vehicle is put in motion.

- 10.2 Never allow more than three persons to ride in the front seat. When transporting unsecured material or equipment, no person shall be allowed to ride in the bed of a truck.
- 10.3 Parking shall be in accordance with local traffic regulations:
- (a) When parking, set the hand/foot brake securely.
 - (b) Place equipment with standard transmission in low gear when facing uphill, and in reverse when facing downhill. Place equipment with automatic transmission in park. In all cases, turn wheels so that the vehicle will steer in the direction of the curb.
 - (c) Carry chock blocks on all vehicles exceeding one ton, to include back hoe, loaders, cranes and bucket trucks. When parking, place chock blocks, depending on direction of grade, in front or behind the right rear wheel of the equipment.
 - (d) When parked on backed against a loading dock or ramp, shut off the engine, place the transmission in reverse or in park and secure the hand/foot brake.
 - (e) If equipment is to be parked on any roadway, it will be parked facing in the direction of traffic, whenever possible.
 - (f) Do not block driveways or alleys unless absolutely necessary and then only with the permission of the property owner of the driveway being blocked.
 - (g) When parking vehicle/equipment, the driver shall place an 18 inch or larger traffic cone in front of and in the rear of vehicle/equipment at least five feet from both bumpers. Upon leaving the area, the cones will be collected by the driver to observe any obstructions or hazards.
- 10.4 Avoid backing whenever possible.
- (a) Do not back into intersections, over pedestrian crosswalks, or around corners. Use a guide whenever possible.
 - (b) Before backing, get out and walk around the vehicle to determine if the area is clear.

- (c) Adjust all rear view mirrors so that you can see from all sides and the rear.
 - (d) If it is necessary to go back some distance, get out and check your safe progress from time to time.
 - (e) Always back into driveway or parking space and drive forward into the street.
- 10.5 The driver is responsible for passenger safety.
- (a) Do not get on or off moving equipment.
 - (b) Never hang any body part over the sides of equipment.
 - (c) Do not ride on the hood, fender, running board, bumper, top or side of any vehicle unless especially designed for the purpose or use, and then, when using extreme caution.
 - (d) When necessary to transport passengers in the rear of a truck, they must be seated within the confines of the bed.
- 10.6 Transporting passengers other than County employees, unless conducting official business is prohibited.
- 10.7 Towed equipment shall have lights and safety chain installed and in use before put into motion.
- 10.8 The driver of a County vehicle shall conduct a pre-trip inspection of fluids, tires, belts, and overall condition of the vehicle. No vehicle shall be driven if pre-trip inspection reveals unsafe operation hazards.

SECTION XI

11.0 OFFICE SAFETY

- 11.1 Bottom drawers in file cabinets shall carry heaviest loads whenever possible.
- 11.2 Open file drawers slowly and only one at a time.

- 11.3 Desk, file cabinet and bookcase drawers and doors shall be closed at all time when not in use.
- 11.4 Use care when lifting swivel chairs, boxes, or other heavy materials. Lift with your legs, not your back.
- 11.5 Glass desk tops shall be free of breaks or sharp edges.
- 11.6 When changing the position of desks or other heavy office furniture and equipment, use care and obtain sufficient help.
- 11.7 Razor blades, pins, thumbtacks, scissors, etc., shall be kept in containers in desk or cabinet.
- 11.8 Before using an extension cord, check for adequate wire size, proper insulation, and do not overload sockets. Frayed or broken cords must be replaced.
- 11.9 Keep storage and supply rooms neat and orderly.
- 11.10 Keep window ledges, heaters and venting system free of debris.
- 11.11 Do not stand on chairs or boxes to reach high places. Use a ladder.
- 11.12 Keep aisles, halls, and stairways clear of objects that might cause a fall or block your exit.
- 11.13 Do not run in hallways or on stairs. Use handrails and always walk to the right.
- 11.14 Rearrange furniture to avoid electrical and telephone cords crossing floors. If cords must cross floor, cover with rubber channels.
- 11.15 Be careful when working on newly waxed floors.
- 11.16 Wear appropriate shoes to avoid slipping in winter months.
- 11.17 Know where emergency exits are and how to safely evacuate in the event of a fire or other disaster.
- 11.18 Become familiar with the location of fire extinguishers and make sure you understand how to use them.

SECTION XII

12.0 FIRE PREVENTION

- 12.1 Keep passageways, walkways, stairwells, exits, and fire extinguishers clear at all times.
- 12.2 Be sure fire extinguishers are assessable and marked.
- 12.3 Identify exit routes, to include alternative routes to be taken in the event the primary route is blocked. Make sure Exit signs are posted.
- 12.4 Dispose of oil rags and waste in proper metal container with lid and waste in proper metal container with lid and empty frequently.
- 12.5 Store flammable liquids only in designated storage rooms with factory type cabinets meeting Underwriter's Laboratory specifications. If flammable liquids are left in equipment, do not store more than a one day supply in each piece of equipment.
- 12.6 All vehicles and major pieces of equipment must be equipped with fire extinguisher.
- 12.7 Each employee must inspect the fire extinguisher in their general work area to ensure it is fully charged. If charge is lost, the extinguisher must be serviced as soon as possible. All fire extinguishers must be tested annually by a certified inspection agency.

SECTION XII

13.0 ELECTRICAL

- 13.1 All building electrical work and installations shall be performed only by a licensed electrician and shall be in accordance with the pertinent provisions of the National Electrical Safety Code (NESC)

- 13.2 Electrical distribution installations and services shall be in compliance with prevailing codes.
- 13.3 All light switches, plug outlet boxes and other electrical supply devices shall be properly protected from shock exposure. If such protective devices are cracked or broken, they must be replaced immediately. G.F.I. units shall be installed as prescribed by NESC.
- 13.4 Electrical cords shall be free of cracks, frays, cuts or any other condition which will allow shock exposure.
- 13.5 Do not use metal ladders when working around electric lines.
- 13.6 Do not overload electrical circuits with too many plugs. If adequate outlets are not available, contract the proper authority for installation of additional outlets.
- 13.7 Do not allow electrical cords to lay exposed on the floor, creating a trip or shock hazard. Constant foot traffic on cords will destroy insulation and expose live wires. In the event a cord is needed, a floor molding is required. Temporary electrical cords should not be allowed through the wall.

SECTION XIV

14.0 LIFTING

- 14.1 Never lift any object which is too heavy or bulky to be handled by one person which exceeds your ability. Get help if necessary.
- 14.2 Avoid quick twisting, bending, or swatting motions. When these motions are necessary, use your feet to pivot and keep your body erect.
- 14.3 Be sure you have a firm grip and footing. Never attempt to lift, twist or bend when in an awkward position. Do not attempt to lift any object while on slippery surfaces or if objects are wet.
- 14.4 Bend your knees and bring the object as close to the body as possible with feet spread apart, one foot along side and one behind the object.

- 14.5 Learn how to rest your muscles while you stand or sit. If assistance is required, contact your Department Head.

SECTION XV

15.0 CABLES, CHAINS, AND SLINGS

- 15.1 Inspect all cables, chains, and slings for frays, broken strands, worn hooks, etc. before each use.
- 15.2 Any chain, cable, or sling which shows wear or deterioration shall be removed from service immediately and repaired or disposed of properly. Do not allow defective equipment to be used by any other person.
- 15.3 Sharp bends, kinking or knots are not permitted when in use.
- 15.4 Use block or wood or other suitable objects to prevent cables or slings from passing over sharp edges.
- 15.5 Check clamps, hooks, pins, bolts, and nuts daily to assure they are not loose or defective.
- 15.6 Chains, cables, and slings shall be removed from service if damaged or elongated more than five percent (5%).
- 15.7 No one shall stand within ten feet of the arc of a chain, cable, or sling while it is lifting an object.
- 15.8 Cable clamps should be attached in accordance with OSHA requirements.

SECTION XVI

16.0 HAND TOOLS

- 16.1 Use the right tool for the job. Tools shall be maintained in good condition and inspected daily by the user.
- 16.2 Do not apply screw drivers to objects held in the hand.

- 16.3 Do not pull knives or other sharp edged tools toward the hand or body.
- 16.4 Do not strike two hardened steel tools together. At any time metal is being struck against metal, eye and hand protection must be used.
- 16.5 Do not use tools with mushroomed head, cracked or split handles.
- 16.6 When using an ax, sledge hammer, etc., make sure you have a clear swing and the head is secured firmly to the handle.
- 16.7 When driving metal stakes, tongs, or chisels, holders shall be used.
- 16.8 Wear safety glasses when cutting wire, bands, removing nails, packing staples, etc.
- 16.9 Do not overload jacks.
- 16.10 Be sure jack had good footing and if required to work beneath equipment, safety blocks must be used in addition to jacks.
- 16.11 Never stand on the handle of a jack under load.
- 16.12 Be sure hands and handles of load binder are dry and free of oil and grasses.
- 16.13 Keep face and hands clear of load binder handlers when they are being locked down or unlocked.
- 16.14 Use ratchet type load binders whenever possible.
- 16.15 Only use an extension when it is specifically made for the wrench.
- 16.16 Do not use a hammer to force a wrench.
- 16.17 Always pull, not push on a wrench and use a careful grip.
- 16.18 Keep jaws and corrugations on pipe wrenches sharp and clean.

- 16.19 Keep handles and adjusting screws in good condition and free of oil and grease.
- 16.20 Never use pliers as a wrench. Use cutting pliers only for cutting soft metals.
- 16.21 Keep fork, hose, rakes, and shovels in good repair and in racks properly designed for them.

SECTION XVII

17.0 POWER TOOLS

- 17.1 All power operated tools, whether furnished by the employer or the employee shall be maintained in a safe condition and shall be inspected for defects before each use.
- 17.2 Guards provided shall not be removed, altered, or bypassed.
- 17.3 Only trained and authorized personnel shall be permitted to operate power tools.
- 17.4 Electric power tools shall be double insulated, when possible, cords shall be free from cracks, frays, or exposed wires.
- 17.5 Three prong plugs shall not be altered in any fashion, this is a grounding device.
- 17.6 Stand on dry footing when using electrical tools. Where this is not possible, use insulated platforms or rubber mats and always use rubber insulated gloves.
- 17.7 Bench and stand grinders:
 - (a) Shall be provided with an approved protection hood on the wheel.
 - (b) Shall be used only when safety glasses and shield is available.
 - (c) Shall have the work/tool rest adjusted to within 1/8 inch of the grinding wheel at all times.
 - (d) Shall be used only as a face grinder, unless it is designed as a side grinder.

(e) Shall be checked before each use for cracks or defects that may cause a hazardous condition.

(f) Grinding wheels shall be rated for the speed of the grinder motor.

17.8 Portable Grinders:

(a) Shall be equipped with retaining hoods covering at least one half of the grinding wheel and be of sufficient strength to retain fragments.

(b) Shall be used only when proper safety glasses and goggles are provided.

(c) Shall never be placed on the floor, bench, or any other surface while the wheel is still in motion.

17.9 Portable hand saws:

(a) Shall be equipped with a fixed guard over the upper half of the blade and a movable guard covering the lower half.

17.10 Table and bench saws:

(a) Shall not have material forced through blade.

(b) Shall have all guards in place during operation, as well as anti-kick-back devices.

(c) Shall have material feed device (push stick) available and in use to feed material at all times.

(d) Shall never be adjusted or left unattended while the blade is in motion.

SECTION XVIII

18.0 CHAIN SAWS AND FUEL POWERED TOOLS

18.1 Operators of chain saws shall be properly instructed in the use and safety requirements, as the cutting mechanism is not guarded.

- 18.2 All safety protection equipment, including gloves, hard hats, goggles, safety boots, ear plugs, and leg protectors must be worn at all times when chain saw is in use.
- 18.3 Before starting the chain saw, make sure the cutting chain is free of obstructions.
- 18.4 When starting chain saw, stand with legs well apart or stand to one side of unit. Do not wrap the starting cord around hand or wrist.
- 18.5 Mowers, edgers and all other fuel powered equipment shall be used with the same precautions.
- 18.6 Consideration must be given to moving parts of implement and hands, feet, fingers, and other body parts must be kept clear of cutting edges, chains, belts, etc.
- 18.7 When fuel powered tools are used in enclosed or confined spaces, adequate ventilation or respirators shall be worn.
- 18.8 Never leave motor running when tool is left unattended.
- 18.9 Never leave tool unattended when other people can become injured by playing with, using or any other means of physical contact.
- 18.10 Always observe the work area for fellow workers, onlookers or passersby. Consider the fact that some implements can expel materials which will cause severe damage to humans, property and animals.

SECTION XIX

19.0 TRAFFIC CONTROL, SIGNING AND FLAGGING

- 19.1 Traffic control devices used on road construction or field maintenance work shall conform as closely as possible to the “MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES” (MUTCD) for all streets, alleys, and highways.
- 19.2 Traffic control devices shall be set up prior to the start of construction or maintenance operations and shall be properly maintained during the time such special conditions exist. They shall remain in place only as long as they are needed and shall be immediately removed thereafter.

- 19.3 Use only those devices that apply to the conditions present during the stage of work in process.
- 19.4 Flagging duties shall not be assigned to employees until they have been properly instructed on proper procedures and are capable of performing these duties.
- 19.5 Flag persons shall have good sight and hearing.
- 19.6 Flag persons shall be attired in standard uniform, to include hard hat, safety boots, traffic vest, and safety glasses.
- 19.7 Flag persons shall conduct themselves in a courteous, positive manner.
- 19.8 Only flags or paddles of adequate size, shape, and color shall be used.
- 19.9 Flag person shall normally position themselves so that they can see approaching traffic for a minimum of 500 feet.
- 19.10 Flag person should not stand on the traveled portion of the street or roadway to flag.
- 19.11 For night conditions, wear reflective garments and use a red baton flashlight, illuminated by positioning a vehicle off the roadway and pointing/facing the headlights toward the flag person's station.
- 19.12 Flag persons shall not position themselves closer than 50 feet and not more than 500 feet from the work area.

SECTION XX

20.0 TRENCHING, EXCAVATION, AND SHORING

- 20.1 OSHA CONSTRUCTION INDUSTRY STANDARDS establishes requirements for trenching, excavations, shoring, and all related areas. Standards shall be followed by the County and its employees shall conform to this

standard in its entirety. It shall be the responsibility of the Department Head to provide training and ensure compliance to this regulation.

- 20.2 Before excavation work of any kind is started, make a thorough inspection of the work site to include underground installations, which will require notification of utility companies to spot under ground lines, cables, pipes, etc.
- 20.3 If heavy equipment is required to be within two feet from the edge of any excavation, a barricade adequate enough to prevent equipment from moving closer to edges, shall be installed before excavation begins.
- 20.4 Daily inspections shall be made of excavation site to make sure earth has not cracked, eroded, or in any other way, made the work-site unsafe to continue work operation.
- 20.5 Spoils from excavation shall be placed at least two feet from the edge.
- 20.6 When employees are required to be in excavations four feet or more in depth, trench boxes shall be used and a means of exit shall be provided every 25 feet or less.
- 20.7 For safety reasons, at least one employee shall remain outside of the excavation when work is in process.

SECTION XXI

21.0 HEAVY EQUIPMENT

- 21.1 Only trained and qualified personnel shall operate heavy equipment.
- 21.2 Learn the limits of operating your equipment. Safe speeds and operating limitations of heavy equipment may vary depending on the conditions of the driving surfaces, design of the equipment and other surrounding factors. It shall be the responsibility of the operator to operate equipment in a safe and responsible manner.
- 21.3 No passengers shall be allowed to ride on heavy equipment unless it is specifically designed to accommodate

passengers or when an authorized trainer is instructing unqualified personnel.

- 21.4 Heavy equipment is not designed for high speed travel. Turn all corners at a reduced speed and recognize that the braking power of most equipment, although adequate to stop under normal driving conditions, is limited and will not stop the equipment at a speed higher than designed capabilities.
- 21.5 Loaders, back hoes and other equipment with implements shall be driven with attachments as close to the ground as safely possible.
- 21.6 Never work equipment-parallel to a steep bank or any angle other than right angles to the bank.
- 21.7 The operator should be able to see beyond the limits of the equipment. When operations require working in areas where there is a drop-off, a Carrier and a guide shall be used to prevent equipment from driving beyond a safe distance to the drop-off. Extreme caution shall be used when operating on sloped embankments and near the edges of cuts or excavations.
- 21.8 Never operate equipment beyond its rated lifting or load capabilities.
- 21.9 Never leave the controls with a load suspended.
- 21.10 When provided, outriggers shall be used at all times.
- 21.11 Make every attempt to drive with the flow of the traffic. In cases where this is not possible, use of barricades and flag person shall be required.
- 21.12 If the boom or cable accidentally contacts a live electrical wire and the operator cannot swing clear, the operator should stay in the equipment, stay calm and wait for help. If for any reason it is impossible for the operator to stay on the equipment, the operator should JUMP, making sure that all parts of the body are free before touching the ground.
- 21.13 Use water to control excessive dust conditions.

21.14 Always observe working areas ahead of equipment. If any obstruction or hazard is noticed, stop the equipment and remove the obstruction or drive around.

21.15 Only use equipment for tasks in which it was designed.

SECTION XXII

22.0 AIR COMPRESSORS AND COMPRESSED AIR

22.1 Manufacturers' instructions on the care and lubrication of compressed air equipment shall be followed closely.

22.2 Exposed moving parts, such as belts, chains, pulleys, and gears, shall be guarded.

22.3 Always stop the machine and disconnect the power supply before inspecting or working on equipment.

22.4 Compressed air holding tanks shall be drained of water every week. Maintenance logs shall be provided indicating the date the tank was drained and initials of employee performing this duty.

22.5 Compressed air tanks shall be thoroughly inspected every three months and all valves cleaned during the inspection.

22.6 Before starting equipment, make sure no one will be exposed to moving parts or sudden blasts of compressed air.

22.7 Do not hammer on compressed air tanks.

22.8 The stream of air shall not be directed toward any person.

22.9 Only OSHA approved air nozzles shall be used. Nozzles which allow pressure release of more than 30 pounds shall not be used or allowed on County premises.

22.10 Do not alter, remove, or otherwise change the pressure relief valve installed on pressure vessels at the factory.

22.11 Always close valve at compressor end of hose to release air before disconnecting hose from compressor.

SECTION XXIII

23.0 OXYGEN, GAS, WELDING, AND CUTTING

- 23.1 Only authorized, certified, and trained personnel shall operate equipment. Welders shall familiarize themselves with the American Standards Institute (Z46.1) Safety in Electric/Gas Welding and Cutting Operations.
- 23.2 Always wear goggles and helmet with suitable filter lenses when cutting or welding.
- 23.3 Wear leather gloves and apron, high top safety boots, and other suitable safety gear for the job.
- 23.4 Take care that clothes are not oily and pockets and cuffs are not open. Sleeves shall be kept buttoned at the wrist and collar fully buttoned.
- 23.5 Work areas shall have adequate ventilation.
- 23.6 Do not cut containers such as drums, barrels or tanks that have contained flammable liquids.
- 23.7 Keep flames away from cylinders and hoses and keep a fire extinguisher on hand at all times.
- 23.8 Do not use a torch unless an anti flash-back check valve has been installed between it and the tank. Inspect hoses before each use and replace worn hoses immediately.
- 23.9 Unless used daily, oxygen and acetylene bottles shall be kept separate, capped and properly secured to prevent them from falling, being knocked over or from being struck by equipment.
- 23.10 Storage, temporary or long term including transportation of compressed gas bottles shall be in conformance with OSHA Standards. All cylinders shall be upright in position, capped and secured to prevent the cylinder from falling, rolling or striking against any other object.
- 23.11 Since acetylene cylinders can explode, extreme caution shall be used when using, handling, or storing these cylinders.

- 23.12 Empty cylinders shall be clearly marked “EMPTY” or “MT” and placed separate from full cylinders.
- 23.13 Never change the marking or identification of any cylinder.
- 23.14 Hot material shall not be left unguarded.
- 23.15 Cylinders stored outside shall be protected from ice and snow in the winter and from continuous direct rays of the sun in the summer.
- 23.16 Road District Foreman will keep records of all cylinders as to location, quantity, fullness, etc.
- 23.17 Oxygen/Acetylene gas cylinders should be upright and not lying on the ground when in use.

SECTION XXIV

24.0 ARC WELDING

- 24.1 Welding shall be done in an area that offers a minimum amount of fire hazard. Fire extinguishers shall be accessible in the event of a fire.
- 24.2 Only weld in areas with proper ventilation. Avoid breathing fumes emitted by electrodes.
- 24.3 Helmet, apron, and gloves shall be worn during welding and a screen to protect follow employees from eye injury shall be used in heavy traffic areas.
- 24.4 Inspect cables, electrode holders, and equipment prior to use. Frayed and damaged parts must be repaired or replaced.
- 24.5 Do not weld on tanks or containers which may explode.
- 24.6 Do not weld around vapors or solvents.
- 24.7 Do not change electrode with bare hands, wet gloves, or when standing on wet floor.
- 24.8 Hot material shall not be left unguarded.

SECTION XXV

25.0 BATTERIES

- 25.1 Goggles or face shield, rubberized apron and rubber gloves shall be worn when handling batteries.
- 25.2 Do not short circuit batteries by crossing jumper cable or with metal object.
- 25.3 Batteries of the non-sealed type shall be stored in well ventilated areas away from any source of heat or flame.
- 25.4 When jump starting vehicles, the following procedure shall be followed in the below listed sequence:
 1. Set parking brake on both vehicles, place transmission in neutral, turn off all electrical loads and stop the engine.
 2. Determine if equipment is positive or negative grounds.
 3. Make sure vent caps are in place and tight on both batteries.
 4. On negative ground batteries, attach one end of the jumper cable to the positive “+” terminal of the discharged battery and the other end of the same cable to the positive “+” side of the booster battery. On a positive ground battery, hook between negative “-“ terminal.
 5. On negative ground batteries, attach one end of the remaining jumper cables to the negative “-“ terminal of the booster battery and the other cable end to the ground at least 12 inches away from the battery of the vehicle being started. DO NOT CONNECT DIRECTLY TO THE NEGATIVE POST OF THE DEAD BATTERY. On positive ground vehicles, connect jumper cable between positive terminals and ground on the stalled vehicle in the same manner as with negative ground batteries.
 6. Be sure everyone is standing away from vehicles, start the engine of the vehicle with the booster battery, wait a few minutes, then attempt to start the vehicle with the discharged battery. Do not operate the starter for more

than 15 seconds and try again. Repeat this process several times, but do not allow starter or batteries to overheat.

7. After vehicle has been successfully started, remove the cables in the EXACT REVERSE ORDER of the connection procedure.

25.5 Smoking or open flames shall not be permitted when handling or boosting batteries. Always keep in mind that a battery can explode, causing severe injury to the eyes and body.

25.6 Jump starting vehicles other than those owned by the County is strictly prohibited.

SECTION XXVI

26.0 HAZARDOUS MATERIALS

26.1 Container Labeling – The Department Official of each Office will verify that all containers received for use will.

1. Be clearly labeled as to the contents.
2. Note the appropriate Hazard Warning.
3. List the name and address of the Manufacturer.
4. Labels of products containing hazardous materials shall not be altered or defaced in any manner.

The County Department Official will ensure that all secondary containers are labeled with either an extra copy of the original manufacturers label or with the “central stores” generic labels which have a block for identity and blocks for the hazard warning in accordance of OSHA regulations. (If written alternatives to labeling of in-plant containers are used, add a description of the system used).

26.2 Material Safety Data Sheets (MSDS) – Each County Department Official will be responsible for obtaining and maintaining a material safety data sheet on all products containing hazardous substances for their department.

A Material Safety Data Sheet, maintained by each Department Head, shall be provided on each hazardous material listed on the inventory and posted in a conspicuous area for review by every employee during each work shift.

26.3 EMPLOYEE TRAINING AND INFORMATION – Catron County Department Officials are responsible for the employee training program. They will ensure that all elements specified below are carried out.

Prior to starting work, or as soon as possible, each employee of the County of Catron will attend a Health and Safety Orientation and will receive information and training on the following:

1. An overview of the requirements contained in the OSHA Hazard Communication Standards.
2. Chemicals present in their work place operations.
3. Physical and health effects of the hazardous chemicals.
4. Methods of hazardous chemicals in the work area.
5. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
6. Steps the County has taken to lessen or prevent exposure to these chemicals.
7. Emergency procedures to follow if they are exposed to these chemicals.
8. How to read labels and review Material Safety Data Sheets to obtain appropriate hazard information.
9. Locations of the Material Safety Data Sheets file and of the hazardous chemical lists.

Appropriate personal protective equipment and training in the use of the equipment shall be provided prior to subjecting employees to working with hazardous materials. After attending the training class, each employee will sign a form to verify that they attended the training, received our

written materials, and understood the County of Catron Policies on Hazard Communications.

Prior to a new chemical hazard being introduced into any Department of the County, each employee of that Department will be given information as outlined above. Each Department Official is responsible for ensuring that Material Safety Data Sheets on the new chemical(s) are sent to the County Administration Office.

26.5 EQUIPMENT

1. The Department Head shall be responsible to provide every employee who may be exposed to hazardous materials with the proper, approved safety equipment.
2. The Department Head shall conduct monthly safety inspections of all equipment to assure that the equipment is in good condition and suitable for use.
3. Reusable equipment shall be checked by the user and/or by the Department Head BEFORE and AFTER each use.
4. Equipment shall be prepared and labeled for storage, clearly marked for the protection and chemical agent for which it was designed.
5. The Department Head shall be responsible for maintaining written records of safety equipment inspections, which shall include date of inspection, type of equipment, name of inspector, condition of equipment and any corrective action needed to bring equipment up to unable standards.
6. The Department Head shall be responsible for removal of any defective equipment until defective equipment has been repaired.
7. The employee shall be responsible for notifying the Department Head of any defect and/or suspected defect in safety equipment
8. The employee shall be responsible for the proper fit of safety equipment once he/she has been tested or fit for that equipment.

9. Safety equipment must be stored to provide easy access to user without becoming contaminated with hazardous materials and without undo delay.

26.6 LIST OF HAZARDOUS CHEMICALS – An attachment to this written program will list all known Hazardous Chemicals used by employees of that Department. Further information on Hazardous Chemicals or Material Safety Data Sheets used in all Catron County Departments can be obtained or reviewed in the County of Catron Administrative Office.

26.7 HAZARDOUS NO-ROUTING TASKS – Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by the Department Official or by the Supervisor about hazardous chemicals to which they may be exposed to during such activity. This information will include:

1. Specific chemical hazards.
2. Protective/safety measures the employee can take.
3. Measures that County has taken to lessen the hazards including ventilation, respirators, presence of other employees, and emergency procedures.

26.8 INFORMING CONTRACTORS – It is the responsibility of the County of Catron to provide contractors (with employees) the following information:

1. Hazardous chemicals to which they may be exposed to a while on a County job site.
2. Precautions the employee may take to lessen the possibility of exposure.

Catron County will be responsible for contacting each contractor before work is started in the County and disseminate any information concerning chemical hazard that the contractor is bringing to the County and the job site.

SECTION XXVII

27.0 HOUSEKEEPING

- 27.1 All places of employment shall be kept clean to the extent that the nature of the work allows.
- 27.2 Material stored outside shall be stacked in an orderly manner and have hazardous objects (nails, wire, grease, or oil, etc.) removed.
- 27.3 Flammable materials shall be stored separate from other stored material. If indoor, it must be in an approved, vented, and property identified area. If stored outside, containers must be bonded.
- 27.4 Weeds, debris, and other unsightly materials shall be cleaned up daily.
- 27.5 Spills shall be cleaned up immediately and contaminated material or soil disposed of in accordance to OSHA/EPA equipments.
- 27.6 Aisles, exits, and stairwells shall be clear of obstructions.
- 27.7 Material and supplies stored above head level shall be stacked in such a fashion that it will not fall, slide, or otherwise cause injury to employee.
- 27.8 Vehicles shall not have obstructions which will interfere with entry or exit, breaking, tearing, or falling on driver.
- 27.9 Trailers and beds of vehicles shall be cleaned to prevent any debris from blowing or falling out.

SECTION XXVIII

28.0 CATRON EMERGENCY MEDICAL SERVICES

- 28.1 In addition to the established Catron County Safety Policy, there are several other areas where specific policy should be noted in the ambulance and fire department.

In order to insure safe, injury-free working conditions to Catron County Emergency medical personnel and guests, the following policies shall be adhered to at all times.

28.2 FIRE DEPARTMENT AND EMS BUILDING – shall be kept clean and free of all clutter. The floor shall be kept dry and spills will be wiped up to prevent falls.

The kitchen shall be kept clean and appliances will be turned off before leaving on a call. Any dishes used during a shift shall be washed and put away prior to shift change.

28.3 PERSONNEL – All personnel shall wear protective gear at all times while giving patient care or cleaning the ambulances or fire trucks.

Personnel shall wash and sterilize their hands immediately after completion of every call.

28.4 AMBULANCE – Units shall be cleaned and sterilized after each call.

All sharps shall be disposed of in a sharps container found on each unit. Sharps containers shall be disposed of at the proper disposal site.

All contaminated disposable supplies shall be disposed of in a red plastic bag at the ambulance building. Contaminated non-disposable equipment shall be cleaned and disinfected before returning to the unit.

28.5 EXTRICATION EQUIPMENT – Only properly trained personnel shall use extrication equipment when deemed necessary.

Qualified extrication personnel shall wear protective clothing and goggles while engaged in extrication.

All patients shall be covered with protective tarp if extrication equipment is in use.

All extrication equipment shall be checked for proper operation on a weekly basis.

Extrication equipment shall be serviced after each use.

SECTION XXIX

29.0 EXPOSURE CONTROL PLAN FOR CATRON COUNTY

The policy of Catron County is that employees shall adhere to Universal Precautions. Universal Precautions is an approach to infection control. According to this concept, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

29.1 METHODS OF COMPLIANCE

A. General

1. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials.
2. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

B. Engineering and Work Practice Controls

1. Employees shall wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials. If hand washing facilities are not immediately available, employees shall use antiseptic hand cleaner or towelets, and shall wash hands with soap and water as soon as feasible.
2. All personal protective equipment shall be removed immediately upon leaving the work area or as soon as possible if overtly contaminated and placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.
3. Used needles shall not be sheared, bent, broken, recapped, or removed by hand. Any exception must comply with 29 CFR 1910.1030 (d) (2) (vii).
4. Eating, drinking, smoking, applying cosmetics, or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood for occupational exposure.

5. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on counters or bench tops where blood or other potentially infectious materials are present.
6. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets.
7. Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.
8. Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping.
 - a. The container for storage, transport, or shipping shall be closed and labeled or color coded according to paragraph F of this program.
 - b. If outside contamination of the primary container occurs, it shall be placed within a second container which prevents leakage during handling, processing, storage, transport, or shipping. The second container shall be labeled or color coded according to paragraph F of this program.
 - c. If the specimen could puncture the primary container, it shall be placed in a puncture resistant second container meeting the characteristics of the above paragraph.
9. Equipment which may become contaminated with blood or other potential infectious material shall be decontaminated as necessary unless decontamination is not feasible.
 - a. Contaminated equipment shall be labeled according to requirements in paragraph F of this program and shall state which portions remain contaminated.

- b. It is the responsibility of the Director/Department Head to notify all affected employees, the servicing representative servicing or shipping of contaminated equipment to that appropriate precautions can be taken.

C. PERSONAL PROTECTIVE EQUIPMENT

1. When there is occupational exposure, employees will be provided and shall use appropriate personal protective equipment such as: Gloves, aprons, lab coats, head and foot coverings, face shields, or masks, and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. The appropriate personal protective equipment shall be discussed with each employee and shall be required based upon the tasks involved and the hazards of the job duty.
2. Appropriate personal protective equipment in the appropriate sizes will be provided at the work site. If deemed appropriate, non-disposable multi-use equipment may be assigned to individual employees.
3. Cleaning, laundering, or disposal of personal protective equipment will be provided by employer without cost to employees.
4. When necessary, personal protective equipment will be repaired or replaced by your employer.
5. Gloves: Gloves shall be worn when it can reasonably be anticipated for the hands to have contact with blood, other potentially infectious materials, mucous membranes, non-intact skin, and when touching or handling contaminated items or surfaces.
 - a. Disposable (single-use) gloves, such as surgical or examination gloves shall be replaced as soon as possible when contaminated, torn, punctured, or when their ability to function as a barrier is

compromised. Disposable gloves shall not be washed or disinfected for re-use.

- b. Utility gloves may be decontaminated for re-use if the integrity of the gloves is not compromised, however they must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.
 - c. Gloves shall be worn when performing vascular access procedures except as specified in 1910.1030 (d) (3) (ix) D).
6. Masks and eye protection or chin length face shields shall be worn whenever splashes, spray, spatter, droplets, or aerosols of blood, or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
7. Gowns, aprons, and other protective body clothing: Limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degrees of exposure anticipated.
8. Surgical caps or hoods and/or shoe covers shall be worn in instances when gross contamination can be anticipated (i.e. autopsies, orthopedic surgery).

D. Housekeeping: The work site is to be maintained in clean and sanitary condition. Your employer will determine and implement the appropriate written schedule for cleaning and method of decontamination based upon the location within Catron County, type of surface to be cleaned, type of soil present, and tasks and procedures being performed in the area.

- 1. Cleaning and disinfection: All equipment and environmental working surfaces shall be properly cleaned and decontaminated after contact with blood or other potentially infectious materials.

- a. Work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; when surfaces are overtly contaminated; immediately or as soon as feasible after any spill of blood or other potentially infectious materials; and at the end of the work shift if contaminated since the last cleaning.
 - b. Protective coverings such as plastic wrap, aluminum foil or imperiously backed absorbent paper may be used to cover equipment and environmental surfaces. These coverings shall be removed and replaced at the end of the work.
 - c. All bins, cans, and similar receptacles intended for re-use, which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as possible upon visible contamination.
 - d. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanically means such as a brush and a dust pan, tongs or forceps.
 - e. Contaminated reusable sharps shall not be stored or processed in such a manner that employees must reach by hand into containers where they have been placed.
2. Regulated Waste (See Definitions – Section I)
- a. Contaminated Sharps
 - I. Contaminated sharps shall be discarded immediately or as soon as feasible in closable, puncture resistant, leak proof (on sides and bottom) containers. The container shall be labeled in accordance with paragraph F of this program.
 - II. Contaminated sharps containers shall be easily accessible to employees and located as close as feasible to the immediate area where sharps are

used or can reasonable be anticipated to be found.

III. Contaminated sharps containers shall be kept upright throughout use and not allowed to overfill.

IV. If leakage is possible, contaminated sharps containers shall be placed in a closable, appropriately labeled container constructed to contain all contents and prevent leakage.

V. Reusable sharps containers shall not be opened, emptied, or cleaned by hand or in any other manner which would expose employees to risk of injury.

b. Other Regulated Waste

I. Regulated Waste shall be placed in containers which are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping. Containers shall be labeled in accordance with paragraph F of this program.

II. If outside contamination of the regulated waste container should occur, it shall be placed in a second container meeting the same requirements as paragraph D (2) (b) (I) above.

3. Laundry:

a. Contaminated laundry shall be handled as little as possible with a minimum of agitation. Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or reused in the location of use.

b. Contaminated laundry shall be placed in bags or containers labeled in accordance with paragraph F of this program. Whenever contaminated laundry is wet and presents a reasonable likelihood of soaking through or of leakage from the bag or container, the laundry shall be placed and transported in leak proof containers or bags.

- c. Whenever contaminated laundry is wet and presents a reasonable likelihood of soaking through or of leakage from the bag or container, the laundry shall be placed and transported in leak proof containers or bags.
- d. Employees handling contaminated laundry shall wear gloves and other appropriate personal protective equipment.
- e. When contaminated laundry is transported off-site to a second facility that does not use universal precautions in the handling of all laundry, the laundry shall be placed in bags or containers which are labeled or color coded in accordance with 1910.1030 (g) (I) (i).

29.2 HEPATITIS B VACCINATION AND POST EXPOSURE EVALUATION AND FOLLOW-UP

- A. Hepatitis B vaccination shall be made available to all employees with occupational exposure at no cost to the employee according to the requirements and procedures specified in 1910.1030 (f). Any employee refusing vaccination must sign the release.
- B. Post exposure evaluation and follow-up shall be made immediately available following the report of an exposure incident as defined and shall follow the procedures and requirements of 1910.1030 (f) (32) through (6) of this program.

29.3 COMMUNICATION OF HAZARDS TO EMPLOYEES

- A. Labels and Signs:
 - 1. Warning labels shall be affixed to containers or regulated waste, refrigerators, and freezers containing blood or other potentially infectious material; and other containers used to store,

transport, or ship blood or other potentially infectious materials except as noted in the following paragraphs (d), (e), and (f).

2. Labels shall include the following legend:

BIOHAZARD

3. Labels shall be fluorescent orange or orange red with lettering or symbols in a contrasting color.
4. Labels shall be affixed as close as possible to the container by string, wire, adhesive, or other method to prevent their loss or unintentional removal.
5. Red bags or red containers may be substituted for labels.
6. Containers of blood, blood components or blood products that are labeled as to their contents and have been released for transfusion or other clinical use are exempt from the labeling requirement.
7. Individual containers of blood or other potentially infectious materials that are placed in a labeled container during storage, shipping, transport, or disposal are exempt from the labeling requirements.
8. Labels required for contaminated equipment shall state which portion of the equipment is contaminated.
9. Regulated waste that has been decontaminated need not be labeled or color coded.

B. Employee Information and Training:

1. All employees of Catron County that are identified as having occupational exposure will participate in a training program.

2. Employees will be trained at the time of initial assignment to tasks where occupational exposure may occur and at least annually thereafter.
3. Additional training may occur when changes such as modification of tasks or procedures or when new tasks or procedures may affect employees occupational exposure.
4. At a minimum, the training for employees with occupational exposure at this facility will include:
 - a. The location of an accessible copy of OSHA's Bloodborne Pathogen Standard 1910.1030 and an explanation of its contents.
 - b. A general explanation of the epidemiology and symptoms of bloodborne disease.
 - c. An explanation of the modes of transmission of bloodborne disease.
 - d. An explanation of this exposure control panel and the location where an easily accessible copy will be kept.
 - e. An explanation of methods employees may use to recognize tasks that may involve occupational exposure.
 - f. An explanation of the methods and their limitations that will prevent or reduce occupational exposure.
 - g. Information on the selection, limitations, location, decontamination, and proper disposal of personal protective equipment.
 - h. Information on Hepatitis B vaccine, including information on its effectiveness, safety, method of administration, benefits of vaccination, and that vaccine will be administered without cost to the employee.
 - i. Information on appropriate actions and the person to contact in the event of an emergency

involving blood or other potentially infectious materials.

- j. An explanation of proper procedures to follow if an exposure incident occurs, including reporting procedures and the medical follow-up that will be made available.
- k. Information on post exposure follow-up that the employer is required to provide.
- l. An explanation of the labels and/or color coding system.
- m. An opportunity for the employee to ask follow-up questions and obtain answers during the training.

29.4 EXPOSURE DETERMINATION

Job classification in which some employees have been identified as having occupational exposure.

JOB CLASSIFICATION:

- Chief Detention Officer
- Detention Officers
- Police Officers
- Emergency Medical Services Personnel
- Volunteer Fire Department Personnel
- Landfill Operator

SECTION XXX

30.0 DEPARTMENTAL POLICIES

- 30.1 Employees of various departments having an internal operating policy with provisions for Safety requirements

shall abide by those provisions, in addition to the requirements of this manual. Departments with Special Orders, General Orders and other standing requirements shall assure that each employee under their supervision receives the operating policies that apply.

- 30.2 All provisions of this manual shall apply to all County Employees. Regulations contained in this manual do not supersede other departmental safety regulations, when the regulations in this manual will created a safety hazard while attempting to comply.