

DUCHESNE COUNTY SAFETY MANUAL

Mission Statement

To educate and influence Duchesne County employees and managers to adopt safety and health policies, practices and procedures to eliminate unsafe conditions and minimize the impact of hazardous situations and reduce economic losses arising from preventable causes.

Duchesne County Safety Manual

<i>FORWARD</i>	<i>v</i>
<i>INTRODUCTION</i>	<i>v</i>
<i>PURPOSE</i>	<i>v</i>
<i>SAFETY AUTHORITY</i>	<i>vii</i>
Board of County Commissioners	<i>vii</i>
Safety Coordinator	<i>vii</i>
Personnel Officer	<i>vii</i>
Supervisors	<i>vii</i>
Employees	<i>vii</i>
<i>EMPLOYEE RESPONSIBILITY STATEMENT</i>	<i>ix</i>
<i>SAFETY MEETINGS</i>	<i>x</i>
<i>SAFETY AUDITS</i>	<i>xi</i>
<i>SECTION I: GENERAL POLICY GUIDELINES</i>	<i>1</i>
A. Introduction and Policy Statements	<i>1</i>
Administrative Policy.....	<i>1</i>
Amendments	<i>1</i>
Enforcement	<i>1</i>
Education.....	<i>2</i>
Knowledge	<i>2</i>
Interpretation	<i>2</i>
Supplementary Information.....	<i>2</i>
Governmental Safety Standards	<i>3</i>
Limitations for Access to Duchesne County Facilities and Properties.....	<i>3</i>
Locking Restricted Areas	<i>3</i>
Supervisor Responsibilities	<i>3</i>
Accident Prevention	<i>3</i>
Employee Responsibilities	<i>5</i>
Accident Prevention	<i>5</i>
Employee Qualifications	<i>5</i>
Safety Incentive Program	<i>6</i>
New Hire Safety Orientation	<i>6</i>
B. Safety Practices	<i>7</i>
Smoking	<i>7</i>
Additional Provisions	<i>7</i>
Drugs and Alcohol	<i>7</i>
First Aid	<i>9</i>
What to do when an Accident Occurs	<i>9</i>
General Responsibilities	<i>10</i>
1. Accident Reporting Process.....	<i>10</i>

2.	Accidents with Non-Employees.....	10
3.	Automobile Accidents.....	11
	Office and Clerical Safety.....	12
	Stairways, Doors, Landings, and Halls.....	13
	Emergencies.....	14
	Personal Protective Equipment.....	14
	Protective Clothing.....	14
	Hard Hats.....	15
	Eye and Face Protection.....	16
	Safety Vests.....	17
	Protective Footwear.....	17
	Hand Protection (Gloves).....	18
	Respiratory Protection.....	18
	Confined Space Entry.....	19
	Emergency Building Evacuation.....	20
	Cell Phones.....	20
	Use.....	20
	Establishing New Service.....	21
	Repairs, Replacement and Services.....	21
	Personal Cell Phones.....	21
	SECTION II: HAZARD COMMUNICATION.....	23
A.	Introduction.....	23
B.	Material Safety Data Sheets (MSDS).....	23
C.	Information and Training.....	24
D.	Hazard of Non-Routine Tasks.....	24
E.	Contractor Work.....	24
F.	Hazardous Chemical List.....	25
G.	Labeling of Hazardous Chemicals.....	25
H.	Storing Hazardous Substances.....	26
I.	Chemical Handling and Exposure.....	26
	Personal Protective Equipment (PPE).....	26
	Eye and Face Protection.....	27
	Types of Protective Eye and Face wear.....	27
	Breathing Apparatuses.....	28
	Types of Respirators.....	28
K.	Emergency showers and eye-wash stations.....	29
L.	Emergencies and Spills.....	29
A.	Introduction.....	30
B.	Safe Operations.....	30
	Safeguards.....	30
	Safeguard Removal.....	30
	Maintenance.....	31
	Use of Safety Devices.....	31
C.	Types of Tools and Equipment.....	31
	Power and Hand Tools.....	31
	Powder Actuated Tools.....	31

Pneumatic Tools.....	32
Operation.....	32
Conducting a Ring Test.....	33
D. Welding and Cutting.....	33
General.....	33
Arc.....	34
Gas.....	34
E. Fork Lifts.....	35
F. Ladders.....	36
G. Scaffolding.....	37
H. Cranes, Hoists, and Derricks.....	38
I. Aerial-Lift Equipment.....	39
D. FALL PREVENTION.....	41
Safety Equipment.....	41
Safe Suspension Supports.....	42
E. LOCKOUT TAGOUT.....	42
Compliance.....	42
Restoring Equipment to Service.....	43
Provisions for removing a lock.....	44
SECTION IV: MATERIAL SAFETY.....	45
A. Introduction.....	45
B. Material Handling.....	45
Lifting.....	45
Loading and Unloading Material.....	46
SECTION V: AIR AND GAS HANDLING.....	47
A. Introduction.....	47
B. Compressed Air.....	47
Safe Handling.....	48
Fuel Gases.....	49
SECTION VI: FIRE PROTECTION.....	51
A. Introduction.....	51
B. Suppression.....	51
C. Prevention.....	51
SECTION VII. ELECTRICAL SAFETY.....	52
A. Introduction.....	52
B. Electrical Equipment.....	52
C. Lights.....	52
SECTION VIII: FLAGGING OPERATION.....	53
A. Introduction.....	53
B. Flagger Safety Procedures.....	53

Role of Flaggers	53
Advance Flagger	54
Flagger Equipment	54
Nighttime Flagging	54
Pilot Car	54
Traffic Control.....	55
SECTION IX: EXCAVATIONS, TRENCHING, AND SHORING.....	56
A. Introduction.....	56
B. Procedures	56
Gravel Pit/Crusher Training	58
C. WARNING SIGNS, GUARDS, AND BARRIERS	58
SECTION X: TRAFFIC AND MOTOR VEHICLE OPERATION.....	60
A. Introduction.....	60
B. Knowledge and Compliance with Laws.....	60
License and Permits	60
Driver Safety	61
Defensive Driving	61
Speed Laws	61
Physical Condition of Drivers	62
Authorized Drivers.....	62
Vehicle Safety Inspection (Pre-Trip Inspection).....	62
Backing	63
Transporting Employees.....	63
Seat Belts.....	64
Parking on a Hill	64
Coasting Prohibited	65
Approach of Emergency Vehicles.....	65
Truck and Heavy Equipment Operation.....	65
ATV Vehicles.....	67
Motor Vehicle Accidents.....	67
First Offense.....	67
Minor Accident	67
Written warning.....	67
Moderate Accident	67
Three days unpaid suspension	67
Severe Accident.....	67
Five days unpaid suspension	68
Special Condition	68
Termination for any accident where the employee has violated the County’s Drug and Alcohol Policy found in Title VIII of the Personnel Policies and Procedures.	68
APPENDIX A.....	69
Duchesne County Hazard Assessment Guideline	69
Duchesne County Hazard Assessment Guideline	69
APPENDIX B.....	71
Flagging Operation/Advance Warning.....	71

FORWARD

Duchesne County is concerned with the safety and welfare of its employees and the public it serves. The County strives to provide safe and practical working conditions for its employees and a safe environment for the public.

INTRODUCTION

This Safety Manual (the “Manual”) is designed to institute a reasonable, useful, and achievable, safety work program to minimize and prevent accidents and injuries. The goal of the Manual is to provide a safe and healthy working environment for all County employees. The safety programs outlined in the Manual identify safety hazards, develop safe operating procedures, promote safety training, and accident investigation reviews.

PURPOSE

The purpose of the Manual is to educate employees about management policies that form the foundation for occupational safety program. It is also designed to establish consistent safety procedures throughout all departments. Specialized tasks not performed by all employees that require particular adherence to specific federal or other safety or OSHA statutes will be supervised by the Department Head in conjunction with the Safety Coordinator.

All County employees are required to follow the County safety program. Every employee, as a condition of employment, is expected to read, understand, and follow the safety policies contained in this Manual. Employees should exemplify sound safety practices to fellow employees and ensure the safety of the general public to the degree to which they are responsible. That is, conditions in which work performed in and around the public should be free from general hazards that could cause undue risk to the public, i.e. trip and fall hazards, chemical hazards, and poor communication. It is important that County employees be constantly aware of potential hazards not specifically written in any particular policy, but which could result in injuries or property damage.

Employees are not permitted to perform work that is not safe or is in violation of Federal, State, County, or Department regulations. Employees should assist in the detection and correction of unsafe conditions. Department Heads and Supervisors are to be informed immediately of any hazards beyond an employee's ability to correct.

The County is committed to an on-going safe operation and will make every effort to be in compliance with mandated State and Federal regulations. We encourage employees to contact the Safety Coordinator personally if they feel an unsafe condition exists that they are unable to correct by first, reporting it to their immediate supervisor.

Safety affects each function performed by the County. When proper safety procedures are overlooked or disregarded, these not only affect the person or persons involved, but everyone from the Board of County Commissioners to the employees. Lack of proper safety compliance is costly, not only financially, but personally to the employee or citizen injured, or property that is damaged. Safety ignorance can lead to loss of job or disability, or worse, where in some instances, people have lost their lives.

Safe operating procedures demonstrate job skill. Safety performance demonstrates efficiency. Perform your job safely, and you will be safe.

SAFETY AUTHORITY

Board of County Commissioners

The Board of County Commissioners oversees the safety program set forth in this Manual and is ultimately responsible to ensure its implementation and effectiveness.

Safety Coordinator

The Safety Coordinator assists County employees with safety goals and issues. The goal of the Safety Coordinator shall be to identify safety problems, enforce safety policies, monitor and modify safety practices as needed. Any employee, supervisor, or director failing to observe County safety policies shall be subject to disciplinary action by appropriate authority. The Safety Coordinator is also responsible for ensuring that the County is compliant with all federal, state, and local laws/mandates regarding occupational safety.

Personnel Officer

The Personnel Officer supports the Safety Coordinator in ensuring that federal, state, and local laws concerning safety are met and that the County remains compliant and in good standing with the Occupational Safety and Health Administration (OSHA). The Personnel Officer shall also be involved with safety investigations including, but not limited to employee accident, injury, or property damage, and employee disciplinary measures where violations occur.

Department Heads

The Department Heads will oversee safety for their respective departments. The Department Heads are ultimately responsible for the safety performance of his or her area and the employees therein. This includes employee training, accident reporting and cooperation with investigations, work site inspections, and enforcing safety policies.

Supervisors

Supervisors/managers are the origin of implementation for most safety practices. Like the Department Heads, Supervisors are charged with consistently enforcing safety standards and procedures, and policies established by the County. Supervisors shall also lead safety initiatives by example.

Employees

All County Employees are responsible for compliance with the safety policies set forth in this Manual. This is necessary so that employees reduce the risk of injury to themselves, other persons, or damage to equipment and property. Employees are to report hazardous conditions

immediately to their supervisors that may have an effect on themselves, fellow employees, or the public.

EMPLOYEE RESPONSIBILITY STATEMENT

As an employee of Duchesne County, I recognize my responsibility to support the County's safety policies. I will spend the time given to me by my supervisor for safety training, to learn what I can do to perform my assigned tasks in the safest manner possible.

This Safety Manual has been prepared to assist in the guidance and safety of all County employees. Strict observance of safety policies is necessary to prevent accidents. I will do everything I can to follow the County's safety program, and by signing below, certify that I have received a copy of the Safety Manual. I understand that I will be responsible for knowing its content by the end of my probationary period. Further, I understand that violation of this safety policy, or any safety rules or regulations, may be grounds for disciplinary action including suspension or termination.

Employee's Signature

Date

Personnel Officer Signature

Date

SAFETY MEETINGS

Supervisors of each department shall hold a monthly safety and/or training meeting with their employees. Safety issues that may arise or have happened within their department will be discussed. This meeting may also be used for training within the department as well as any required by the County, the State of Utah or federal law. A written record of the meeting date, those who attended, the subject discussed, training that was performed and the individual who conducted the meeting will be kept on file. These records must be readily available upon inspection of the Safety Coordinator.

The Safety Committee meets the _____ of each month at _____ at _____ . All agenda items must be presented to the Safety Coordinator no later than one (1) week prior to the scheduled meeting.

SAFETY AUDITS

Supervisors will cooperate with the safety coordinator and make every reasonable effort to correct any safety issues that are brought to their attention. The Supervisor will make known any problem that he/she is aware of so the problem can be discussed or monitored. Under no circumstance will a supervisor hide, attempt to hide problems or mislead the safety coordinator in any way. Such action will be considered negligent and will be dealt with as such by the County Commission.

Every safety issue will be resolved within thirty (30) days of discovery unless it is deemed to be an imminent danger, in which case, it will be corrected immediately. If the supervisor is unable to correct the issue within thirty (30) days, he/she will notify the safety coordinator in writing. A completion schedule or temporary resolution will be made until a permanent solution can be completed.

SECTION I: GENERAL POLICY GUIDELINES

A. Introduction and Policy Statements

Administrative Policy

1. The accident prevention policies set forth herein are for the purpose of preventing accidents to employees, persons, and property. These policies shall be effective as of the date of issuance and shall be followed by every County employee .

Because safety is a critical function of every County employee, willful violation of these policies may result in disciplinary action, up to and including termination depending on the severity of the violation.

2. When employees of one department are assigned to work on equipment or facilities subject to the jurisdiction of another department, such employees shall follow the established procedures or policies of the latter and shall comply with these policies. Such employees shall contact responsible supervisors of the department in which they will be working, and determine the hazards that they may encounter in their work of that particular department.

Amendments

Alterations, revisions, or amendments hereto shall be effective on the date of their issuance.

Enforcement

1. Employees acting in a supervisory capacity, either regularly or temporarily, shall require all employees working under their jurisdiction to comply with all applicable safety policies and safe practices. Failure to enforce safety rules can result in disciplinary action. Employees reporting unsafe conditions cannot and shall not be retaliated against or disciplined for legitimate concerns by any supervisor or any other employee. Supervisors retaliating against any employee reporting unsafe conditions will be subject to disciplinary action. Supervisors condoning and or permitting unsafe practices or violations of the County's safety policies shall be subject to disciplinary action, along with the offending subordinate(s).
2. If differences arise as to the application or interpretation of these rules, the decision of the employee in charge of the job shall be followed and that employee shall be responsible for the decision. Subsequent appeal may be made in writing to the Safety Coordinator.
3. Safety offenses may result in disciplinary action.

4. When employees observe hazardous conditions or unsafe actions of other employees (including any level of supervision) that may cause injury or property damage or interfere with service, regardless of the department in which such condition exists, the employees shall report the condition or action promptly to the Safety Coordinator and or the Department Head or Supervisor involved and, when necessary, temporarily guard the action or condition until it can be corrected.
5. When employees receive reports of any hazardous emergency conditions, they shall obtain the informant's name, the exact location, and the nature of the problem. Employees shall then immediately contact the Safety Director so that appropriate steps may be taken to correct the condition.
6. If discipline of an employee or supervisor becomes necessary, the discipline will be carried out as stated in the Duchesne County Policies and Procedures Manual.

Education

Supervisors and/or foremen shall assure that all employees under their jurisdiction are instructed and advised concerning these policies and their application.

Knowledge

County employees shall be required to know and understand each of the policies which apply to the work they are performing.

Interpretation

These safety policies shall conform to the County's Personnel Policy and Procedures Manual with respect to all issues relating to safety and shall be strictly interpreted to bring about maximum compliance and safe conduct, and shall have precedence over any conflicting instructions elsewhere given. However, if lawful and applicable governmental regulations are contrary to these policies, such governmental regulations shall have precedence.

Supplementary Information

Additional instructions and information relating to safe performance of work as issued through the medium of circular letters, operating instruction, bulletins, etc., by Superintendents, Department Heads, and/or the Safety Coordinator shall be used to supplement these fundamental safety policies as necessary and shall be made available to all employees by their supervisors and shall be read and followed by affected employees.

Governmental Safety Standards

In addition to these safety policies, the County and its employees are subject to the regulations of various federal and state governmental agencies. Supervisors shall make certain that all applicable provisions of governmental regulations are complied with on their jobs.

Limitations for Access to Duchesne County Facilities and Properties

Minors, visitors, or uninstructed workers shall be accompanied by a qualified employee at job sites and the County's facilities where life, service, or property might be endangered.

Locking Restricted Areas

All County properties where public access is restricted shall be kept closed and locked at all times except when qualified employees have such areas or structures under their direct observation.

Supervisor Responsibilities

Accident Prevention

1. For the purpose of these policies, the term "supervisor" shall mean any person directly in charge of work being performed.
2. Supervisors shall:
 - a. Ensure that all employees under their jurisdiction are instructed and advised concerning these accident prevention policies and make periodic checks to see that their instructions are implemented.
 - b. Ensure that all employees working under their jurisdiction use the proper protective equipment and suitable tools for the job. Any safety device, tool, or equipment which, upon inspection, is found defective or unsafe, shall not be used, but immediately replaced or repaired.
 - c. Be constantly on the alert for unsafe work practices and unsafe conditions and immediately take corrective action where required or needed.
 - d. Conduct a pre-job discussion, before starting to work, so that employees involved thoroughly

understand the work to be done and the safety measures to be taken. **Under no circumstance shall safety be sacrificed for speed.**

- e. Issue definite and specific instructions regarding work of an unusual nature.
- f. Assign employees to work on the basis of their physical ability, training, and experience.
- g. Supervisors or foremen having reasonable grounds to suspect an employee under their jurisdiction does not have the ability, either mentally or physically, to perform, the work assigned shall prohibit such employee from working on a particular duty until satisfactory medical or other evidence indicating their ability is secured.
- h. Require employees under their supervision to report any and all accidents immediately. Any accident except obviously minor must be reported. All unreported accidents coming to the attention of the Safety Coordinator will be reviewed and the responsible employee(s) will be subject to disciplinary action in accordance with Title 5 for not reporting the accident. In case of injury, supervisors must ensure that injured employees receive immediate first aid treatment and are escorted to the doctor clinic, or hospital if warranted.
- i. Investigate each accident in which employees under their supervision are involved to determine the unsafe act and/or the condition contributing to the accident and take immediate action to eliminate the unsafe act or condition.
- j. Complete all necessary reports promptly after an accident, including injuries, damages, and causes.
- k. Take appropriate action on all safety hazards brought to their attention.
- l. Be familiar with accepted first aid principles through trainings provided by the County Employees may become or may be required to

be certified in CPR and AED as part of the employee's duties or as required for the emergency response plan.

- m. Ensure first aid kits are regularly inspected and properly equipped with appropriate items and ensure all medications are not expired. A list of approved items for each first aid kit shall be made available to the person or persons monitoring the kits.
- n. Ensure unqualified or inexperienced employees working on or around unfamiliar equipment shall be given specific task training on the job they are to perform and work under the direct supervision of an experienced and qualified person.

Employee Responsibilities

Accident Prevention.

Employees shall:

1. Be responsible for performing their work in a safe manner while doing everything possible to prevent injury to themselves, other employees, and the public, as well as preventing damage to the County's equipment or the property of others.
2. Avoid engaging in practical jokes, scuffling, horseplay, and urging persons to take chances.
3. Immediately correct or report all County property which appears to be unsafe, defective, or which might be, or become, hazardous to employees and/or the public.
4. Immediately report all injuries or accidents, in detail, to their Supervisors regardless of how minor.
5. Be familiar with first aid principles.

Employee Qualifications

1. All employees shall be qualified by reason of training, experience or knowledge, having complied with specific requirements for a given purpose in the installation, maintenance, and/or operation of apparatus and the hazards involved.

2. Employees who do not normally work on or around hazardous equipment but those whose work brings them into hazardous areas for certain tasks shall proceed with this work only when authorized by a qualified person.
3. If employees are concerned about the safe performance of any work assigned to them, they shall request instructions from their supervisor.
4. Employees shall carefully study those Accident Prevention Policies applying to their duties. Accident Prevention Policies shall be obeyed and ignorance will not be accepted as an excuse for their violation.
5. Before proceeding with, performing work, employees must ensure that they have taken all the necessary safety precautions to reduce risk of injury from the work they are performing. If employees are assigned work that they feel they are not qualified to perform, or they do not have adequate safety measures in place, they shall immediately inform their supervisor.

Safety Incentive Program

Other Employees

The safety committee will make recommendations regarding recognition of employees for safe job performance.

Safe work practices may be rewarded as recommended by the Safety Coordinator.

The safety committee will meet monthly and may also recommend to the Safety Coordinator, employees who have demonstrated exceptional safe procedures that they feel deserve an incentive.

Supervisors should also call to the attention of the Safety Coordinator or the safety committee any of their staff who they have observed practicing exceptional safe job procedures.

New Hire Safety Orientation

Upon hire, all new employees and those being rehired by the County will participate in a new hire safety orientation. The Personnel Officer will facilitate the orientation. The employees will then report to their direct supervisors for departmental specific training. The Safety Coordinator will assist in any training when necessary or called upon-by the department supervisor.

B. Safety Practices

Smoking

The County maintains a smoke and tobacco-free environment. In accordance with the Utah Indoor Clean Air Act, UCA 26-38-3(1), "Smoking is prohibited in all enclosed indoor places of public access and publicly owned buildings and offices,...". Smoking shall not be permitted, and no person shall smoke in any indoor work area. This includes hallways, meeting rooms, cafeterias, private and non-private offices, shops, warehouses, and vehicles used for business. No smoking or other use of tobacco products (including, but not limited to, pipes, cigars, snuff, or chewing tobacco) is permitted in any part of the building or in vehicles owned, leased, or rented by the County.

No additional breaks may be taken for the purpose of using tobacco products. Employees may smoke outside during breaks as long as they do so as long as they do not do so within 25 feet of any entrance-way, exit, open window, or air intake of a building where smoking is prohibited (UCA392-510-9). Observation is sufficient to determine whether a smoking-permitted area meets the requirements of Section UCA 392-510-6.

When smoking outside, do not leave cigarette butts on the ground or anywhere else. Dispose of them properly in the receptacles provided for that purpose.

Additional Provisions

1. Employees shall not smoke in the proximity of flammable liquids, explosives, dusts, gases, or where a "No Smoking" sign is displayed either on property occupied by the County or on the premises of other persons.
2. Matches, cigars, cigarettes, tobacco, or other substances shall not be discarded while still burning except when placed in a proper receptacle or otherwise disposed of safely.

Drugs and Alcohol

As defined in the Duchesne County Personnel Policies and Procedures Manual

1. Employees shall not use or be in possession of alcohol, illegal drugs, or legal drugs obtained illegally, while on duty, on Duchesne County premises or while in the Duchesne County vehicles. The County premises includes buildings, parking lots, grounds and vehicle owned by the County or personal vehicles being used for County business.
2. Employees shall not use, be under the influence of, be in

possession of, or be in such a condition as to test positive for alcohol or illegal drugs while on duty, on the County premises or while using County vehicles. "County premises" includes buildings, parking lots, grounds and vehicles owned by County or personal vehicles being used for County business.

3. Employees violating the terms of this Policy shall be subject to interviewing and disciplinary action.
4. Any employee violating this Policy may be subject to immediate termination.

When a designated Department Head or other responsible individual makes a determination that there is reasonable suspicion to believe that an employee is using or has used and has alcohol or illegal drugs in his or her system, is under the influence of, or is in possession of alcohol or illegal drugs, the employee shall be subject to drug/alcohol testing.

Again, as stated in the Drug Testing Policy, and summarized below, a designated Department Head or other responsible individual who makes a determination that there is reasonable suspicion to believe that an employee is using or has used and has alcohol or illegal drugs in his or her system, is under the influence of, or is in possession of alcohol or illegal drugs, the employee shall be subject to drug/alcohol testing.

In the event of an accident, procedures stated under the County's Drug Testing Policy in the Personnel and Policies Manual will be enforced.

Housekeeping

1. Good housekeeping conditions shall be maintained at all work locations and in all vehicles. This will be strictly enforced by the department supervisor and/or Safety Coordinator.
2. Permanent floors and platforms shall be free of dangerous projections or obstructions and shall be maintained in good repair and free from oil, grease, and water. Where the type of operation necessitates working on slippery floor areas, such surfaces shall be protected against slipping by the use of mats, grates, cleats, or other methods employed to provide equivalent protection.
3. Stairways, aisles, exits, roadways and walkways, and material storage areas in yards shall be kept clear and free from obstructions, depressions, and debris.
4. Material and supplies shall be stored in an orderly manner to prevent their falling or spreading and to eliminate tripping and stumbling hazards.

5. Combustible materials, such as oil-soaked and paint-covered rags, waste, shavings, packing, and rubbish, shall be kept in approved metal containers with self-closing lids until properly disposed.
6. No clothing shall be allowed to hang on walls, behind doors, or in the space in back of the switchboards. Rubbish and unused clothing shall not be allowed to accumulate in lockers.
7. Paper and other combustible material shall not be allowed to accumulate or be stored improperly. Weeds or other vegetation shall not be allowed to grow around storage sheds, buildings, or other structures in such a manner as to interfere with the safe entrance, exit, and use of such buildings.
8. Containers for hazardous materials such as caustics, acids, harmful dusts, etc., shall be equipped with covers.
9. Waste debris at construction sites shall be removed as they accumulate or at frequent intervals.
10. Air and/or water lines, hoses, or welding leads shall be coiled up and safely stored on racks provided when not in use.

First Aid

1. Employees should familiarize themselves with, and become reasonably proficient in, basic life support and the treatment of injuries, such as CPR and general first aid, as taught by County instructors.
2. Immediate first aid treatment must be secured for every injury, no matter how minor the injury may appear. All incidents requiring first aid must be reported to the Safety Coordinator and respective Department Heads and Supervisors. The County's Insurance Company will document the occurrence and complete the OSHA 300 Log of Work-Related Injuries and Illnesses as necessary.
3. Properly equipped and approved first aid kits must be maintained in vehicles, in shops, offices and such other locations as may be considered necessary.

What to do when an Accident Occurs

It is the obligation and duty as County employees to notify emergency personnel of an injured employee or member of the public. To provide assistance such as first aid or CPR, unless you are trained and employed for that specific purpose, is at your discretion. If you choose to give assistance, be

sure to use personal protective equipment such as rubber gloves, a breathing barrier, etc. In the event you should come in contact with bodily fluid from the victim, report it immediately to the medically trained personnel on hand and the personnel office. The blood borne pathogen procedure followed by the ambulance department will be carried out to have you treated if necessary.

General Responsibilities

Employees shall thoroughly familiarize themselves with these instructions. All accidents to employees resulting in personal injury or death shall be reported in writing in accordance with the accident forms provided. The following policies regarding the reporting of all accidents and the preliminary investigations thereof shall be strictly observed.

1. Accident Reporting Process.

- a. 911 Dispatch Center
- b. Immediate Supervisor/Department Head
- c. Safety Coordinator
- d. Personnel Officer
- e. Duchesne County Sheriff Office

2. Accidents with Non-Employees.

All accidents in which the County may be involved resulting in property damage, personal injury, or death to person(s) not employed by Duchesne County shall immediately be reported by the first employee(s) having knowledge thereof in person, by radio, or telephone.

- a. 911 Dispatch Center
- b. Immediate Supervisor/Department Head
- c. Safety Coordinator
- d. Personnel Officer
- e. Duchesne County Sheriff Office

It is particularly important to procure names and addresses of all witnesses to the accident. Use witness forms as provided in glove box accident kit.

It is important in automobile accidents to ascertain positively if any non-employee has been injured. Report the slightest injury or suspicion thereof.

If employees have any question as to the action that should be taken with respect to medical or hospital treatment, they shall immediately communicate this to their Supervisor and the Safety Coordinator.

Do not make any statements assuming responsibility for any accident or discuss the details of an accident with anyone who you are not required to as authorized by the accident process. Do not obligate the County to pay for ambulance, doctor, or hospital services rendered to non-employees. Do not make statements admitting liability or indicating that the County will make settlement. Do not discuss the accident in the presence of anyone without proper authorities present.

The written report of accidents involving property damage, personal injury, or death to non-employees shall be made immediately on the proper report form in accordance with existing instructions.

3. Automobile Accidents.

In the event of any and all accidents involving the operation of County vehicles, employees driving shall:

- a. Stop at once, secure the scene, determine if anyone was injured, determine the nature and extent thereof, and if injured, give first aid, call emergency services, and notify the supervisor. The employee shall not obligate the County for any medical expenses or claims for non-employees.
- b. Make every effort to obtain the names and addresses of all witnesses before leaving the scene of the accident and notify the supervisor immediately.
- c. Make every effort to obtain the name and address of the driver of each automobile involved and the names and addresses of all passengers riding with such driver.
- d. If possible secure all available data from the registration certificate, including license number, make, type, model and year of each automobile involved.
- e. If possible secure all available data from the license of the driver of each automobile involved.
- f. Note the time and place of the accident and complete the accident reporting form.
- g. Notify the County personnel designated in Appendix "C" of the Safety Manual giving all pertinent information

concerning the accident.

- h. Avoid discussing the accident and make no admissions of responsibility to anyone except authorized representatives as verified by the supervisor. No employee(s) will give statements to the media. Necessary data provided to law enforcement should be given in private.
- i. Carefully indicate obvious damages to each vehicle involved.
- j. Make every effort to exchange names, addresses, driver license, and registration certificate numbers with other persons involved in the accident.
- k. If a parked vehicle is hit, property damage sustained, or animal injured or killed, and the owner is not present, try to locate such owner and give your name and address, or leave a notice containing such information in a conspicuous place on or in the car or damaged property. The Personnel Officer will then be notified, and a report filed with the local law enforcement agency.
- l. **All accidents are reportable to Duchesne County, no matter how minor.** Failure to report an accident is grounds for disciplinary action.
- m. Employees involved in an accident must be drug tested immediately as stated in Duchesne County Policies and Procedures Drug and Alcohol Testing Policy.
- n. Accident Management. All decisions involving the County's liability, the investigation, adjustment of claims, and related policy decisions which must be made in respect to the handling of accidents, settlement, and adjustment after they occur, shall be recited to the Legal Department. Such decisions will be made after consideration of the reports from managers and department heads involved or other County officials whose activities are affected.

Office and Clerical Safety.

- 1. Chairs, waste baskets, cords, and other articles shall not be left in aisles or where they constitute a tripping hazard.

2. Desk drawers cabinet doors, slides, and files shall not be left standing open while unattended.
3. Broken glass or other sharp-edged objects shall not be placed in waste baskets unless properly protected.
4. Approved-type ladders, step stools, or other safe supports shall be used to reach material on high shelves or at other elevations.
5. Care shall be taken when using portable electrical equipment and hand tools such as heaters, electric erasers, typewriters, lamps, etc., to ensure their safe operations. All defective equipment shall be removed from service and/or repaired. Electrical outlets shall not be overloaded with multiple appliances.
6. No electrical cords shall be used as permanent power sources.
7. When reaching, twisting, or bending down, sudden or awkward movements should be avoided.

Stairways, Doors, Landings, and Halls.

1. Care shall be used when passing through swinging doors. Employees shall use appropriate care in opening and closing doors with glass panels.
2. Employees shall keep, to the right when using the hallways and when going around corners. Employees shall not run up and down stairways or around corners.
3. Handrails should be used when ascending or descending stairs. Most common falls or strains occur because of inattention such as when a person is talking, laughing, or turning to friends while going downstairs. This is discouraged.
4. Materials such as pencils, paper clips, rubber bands, paper, etc, shall not be discarded on floors, landings, or stairs. Proper receptacles shall be used. Care shall be taken to wipe up spilled liquids quickly.

Reporting Hazardous Conditions

1. When employees observe hazardous conditions at any of the County's facilities or work sites that may cause injury, property damage or interfere with service, regardless of the department in which such condition exists, the employees shall report the hazardous conditions promptly to the department or supervisor involved, and when necessary, guard them temporarily until they can be corrected.

2. When employees receive a report of any hazardous emergency conditions, they shall obtain the informant's name, the exact location, and the nature of the problem(s). The employees shall then immediately take steps to correct the conditions, or report them to the Supervisor, who will then proceed to correct the condition.

Emergencies

In case of an emergency involving hazards to lives, supervisors, foremen, or employees in charge of any work may modify or suspend any of these policies that they may consider temporarily necessary, in order to permit proper handling of the specific emergency. In such cases, these employees shall be fully accountable for the reasonableness of their actions.

Personal Protective Equipment

1. Protective equipment, including personal protective equipment (PPE) for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers that are provided shall be used in accordance with the OSHA 29 CFR §1910.132 Occupational and Safety Health Standards, General Requirements, and maintained in a clean and reliable condition. The supervisor shall be responsible to assure its adequacy, including proper maintenance and care of such equipment.
2. If personal protective equipment becomes worn or damaged, employees shall contact their supervisor to obtain a replacement.

The Department Head will verify to the Safety Coordinator of the inspections made on the equipment regularly and notify the Coordinator of any damaged or worn equipment.

Protective Clothing

1. Employees shall wear suitable clothing at all times to minimize danger from hazardous or environmental exposure, moving machinery, hot or injurious substances, toxic chemicals, open flames, explosions, etc, and as directed under the OSHA 29 CFR Occupational Safety and Health Standards General Requirements §1910.
2. Steel toed footwear and metatarsal guards must be worn when performing work in the shop areas. Steel toed footwear also apply to County employees who perform work in hazardous conditions in addition to the shop areas such as construction zones to minimize injuries to the feet. Open toed, canvas, or sneakers are not acceptable

foot apparel for any construction or shop work. When steel toed footwear is supplied by the County, it shall be worn at all times while performing the work.

3. When there is a risk of injury by hair entanglement from moving parts of rotating machinery (such as drive shafts, pumps, drill press, etc.), employees shall confine their hair to eliminate the hazard. When respirators are to be worn it is the responsibility of the employee to ensure a good face seal. Such conditions as a growth of a beard or sideburns may inhibit a good face seal.

Employees working near machinery should be cautious that their jewelry will not pose a risk to their safety or the safety of coworkers, especially when working with moving parts and rollers.

4. Fit testing protocol must be implemented in accordance with OSHA 29 CFR Occupational Safety and Health Standards Appendix A to §1910.134: Fit Testing Procedures (Mandatory) *Part I. OSHA-Accepted Fit Test Protocols*

Hard Hats

1. The primary functions of the hard hat is to provide protection against impact and must be worn in connection with OSHA 29 CFR §1910.135. The secondary function is to protect the wearer in the event of accidental contact with energized conditions or equipment. Hats shall comply with current OSHA standards. The following instructions shall be observed in the care and use of the safety hard hats.
2. Use of hard hats shall be mandatory for all employees while engaged in work or supervising work of any phase of County operations involving field engineering, construction, and crusher operations.
3. Hard hats shall be issued to all employees when required and made available for all visitors while on the work site.
4. All visitors on County properties or work sites including contractor sites shall wear hard hats stated here.
5. Hats shall not be painted or otherwise defaced or altered; ie decals, holes drilled into hats. However, employee's names may be indicated on the front or back of the hat.
6. Accessories (all parts except the shell), when replaced, shall meet manufacturer's and OSHA standards.
7. The crown straps of the suspension system shall not be altered. The hat

suspension system acts as a shock absorber and is non-adjustable.

8. Employees are responsible for checking their hard hats for damage, such as cracking or chipping. When cracks or chips are found, they shall be reported to their supervisor who will determine if replacements are necessary.

Eye and Face Protection

Protective eye and face equipment shall be required where there is a reasonable probability of injury that can be prevented by such equipment and as provided under OSHA 29 CFR §1910.133 Eye and Face protection.

1. They shall provide adequate protection against the particular hazards for which they are designed and employees shall use the protectors. No unprotected employee shall knowingly be subjected to a hazardous environmental condition. Suitable eye protectors shall be worn when operating machinery.
2. Employees whose vision requires the use of corrective contact or prescription lenses and who are required to wear eye protection shall wear goggles or a face shields that cover the lenses. However, prescription safety glasses are permitted and can be worn in conjunction with face shields.
3. Eyeglasses of a non-safety type are not a substitute. Safety glasses, full cover goggles, or face shields which fit properly and are kept clean at all times shall be worn when employees are engaged in or close to work involving:
 - a. Drilling or chipping stone, brick, concrete, paint, pipe coatings, or metal.
 - b. Power grinding, buffing, or wire brushing, whether there is a built-in eye shield or not.
 - c. Dust and flying particles (such as using compressed air to clean materials or machinery).
 - d. Arc, flame welding, cutting, or burning. A welder's helmet fitted with a filter shade that is suitable for the type of welding you are doing must be worn without exception. In addition, heat-resistant clothing impermeable protective suits, welding "leathers" are required PPE when performing this type of work.
 - e. Drilling with hand or electric drill overhead.

- f. Pouring hot compounds or the use of other hot or injurious substances.
- g. Handling acids, caustics, toxicants, or other similar liquids or gases, except when approved complete head coverings are worn.
- h. Exposure to electrical arc or flash.
- i. Cleaning or scaling pipe.
- j. Thermite (Caldwell) type welders.
- k. Flying particles caused by other workers if employees are within the range of such particles. (A suitable screen around the work will be used.)
- l. Injurious light or heat rays or any other danger of injury to eyes.
- m. Any situation where the supervisor in charge considers that the use of eye protection is necessary.

Safety Vests

- 1. An OSHA required orange or red ANSI safety vest as described in the OSHA construction standard Subpart G, 29 CFR §1926.201, and hard hat shall be worn when employees are engaged in flagging traffic, surveying, locating underground utilities, etc., or when working outside a barricaded work area.
- 2. When workings on/over water where the danger of drowning exists, employees are required to wear a U.S. Coast Guard approved life jacket or buoyant work vest.

Protective Footwear

In order to ensure maximum protection to the feet, steel toed footwear or metatarsal (over-the-foot) guards are required when breaking pavement or concrete, while using jack hammers or working at the gravel pit, or screening plant, or at any location that may possess a hazard to one's feet. Metatarsal foot wear is also required in the shop.

Hearing Conservation

When employees work in areas posted with noise levels exceeding limitations

and exposure time as defined in the OSHA Hearing Conservation informational booklet OSHA 3074, County approved personal hearing protection equipment shall be worn in compliance with the posting:

Employees exposed to an 8-hour Time Weighted Average (TWA) noise levels of 85 dB or above must wear hearing protectors. Additionally, employees must wear hearing protectors:

- If they have incurred standard threshold shifts that demonstrate they are susceptible to noise; and
- If they are exposed to noise over the permissible exposure limit of 90 dB over an 8-hour TWA.

Hearing protection equipment shall be maintained in a sanitary and reliable condition.

Hand Protection (Gloves)

1. When necessary to protect the hands from cuts, bruises, abrasions, contact from chemicals, electrical contact, and heat, suitable hand protection shall be worn to minimize or eliminate injury.
2. Gloves should not be used while working on moving machinery such as drill presses, lathes, table saws, or other such rotating or moving equipment that might catch on the glove and pull it and the employee's hand into a hazardous area.

Respiratory Protection

1. Employees are required to use provided respiratory protection in accordance with OSHA mandates as outlined in 29 CFR §1910.134, and instructions and training received and as outlined in posted material safety data sheets (MSDS) and/or manufacturer's publications or established operating procedures. This requirement applies to those whose work environment present risks of exposure to occupational diseases caused by breathing air contaminated with harmful dust, fogs, fumes, mists, gases, sprays, or vapors. Every effort should be made to reduce employee exposure to atmospheric contamination by enclosure or confinement of the operation, or general and local ventilation.
2. Respirators or self-contained breathing apparatuses (SCBA) shall be selected on the basis of hazards to which employees will be exposed.
3. All employees are responsible for cleaning and, disinfecting respirators after each use and storing them in a convenient, clean, and sanitary container.

Confined Space Entry

Currently, the County is not equipped to do confined space entry except in an emergency situation with emergency personnel. Any time other than an emergency, that confined space entry is required, it will be contracted out to a private contractor or arrangements made with another public agency which has the appropriate equipment and personnel.

OSHA standard for 29 CFR §1910.146 General Environmental Controls, permit-required confined spaces defines confined spaces as.

1. A space that is large enough and so configured that an employee can bodily enter and perform assigned work;
2. Having limited or restricted means for entry or exit (for example tanks, vessels, silos storage bins, hoppers, vaults and pits are spaces that may have limited means of entry.) and has the potential to have a hazardous atmosphere; and
3. Not designed for continuous employee occupancy.

“Entry” means the action by which a person passes through an opening into a permit- required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

“Hazardous atmosphere” means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self- rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

1. Flammable gas vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
2. Airborne combustible dust at a concentration that meets or exceeds its LFL;
3. Atmosphere oxygen concentration below 19.5 percent or above 23.5 percent;
4. Atmospheric concentration of any substance for which a dose or a permissible limit is published in subpart G, occupational health and environmental control, or in

subpart z, toxic and hazardous substances of this part and which could result in employee exposure in excess of its dose or permissible exposure limit; and

5. Any other atmospheric condition that is immediately dangerous to life or health.

No employee of the County will enter a confined space unless that employee has been trained and has the appropriate safety equipment including personal protective equipment (PPE) and personnel to do so.

Emergency Building Evacuation

Each department head will have an evacuation plan for their building location in case of an emergency.

Evacuation plans will be implemented to provide for the safe and orderly removal of employees, visitors and vital records in the event of an emergency. Each department head may modify the evacuation procedure for their respective department, if necessary.

Evacuation will take place upon a natural disaster, fire, flood, explosion, riot, major disturbance, terrorist threat, or a life threatening situation occurs.

Procedures included in the plan but not limited to, are as follows; evacuation routes, exit sign locations, head count confirmation, staging area, assignments, training and posting.

Each building will have the evacuation plan posted in an area visible to all who enter. A copy of each department and building plan will be on file with the Safety Coordinator, Personnel Officer, and the Department Head.

Cell Phones

If you receive a call when operating a County vehicle, wait to answer the call until you have a safe place to pull off the road. This is also required of an employee operating a personal vehicle while on County business. Under no circumstance should a call be made while operating a County vehicle or equipment. Emergency response personnel may be exempt when necessary but must use extreme caution.

It is not the intent of Duchesne County to prohibit cell phone use but to require responsible use thereof.

Use

County cell phones are provided to improve customer service and to enhance business efficiency. Cell phones are not a

personal benefit and should not be used as a primary mode of personal communication.

Using a cell phone while operating a motorized vehicle is prohibited unless in the case of an emergency.

Employees should plan to allow placement of calls prior to driving or while on rest breaks. When an employee must use their cell phone, while driving, and only in cases of emergency they should keep conversations brief, avoid unnecessary calls, and no calls should be made if driving is hazardous. If it is necessary for the employee to read or write while taking the call, the employee should pull off the road.

All employees should take time to become familiar with the various cell phone functions. The cell phone should be placed where it is easy to see and reach. Employees should bear in mind that cell phone calls can be intercepted and should take proper precautions when discussing confidential information.

Additionally, the use of PDA's and laptops are not to be used during the operation of a motor vehicle.

Establishing New Service

Supervisors, Department Heads, or their Designees should evaluate those employees who need to be issued a County cell phone. After making the decision, the Supervisor, Department Head, or Designee must complete the "Cell Phone Request Form" included at the end of this policy. All request forms must be approved by the Department Head and submitted to the Auditor for approval. Upon approval a copy will be submitted to the Information Systems department. IS will contact the cell phone representative after receiving the completed request form. IS will give the representative the necessary information to establish the new service. All signed paperwork must be forwarded to the Auditor after service is established.

Repairs, Replacement and Services

Whenever an employee needs to have his or her cell phone serviced for any reason, they must complete the "Cell Phone Request Form" included at the end of this policy. Forward the completed request to IT, who will contact the cell phone representative to advise him/her of the request in advance.

Personal Cell Phones

An employee who is **not** assigned a County cell phone and uses their personal

cell phone for business calls may seek reimbursement. The employee should annotate all business calls and submit this along with an employee reimbursement form that has been approved by their Department Head. If an employee must use their personal cell phone on a regular basis for business, the Supervisor should consider issuing the employee a County cell phone.

SECTION II: HAZARD COMMUNICATION

A. Introduction

It is the County's intention to comply fully with all occupational safety and health standards/regulations. Consequently, this policy is to comply with the Department of Labor, Occupational Safety and Health Administration's Hazard Communication Standard 29 CFR 1910.1200, and will be implemented.

This program has been established to provide guidelines for all employees, and for the County to meet the requirements of the Hazard Communication Standard. The program applies to any hazardous chemical(s), which are known to be present on the premises that employees may be exposed to under normal conditions of use or in a foreseeable emergency. This written hazard communication program will be available to all employees, contractors, and third parties as required.

The County's Hazardous Communication program also includes hazardous substance procedures, actions and plans to ensure that:

- Labels and/or suitable warnings are posted.
- Material Safety Data Sheets (MSDS) are obtained and distributed and are available to employees.
- Employees are properly informed and trained by the Safety Coordinator.
- Employees are prepared for out of the ordinary situations.
- Contractors are informed when their employees may be exposed while performing work for the County.

Hazardous substances must also be ranked and controlled to ensure employees and the public's exposure to these substances is reduced. All employees working with and around hazardous substances shall wear appropriate PPE or have immediate access to PPE when required.

B. Material Safety Data Sheets (MSDS)

This MSDS file will contain an MSDS for every hazardous chemical used at specific departments and an MSDS book shall be placed in the area of where each chemical is used. These sheets will be available to employees at all times.

When ordering or purchasing any new item or product requiring MSDS sheets, it is the responsibility of the person ordering or purchasing that product to ask for an MSDS sheet. If unable to obtain one, the person should report that fact to their supervisor or the Safety Coordinator.

C. Information and Training

It is the policy of the County to provide information and training to all employees with the implementation of this program, at the time of a new employee's initial assignment, and whenever a new hazardous substance is introduced into the working place.

This information and training program will include:

1. Requirements of OSHA 29 CFR 1910.1200.
2. A hazard assessment of any operation in employee's work areas where hazardous chemicals or conditions exist. The OSHA Hazard Assessment Guideline is referenced in Appendix A.
3. Location and availability of the written hazard communication program, the list of hazardous chemicals and corresponding materials safety data sheets.
4. Means of detecting the presence or release of hazardous chemicals in the work area.
5. Physical and health hazards of the chemicals in the area.
6. Measures employees can take to protect themselves from these hazards.
7. Explanation of the labeling system and the material safety data sheets.
8. Emergency procedures.
9. Details of the written hazard communication program developed by the County.

It will be the responsibility of the supervisor or his or her designee who is competent to maintain the information and training program.

D. Hazard of Non-Routine Tasks

Prior to beginning work on hazardous non-routine tasks, every affected employee will be given information by his or her supervisor about the hazardous chemical to which they may be exposed. Such information will include, but not be limited to specific hazards associated with the chemical, protective measures, personal protective equipment, and work practices, as well as engineering controls and emergency procedures.

E. Contractor Work

When it is necessary for an outside contractor to perform work for the County, it shall be the responsibility of the supervisor of the specific department to inform the contractor of the identity of any hazardous chemicals to which the contractor may be

exposed by:

1. Providing the contractor with point-of-contact personnel in the event of an emergency.
2. Making the hazardous chemicals inventory of any designated work area where contract work is being performed available to the contractor and advise the contractor of the labeling system.
3. Making the MSDS of the identified hazardous chemicals in a designated work area available to the contractor.
4. Making the contractor aware of the appropriate protective measures taken by County employees to reduce risk of injury or exposure.
5. Informing the contractor the locations of all first aid and eyewash stations and showers.
6. Designating a trained employee to determine if the contractor will be using any hazardous chemicals, and if so to take appropriate measure to assure the safety and protection of County employees.

F. Hazardous Chemical List

Each department will establish and maintain list of all the hazardous chemicals used on the premises and have the corresponding MSDS available. The supervisor or a competent person employee who is appointed in writing will be made responsible for the maintenance of this list.

G. Labeling of Hazardous Chemicals

Each container containing a hazardous chemical shall be labeled by the manufacturer with the identity and the appropriate hazard warning of the contents. In addition, those containers containing hazardous chemicals when received from a supplier or shipped to a customer will also have the name and address of the manufacturer or the responsible party.

It is the responsibility of the person transferring the chemical to assure the identity and the hazard warnings are placed on all containers that have been transferred from the original drum or container. Also, it is the responsibility of the same person to assure that the identity, hazard warnings, and the name and address of the supplier are on the received/shipped container(s). If any container of a hazardous substance is received that is not properly labeled, receipt of the container will be refused and the manufacturer, importer, or distributor will be required to reclaim or promptly label the container as required.

All County employees shall be taught, as part of their safety orientation, how to recognize, read, and understand the National Safety Codification System.

The employer is not required to label portable containers into which hazardous chemical are transferred from labeled containers, and which are intended only for the immediate use by the employee(s) on one shift who performs the transfer as stated in OSHA 1910.1200 (f) (7). If any container of a hazardous substance is received and is not properly labeled, delivery of the container will be refused and the manufacturer or distributor will be required to reclaim or promptly label the container as required. All hazardous substances must be properly inventoried and monitored for expiration dates.

H. Storing Hazardous Substances

All hazardous substances must be adequately stored based on:

- Amount of materials stored;
- Physical state of the chemicals (solid, liquid or gas);
- Level of incompatibility; and
- Behavior of the materials.

Reasonable safeguards such as protection against earth tremors shall be taken in storing hazardous chemicals to prevent injury to persons or property.

I. Chemical Handling and Exposure

Employees whose work environment risks exposure to harmful chemicals, hazardous waste, or irritants, are required to become familiar with that chemical with which they are working, either by manufacturer's data as labeled on the container of the product, County publications, written instructions, MSDS or information furnished by the manufacturer.

Personal Protective Equipment (PPE)

It is mandatory that all employees, whose work environment risks exposure to harmful chemicals, hazardous waste, or pesticides, utilize protective equipment. These hazards include those of chemical irritants or of a mechanical nature encountered in a manner capable of causing injury or impairment to the function of any body part through absorption, inhalation, or physical contact. PPE's such as shields and other devices for eyes, face, trunk, and extremities shall be used.

PPE's shall be used in accordance with the standards set under OSHA 29 CFR 1910.132-133 respectively.

PPE's must:

- sufficiently protect against the hazards for which they were designed;
- be comfortable to a practical degree;
- fit properly as not to interfere with the movements or vision of the wearer and in accordance with the OSHA Fit Test Protocol

as referenced in Section I General Policy Guidelines B Safety Practices Personal Protective Equipment;

- be durable; and
- be kept clean and in good repair to ensure performance.

PPE and clothing are to be worn when:

- hazards of process or environment exist;
- biological, chemical or radiological hazards are present;
- mechanical irritants are the result of machine operation; or,
- welding, cutting, or other machining is being performed.

Eye and Face Protection

Eye and face protection must be worn in areas of work where any task or operation involving mechanical or manual work is potentially hazardous to the eye and/or face. All eye protection devices must meet the requirements of ANSI Z87.1-1989. Eye protection must also allow for air circulation between the eye and the lens. Contact lenses are not permitted to be worn in a contaminated atmosphere where a respirator must be worn under OSHA 29 CFR 1910.134(e).

Protective eye wear must be worn under conditions which include but are not limited to:

- Construction areas where dust and particles are produced in the air from the construction process exist and where falling or shifting debris such as building materials and glass create hazards,;
- Lab, facility maintenance, or landscaping areas where chemicals such as acids, bases, fuels, solvents, lime are used;
- Areas where smoke and noxious or poisonous gases are produced;
- Occurrences from welding light (“welders flash) and electrical arcs;
- Thermal hazards and fires; and
- Bloodborne pathogens (hepatitis or HIV) from blood, body fluids and animal decomposition.

Types of Protective Eye and Face wear

Some of the most common types of eye and face protection include the

following:

- Safety glasses or prescription glasses with side shields.
- Goggles.
- Welding shields. For specific eye protection for welding processes, consult OSHA 29 CFR 1910.133(a)(5), *Filter Lenses for Protection Against Radiant Energy*
- Laser safety goggles.
- Face shields.

Breathing Apparatuses

Respirators must be NIOSH-approved (National Institute of Occupational Safety and Health) and medical evaluations and training must be provided before use. Full and half respirators are best where conditions present general dust, chemical and smoke hazards. Respirators must not interfere with the proper positioning or fit of the eye protection. If so, prescription inserts compatible with a respirator should be used. Respirators are to be professionally fitted.

Types of Respirators

OSHA lists the following respirators appropriate to the task performed:

Approved filtering facepieces (dust masks) can be used for dust, mists, welding fumes, etc. They do not provide protection from gases or vapors. **DO NOT USE FOR ASBESTOS OR LEAD**; instead, select from the respirators below.



Half-face respirators can be used for protection against most vapors, acid gases, dust or welding fumes. Cartridges/filters must match contaminant(s) and be changed periodically.



Full-face respirators are more protective than half-face respirators. They can also be used for protection against most vapors, acid gases, dust or welding fumes. The face-shield protects face and eyes from irritants and contaminants. Cartridges/filters must match contaminant(s) and be changed periodically.



Loose-fitting powered-air-purifying respirators (PAPR) offer breathing comfort from a battery-powered fan which pulls air through filters and circulates air throughout helmet/hood. They can be worn by most workers who have beards. Cartridges/filters must match contaminant(s) and be changed periodically.



A Self-Contained Breathing Apparatus (SCBA) is used for entry and escape from atmospheres that are considered immediately dangerous to life and health (IDLH) or oxygen deficient. They use their own air tank.



Source: OSHA 3280-10N-05

Due to the toxic nature of these and other chemicals, hazardous waste, vegetation control products, rodenticides, solvents, and insecticides, and the potential hazards of handling them, it is imperative that extreme care be used at all times. Employees with known allergies to specific chemicals should not handle that chemical. Employees who have been working with hazardous chemicals and may have chemicals on their hands shall not handle food, tobacco, etc. without thoroughly washing their hands.

J. First Aid.

When accidental contact with acids, caustics, or harmful chemicals occurs, the most important factor in preventing permanent injury is speed in treatment. Refer to the MSDS for first aid care. Never attempt to neutralize or apply oils or ointments to burned areas. Acids or caustics in contact with eye should be treated immediately by washing with a steady gentle stream of water for minimum of (15) minutes and in all cases shall be treated by a doctor.

K. Emergency showers and eye-wash stations

These facilities must be available where required by law, or where their need is indicated by the County's Safety Coordinator. Signs are to be posted as to their locations and routes identified.

L. Emergencies and Spills

In case of an emergency, the following shall be implemented:

1. Notify 911
2. Evacuation
3. Isolation of the area
4. Shut down of ignition or heat sources if the material is flammable

Only HAZAMAT personnel are allowed to participate in chemical emergency response procedures beyond evacuation.

SECTION III: TOOLS AND EQUIPMENT

A. Introduction

All tools and safety devices furnished by the County shall be properly used for the purpose intended. All hand tools and portable power tools used shall be inspected at regular intervals and maintained in a safe working condition. In addition, there shall be an inspection and maintenance plan for tools and machinery and a record kept of all inspections and maintenance work performed in accordance with such plan.

Employees will continue to have the responsibility of using only those tools and equipment found to be in good condition and operation and in accordance with proper safety protocol. Each tool and machine shall be checked by employees before use to ensure that there is no visible defect.

B. Safe Operations

Safeguards

Employees must use their tools and operate equipment with proper guards in place.

Safeguard Removal

If possible, machine design should permit routine lubrication and adjustment without removal of safeguards. But when safeguards must be removed, and the machine serviced, the lockout procedure under OSHA Standard 29 CFR 1910.147 must be followed. The maintenance and repair crew must never fail to replace the guards before the job is considered finished and the machine released from lockout.

Safeguards shall not be removed except on approval from a supervisor for the purpose of testing and maintenance.

When safeguards are removed from an apparatus, they shall be replaced before the equipment is returned to service.

Safeguards provided (such, as a safety tire rack, cage, or equivalent protection) shall be used when inflating, mounting, or dismounting all tires, especially tires installed on rims equipped with locking rings or similar devices.

Maintenance personnel must know which machines can be serviced while running and which cannot. "If in doubt, lock it out." Obviously, the danger of accident or injury is reduced by shutting off and locking

out all sources of energy.

Maintenance

Employees shall be responsible for the good condition and thorough maintenance of their personal tools.

Upon first-hand knowledge or inspection by employees or supervisors, of tools or equipment that are found to be unsafe or inoperable, these devices shall not be used and may be eligible for the County Lock Out Tag Out procedure.

All hazards involved in the use of tools can be prevented by following five basic safety principles:

- Keep all tools in good condition with regular maintenance.
- Use the right tool for the job.
- Examine each tool for damage before use.
- Operate according to the manufacturer's instructions.
- Provide and use the proper protective equipment.

Use of Safety Devices.

All safety devices furnished by Duchesne County shall be properly used by all employees as required. These devices will be regularly inspected as required and kept in, good repair by Duchesne County, but this will not relieve employees of the responsibility of using only those devices that are clean and in good working condition.

C. Types of Tools and Equipment

Power and Hand Tools

All hand tools and portable power tools shall be transported and stored in a safe manner. Safety devices on tools or equipment, shall be used in accordance with OSHA 24 CFR 1910.243.

Powder Actuated Tools

Employees using powder-actuated tools for fastening shall be properly trained by a qualified instructor. These tools were designed and developed to be used with caution. The spall guard or stop spall should always be used during operation and safety guards shall not be overridden.

Pneumatic Tools

To ensure proper performance from your pneumatic or air tools, use only those tools with air requirement ratings less than the delivery rate of your compressor. The air shall be shut off at the air supply valve ahead of the hose before making adjustments or changing air tools, unless equipped with quick-change connectors. The hose shall be bled at the tool before breaking connection.

Grinders

Operation

1. Before using a grinder, it must be inspected to be sure that all guards are properly adjusted and secured in place. Such inspections should include the end and tongue guards, the work rest, and the wheel face.
2. All persons using a fixed or portable grinding machine must wear proper PPE including:

A full face shield in addition to safety glasses and safety shoes. Face shields must be provided at each pedestal grinder location and at storage locations for portable grinders.

Respiratory equipment (unless an assessment shows otherwise).

3. All materials should be properly cleaned, if the material contains potential hazardous materials (i.e. dust, grease, solvents) which cannot be removed, an assessment must be made as to the use of respiratory protection.
4. Grinding applications in non-designated areas shall follow all elements of the County Hot Work Permit.
5. When storing grinding wheels, keep them away from grease, water or solvents. Do not store grinding wheels in freezing temperatures. Always allow wheels to reach room temperature before mounting and use.
6. Grinding wheels must be carefully checked for cracks and any other possible damage before they are mounted.

Conducting a Ring Test

The “ring” test can be an effective method for determining cracks in grinding wheels. It is subject to interpretation by the installer and is primarily applicable to vitrified bonded wheels.

The “ring” test may not be effective on grinding wheels that have been bonded with organic materials, such as rubber. Grinding wheels must be clean and free from debris or other dampening foreign matter when given the “ring” test.

The “ring” test is administered on a small wheel by supporting it at the hole with a small shaft or rod. A wooden or plastic screwdriver handle or other nonmetallic object is used to lightly tap on the side off the wheel, about two inches (5 cm) from the periphery. Tapping should be done at 45 degree angles on either side of a vertical line. The procedure involves turning the wheel 45 degrees and tapping again until the wheel has been tapped all the way around its circumference. If the undamaged wheel will produce a clear bell-like metallic tone, it is reasonably assumed to be undamaged.

If the tone is absent and the tapping sound is dead, the wheel may be cracked. Therefore, the wheel must be replaced if the wheel is tapped directly along a line that is vertical to the hole, the ring or tone is sometimes muffled and the wheel could appear to be cracked. This may occur more frequently when large wheels are being tested. When testing large wheels, they should be set on their periphery on clean hard surfaces or floors and tapped lightly with a wooden mallet.

D. Welding and Cutting.

Procedures for welding, cutting, or brazing shall be in accordance with OSHA 29CFR 1910.252 and follow the NFPA Standard 51B,1962. PPE is mandatory attire for all welding, cutting, brazing.

General.

1. Respirators, adequate ventilation, or both shall be used during operations that produce toxic fumes.
2. Hard hats or caps shall be worn on all construction sites.
3. Adequate fire prevention measures shall be taken before

welding or cutting near or above flammable material or personnel.

4. Welding in the field shall be performed in accordance with local fire prevention regulations.
5. No cutting or welding shall be done in the presence of flammable or explosive mixtures of vapors, gases, liquids, or dust with air.
6. Fire extinguishers and a fire watch shall be maintained where a serious fire hazard is present.
7. When welding or cutting on engine driven equipment adjacent to fuel tanks or lines on the equipment, they shall be removed or adequately shielded.
8. All containers that have held flammable material capable of producing explosive vapors shall be thoroughly purged before welding or cutting them.

Arc.

1. During electric welding, other eye protection such as hoods, goggles, and screens shall be used to protect employees.
2. Welding leads and power cables shall be protected from mechanical damage.
3. When not welding, electrodes shall be removed from the holder and the holder placed so that electrical contact with persons or objects is prevented. Welding leads will be coiled and placed on racks when not in use.
4. Welders and welder helpers, when welding or cutting, shall wear shirts having long sleeves buttoned at the cuff. Low flammability shirts made of natural fibers are recommended.

Gas.

1. Welding hoses shall be easily identified by the use of a color code, and used only for the designated gas. Welding hoses shall be protected against excessive wear or undue physical hazards such as cuts or bumps.
2. Welding hose shall be protected from contact with flame or hot objects. Care shall be taken to avoid physical damage or excessive strain from pulling.

3. Cylinder valves shall be closed and hoses purged at the end of the work shift. Protective caps shall be reinstalled:
 - a. When not in use.
 - b. While being transported.
4. The purging of hose or equipment shall not be done in a confined space.
5. Torches shall not be placed where accidental contact could release gas.
6. Torches shall not be hung from regulators.

E. Fork Lifts.

The County shall ensure that each powered industrial truck (fork lift) operator is properly trained to operate a powered industrial truck safely, as demonstrated by the successful completion of the training evaluation and certification specified in the OSHA standard for general industry 1910.178(l) to 1910:178(m).

1. Fork lifts shall be operated by qualified and authorized employees only.
2. Industrial trucks (fork lifts) shall be inspected daily at the beginning of each shift and a written record kept. It shall not be placed into service if upon examination any condition exists that would adversely affect the safe operation of the vehicle.
3. Riding (horizontal movement) on fork lift shall be restricted to drivers only. Employees shall not ride on the load at any time.
4. When fork-lifts are used for scaffolding work, a safety platform with guardrails secured to the forks shall be used in accordance with the manufacturer's specifications and the same precautions taken as for other scaffolding.
5. Operators shall not engage in racing or other activity that will cause the fork lift to be driven at excessive speed.
6. A fork lift shall not be driven in front of a fixed object where employees or other people may be pinned. When backing up, operators must look to the rear to be sure employees and other people are clear.

7. Any hazardous area with flammable dust or vapor shall not be entered unless the fork lift is approved for such use.
8. Engines shall not be idled for long periods in semi-closed or enclosed areas.
9. When leaving a fork lift unattended for a period of time exceeding five (5) minutes, the load engaging means shall be fully lowered, the controls neutralized, power shut off, brakes set, and key removed. Additionally, the wheels shall be blocked if the fork lift is parked on an incline for any period of time.
10. Employees shall not be permitted to stand or pass under the elevated portion of any fork lift, whether loaded or empty.
11. Industrial fork lifts shall not be used in excess of their rated capacity.
12. If at any time the truck (fork lift) is found to be in need of repair, defective or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.

F. Ladders.

1. All ladders must conform to ANSI A14.1-1982 [2], ANSI A14.2-1982 [3], ANSI A14.3-1984 [4], or ANSI A14.5-1982 [5]. Use of ladders must be appropriate for the job. Ladders should be the correct type and length for the job. Ladders shall be maintained in good condition at all times, the joint between the steps and side rails shall be tight, all hardware and fittings securely attached, and the moveable parts shall operate freely without binding or undue play.

Those ladders which have developed defects shall be withdrawn from service for repair or replacement and marked as "Dangerous, Do Not Use."

2. When working from a portable ladder, the ladder must be securely placed, held, tied, or otherwise made secure to prevent slipping or falling.
3. Care shall be used in placing ladders. The bottom of the ladder should be away from the wall, never more than one fourth of the vertical height of the ladder.
4. Non skid feet should be used on all straight and extension ladders.

However, care shall be exercised in placing and blocking, lashing, or having the ladder held by someone, especially upon oil, metal or concrete surfaces.

5. Ladders shall not be placed in front of doors opening toward the ladder unless the door is open, locked or guarded.
6. The employee shall face the ladder when ascending or descending and shall use both hands to hold on.
7. When standing on a ladder, the employee shall not lean to one side while working unless the ladder is secured and the employee is harnessed.
8. Employees shall not stand on the top platform of stepladders.
9. Ladders with weakened, broken, or missing steps, broken side rails, or otherwise defective shall not be used. Repairs by nails or longitudinal reinforcements are prohibited.
10. Portable metal ladders shall not be used in the construction or maintenance of electrical circuits.
11. Ladders carried on vehicles should be adequately supported to avoid sagging and securely fastened in position to minimize chafing and the effects of road shocks.
12. Employees shall not work from the top step of a straight ladder. A minimum of three feet shall extend above the landing or foothold. If this is not possible, then the ladder must be secured, and a grab rail or other apparatus should be used to assist employees in ascending and descending the ladder safely.
13. Hand lines or tool belts should be used to transport tools for the job.
14. While employees are working on stepladders at a point ten (10) feet or more above the ground or floor, the ladder shall be held by at least one (1) other employee, or secured.
15. Stepladder legs shall be fully spread when ladders are in use. Additionally, stepladders shall not be used as straight ladders.

G. Scaffolding

Use of scaffolding shall be in accordance with OSHA 29CFR 1910.28 Safety Requirements for Scaffolding and the American National Standards Institute (ANSI) A10.8-1988 Scaffolding Safety Requirements.

Scaffolding is often used to access work areas and must meet all safety requirements before being used. Supervision is required while employees construct the scaffolds.

Braces should fit easily and not be forced into place. Scaffolds should be plumb, square, and rigid.

Planks and other materials used to build scaffolds must be solid and appropriate to the size and carry load of the scaffolds. Planks must have toe boards, mid-rails, and hand rails at the appropriate levels. Unsupported walk boards should not exceed more than 18 inches beyond the end of the scaffolding.

H. Cranes, Hoists, and Derricks.

Cranes, hoists, and derricks shall be operated only by competent and authorized employees. Crane operators must be certified if required by Utah Code Ann. § 58-55-504 and in compliance with ASME B 30.5 to operate cranes for the County. Use of this equipment shall be in accordance with OSHA CFR 29 Part 1910.

1. Employees shall not ride on loads.
2. Rated load capacities and recommended operating speeds, special hazard warnings, or instructions, shall be followed. Cranes shall not be loaded beyond their rated capacity or safe work load.
3. Operators shall inspect all machinery and equipment prior to each use and during use to make sure that the machinery and equipment is in safe operating condition. Any and all deficiencies shall be repaired or defective parts replaced before continued use.
4. Employees shall not be under a suspended load, inside the angle or winch line, nor shall they stand or work near a cable, chain, or rope under tension unless the nature of their work requires it. Winch lines, ropes, and wires shall not be guided
5. Crane, hoist, or derrick operators shall take signals from only one (1) employee during operations (except a-stop-signal). Only qualified employees shall give signals. Only employees who are specifically designated and authorized by the employee who is in charge of the work shall give signals.

6. Uniform standard signals shall be used to signal the crane operator. A chart shall be conspicuously posted in the vicinity of hoisting operations (cage or cab if crane has one), depicting and explaining the system of signals used.
7. When two (2) or more cranes are used to lift a load, one (1) qualified responsible employee shall be in charge of the operation. That employee shall analyze the operation and instruct all employees involved in the proper positioning rigging of the load and the movements to be made.
8. Outdoor portable cranes, hoists, and derricks shall be positioned, equipped, protected and/or operated so that no part comes closer to energized power lines than ten (10) feet. A minimum of ten (10) feet of clearance when operating in the vicinity of or around one thousand to a fifty thousand (1,000 – 50,000) volts of electrical current should be maintained (OSHA 29CFR 1926.550, Subpart N).
9. Booms on mobile cranes, derricks, and lifts shall be in the stored position when the chassis is in operation.
10. These clearances do not apply to such equipment when used for authorized work on overhead or underground conductors, structures, or appurtenances when supervised by a qualified electrical worker.
11. A warning bell shall be sounded when overhead traveling and gantry cranes are in motion or loads are being moved overhead.
12. Rigging equipment shall be carefully inspected before and after use. Defective equipment shall not be used and shall be repaired or discarded immediately.
13. The hook and block will have cable block alarm to let operator know when the cable is to short.

I. Aerial-Lift Equipment.

Only trained, competent, and authorized employees shall operate aerial equipment, including booms, cranes, and derricks. Use of this equipment shall be in accordance with OSHA 29CFR 1910.67 and 1926.453.

1. Drivers of aerial lift trucks, when driving under structures or objects involving overhead clearance, shall be constantly alert to the exposed equipment above the cab.

2. Backing up trucks shall be done slowly and under the direction of one (1) employee on the ground who has an unobstructed view of the intended path of the vehicle and its driver.
3. Upon arriving at the work area, the truck shall be legally parked while the appropriate vehicle and pedestrian warning signs, lights, barricades, and traffic cones are being placed.
4. When working on an inclined road or street, check outrigger to make sure a stable set-up is arranged. The truck shall sit approximately level as viewed from the rear. The boom must be pointed uphill beyond the center of the truck. Wheel chocks shall be used when parked on an incline. When the outriggers are extended and set, the truck tires should not support the weight of the truck.
5. Every attempt shall be made to place trucks so that all work areas at the location may be reached by the boom without additional movement of the truck.
6. Operators shall follow the proper sequence prescribed by the manufacturer in raising and lowering the boom sections.
7. Operators shall note all obstructions so that booms can be raised, lowered, or rotated without danger of striking any of said obstructions.
8. When booms are being maneuvered over a street or highway, necessary precautions shall be taken to provide adequate safe clearance for traffic and pedestrians.
9. Before lowering the outriggers, operators shall be certain no one is in a position where they can be injured. When so equipped, outriggers shall be locked down.
10. Only approved attachments shall be allowed on the aerial baskets.
11. Employees shall not belt on to an adjacent pole, structure, or equipment while performing work from an aerial basket.
12. The boom and bucket or ladder shall be secured in the lower travel position by a locking device before the truck is moved for highway travel.

13. Lift controls shall be tested prior to each days use.
14. Employees shall stand on the floor of the bucket or ladder and wear a full body harness and lanyard attachment to the boom.
15. Boom load limits specified by the manufacturer shall not be exceeded.
16. When positioning outriggers, the outriggers shall be on pads or a solid surface before the aerial device is utilized.
17. An aerial-lift truck shall not be moved with employees or other people in the bucket or ladder or when the boom is elevated.
18. Articulating booms and extended boom platforms, primarily designated as personnel carriers, shall have upper and lower controls and the lower controls must be capable of overriding the upper controls in the event of an emergency.
19. When working near energized lines or equipment, the aerial lift shall be grounded or barricaded and considered energized equipment unless the aerial lift is insulated and tested for the work being performed. Contact the local power company before performing any job to determine electrical shock hazards and if so, no work shall be performed until power can be taken offline.

D. FALL PREVENTION.

Safety Equipment

1. Employees shall use an approved safety harness and lanyard, life lines, or other adequate protection when working more than four feet above the ground unless adequate railings are provided.
2. It shall be the duty of employees to inspect each such safety device each time they use it, whether furnished by the County or themselves, and they shall only use those safety devices that are in good condition.
3. Employees shall not be elevated in an aerial bucket or work platform without using a body harness and lanyard not more than six (6) feet in length.
4. Employees shall make sure that the snap hook is properly engaged with snaps facing to the outside, in the "D" ring before the weight of the body is placed on the lanyard. When the lanyard is in use, both snap hooks shall not be attached to the same "D" ring.

5. Wire hooks shall not be used on body harnesses.
6. Employees shall wear U.S. Coast Guard approved life jackets or buoyant work vests when working over or around water where the danger of drowning exists.
7. Ring buoys with at least ninety (90) feet of line shall be immediately available.
8. At least one (1) life saving skiff shall be immediately available.
9. Life lines shall be of approved material and not less than the equivalent strength and durability of one half (1/2) inch manila rope.

Safe Suspension Supports.

1. Employees, material, or equipment shall not be suspended from or permitted to be supported on any portion of a tree, pole structure, scaffold, ladder, walkway, or other elevated structure, crane, or derrick etc.; without first determining that such support is adequately strong and properly-secured in place.
2. Scaffolding must be of sufficient strength and rigidity to support four times the weight of employees and material to which it will be subjected.
3. Construction details of all scaffolding shall comply with such State and Federal safety orders as are applicable. All scaffolds shall be equipped with railings and toe boards when ten feet or more above the ground.

E. LOCKOUT TAGOUT

Purpose

The County has established minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment and in accordance with OSHA 29 CFR 910.147, App A. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out, before employees perform any servicing or maintenance where the unexpected energization, start up of the machine or equipment, or release of stored energy could cause injury.

Compliance

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required. To

perform the lockout in accordance with this procedure, all employees, upon observing a machine or piece of equipment, which is locked out or tagged out, shall not attempt to start, energize or use that machine or equipment. Violation will result in immediate disciplinary action

Sequence of Lockout Procedures

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2. If the machine or equipment is operating, shut it down by the normal stopping procedures (depress the stop button, open switch, close valve turn off key etc).
3. De-activate the energy-isolating device. (Example; shut off the electrical breaker). Make sure all stored or residual energy such as that in capacitors, springs, elevated machine members, rotating flywheels, systems, and air, gas, steam or water pressure, etc., is dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
4. Lockout the energy isolating devices with assigned individual locks by best determined method.
5. Ensure that the equipment is disconnected from the energy source by first checking for personnel that may be exposed, then verify the isolation of the equipment by operating the push button or other normal operating control or by testing to make certain the equipment will not operate or controls are accessible.
6. Caution: Return operating controls to neutral or off position after verifying the isolation of the equipment.
7. The machine or equipment is now locked out.

Restoring Equipment to Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

1. Check machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area. (Do an actual walk around inspection, do not assume everyone is in the clear).
3. If applicable verify controls are in neutral.

4. Remove the lockout and reenergize the machine or equipment.
5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.
 - a. All employees shall be trained on the lockout tag out procedures annually or when there are any changes in procedures and they will be given access to written lockout procedures.
 - b. All new employees will be trained on lockout procedures as soon as reasonably possible.

Provisions for removing a lock

Every effort should be made to contact the person who is assigned to that lock, including but not limited to contacting that person at his or her residence. If necessary, in the event the person has left the premises and is unable to be contacted for whatever reason and the lock or tag must be removed, the employee's immediate supervisor and one other qualified person may remove that lock provided the repairs have been made and the equipment and machinery is safe to return to service. Procedures to restore equipment to service must be followed.

Questions about the lockout tag out procedures should be directed to the employee's immediate supervisor or the Safety Coordinator.

SECTION IV: MATERIAL SAFETY

A. Introduction

Proper procedures in handling materials can reduce the risk of injury to employees. When necessary, equipment such as dollies, carts, fork lifts, cranes, hoists, should be used in the relocation of heavy materials requiring more than a few persons to move the material. Employees must:

- Size up the load to determine if more employees are needed and available to relocate the load, or if other equipment is needed.
- Ensure that proper lifting techniques are implemented when moving loads.
- Ensure that when moving or relocating material that aisles are cleared and the field of vision is unobstructed.

B. Material Handling

Lifting.

Proper lifting is safest and easiest and will reduce the risk of injury to one's back. Different approaches to lifting may be needed depending on the load circumstances. In general, when handling or lifting material, take a firm grip, secure a good footing, place the feet a comfortable distance apart, about shoulder width, bend the knees, keep the back straight, and lift with the leg muscles, keeping the load close to the body.

1. Do not stand or pass under loads which are suspended by ropes, chains, or cables.
2. Gloves or hand pads are required when handling rough or heavy materials.
3. When two (2) or more employees are carrying one (1) object, each employee, if possible, should face the direction in which the object is being carried.
4. When two (2) or more employees carry a heavy object that will be lowered or dropped, there shall be a prearranged signal when all employees will let go.
5. Maintain balance of the load on either side of yourself if possible, but engage the assistance of another employee or equipment if the load is too heavy or too large.

6. Use weight lifting belts when available and required.

Loading and Unloading Material.

1. Nail points, ends of loop or tie wires, etc., shall not be left exposed when packing and unpacking boxes, crates, barrels, etc.
2. Nails shall be removed from loose lumber or the points shall be bent down. All such nails and lumber shall be disposed of in a location where they shall not become a hazard.
3. Sharp or pointed articles shall be so stored as to prevent a person from coming in contact with the sharp edges and points.
4. Care shall be exercised when packing or unpacking glassware, porcelain, and other fragile objects which have sharp edges when broken.
5. Loads shall not be handled from the street side of a vehicle if it can be avoided.
6. Special care must be used during the loading and unloading of poles, pipes, bulky materials, etc.
7. No materials or tools shall be carried on the shoulder when working around energized equipment. Long material, including lumber, shall be carried in a horizontal position. Caution shall be exercised to prevent any material or tools from accidentally contacting energized conductors or equipment.

SECTION V: AIR AND GAS HANDLING

A. Introduction

Special care must be taken when handling, storing, and using compressed air and other gases. Use of these materials are to be in accordance with NFPA Standards 45, 54, 58, and 59. MSHA 30 CFR 57 Subpart C. OSHA 29 CFR 1910.101, 252, 253. When transporting all cylinders, handle the cylinders as if they are full. Serious accident or injury can occur if cylinders are roughly handled.

Never drag cylinders. However, cylinders may be rolled on their bottom edge when moved short distances. Cylinders weighing more than 40 pounds should be transported by a dolly or other cart and secured.

Employees working with air and gas cylinders must know the properties of the cylinders they are using. MSDS sheets should be consulted prior to using these cylinders. Each attachment, valve, device must be inspected prior to use to ensure that they are free from defects. Report any defect to the supervisor. Faulty equipment shall be properly tagged and removed from service at the first sign of a leak or mechanical problem following the County Lockout Tagout procedures.

B. Compressed Air

Compressed air can be very dangerous and must be handled with care. Air hose and hose connections used for compressed air shall be designed for the pressure and service to which they are intended.

Compressed air shall not be directed at any part of the body or to any fellow employee, or used for cleaning machinery or equipment.

The use of compressed air is prohibited for cleaning floors and other accessible surfaces in any area affected by the OSHA Lead or Arsenic Standard. (29CFR 1910.1018 and the lead standard, 29 CFR 1910.1025)

C. Compressed Gases

There are basic requirements to minimize the risk of accident or injury for those involved in handling, storing, and using compressed gases. Because of the number of gases and gas mixtures available, and the variety of hazardous properties of these gases, it is not possible to cover all safety precautions in one section. Compressed gas cylinders, portable tanks, and cargo tanks shall have pressure relief valves installed and maintained in accordance with the Compressed Gas Association Pamphlets S-1.1-1963

and 1965 addenda and S-1.2-1963, which is incorporated by reference as specified in OSHA 29CFR 1910.6 and 1910.101 (c).

The applicable safety precautions for all compressed gases must be followed. Knowing the hazards associated with each type of compressed gas is essential to minimizing accidents and injuries.

1. Fuel gases have the potential to burn and can explode when mixed with air or oxygen;
2. Gases such as chlorine and hydrogen sulfide have toxic properties;
3. Asphyxiation can occur if exposed to inert gases such as argon, helium, carbon dioxide, and nitrogen. Respectively, these elements in liquid form can cause “freeze burns.”; and
4. Oxygen feeds and accelerates combustion

Specific information on a compressed gas can be found in each of the compressed gas respective MSDS, and also through the Compressed Gas Association safety publications and guidelines; NFPA Standards 45, 54, 58, and 59; OSHA 29 CFR 1910.101, 252, 253, 1018 and the lead standard, 29 CFR 1910.1025, and from the supplier.

Safe Handling

The following safe handling procedures shall be followed for use of all cylinders.

1. To avoid explosions, oil or greases shall not be allowed to come in contact with valves, regulators, or any other portion of oxygen cylinders or apparatus.
2. Portable gas cylinders or containers shall be handled with extreme care and shall be stored in a suitable location. They shall be properly secured in a vertical position, in a cylinder truck, rack, or other sturdy device in a well-ventilated location suitable for the purpose with valve cap in place, except when instructions dictate otherwise. Never locate or store cylinders in confined spaces such as tanks, vessels, pits, unventilated rooms, etc.
3. Oxygen and acetylene cylinders or containers shall be handled with extreme care and shall be stored in safe places, with a minimum of twenty (20) feet separation, or non combustible barrier at least five (5) feet high having a fire resistant rating, of at least one half hour, and so stored – that they cannot be knocked over. Oxygen cylinders or containers shall not be stored with acetylene gas tanks or generators, fuel gases, lubricants, and flammable liquids.

4. Compressed gas cylinders or containers shall not be exposed to excessive heat or rough handling. Sparks and flames shall always be kept away from such cylinders or containers.
5. Cylinders shall not be lifted directly with an electromagnet, sling or chain, or hoisted by attachment of the valve. A suitable cradle or rack shall be used.
6. All connections to piping, regulators and other appliances shall be kept tight to prevent leakage. If leaks are suspected, never test with an open flame. When cylinders or containers are not in use, always keep valves tightly closed and caps in place.
7. Compressed gas cylinders or containers shall always be stored in a well-ventilated location, and as some of the gases are heavier than air (such as propane), particular attention shall be given to venting the lower spaces of the room.
8. Compressed gases shall not be used from a cylinder, container, or manifold unless an approved automatic pressure-regulating device is installed on the cylinder or the container valve or manifold.
9. No attempt shall be made to repair a leaky cylinder. Such cylinders shall be removed from service and placed in an open area, away from any possible ignition source. "Out of Service" will be marked or tagged on the defective cylinders and they shall then be reported to the vendor.
10. Compressed gas cylinders shall not be lifted by their valve or protective caps.
11. Cylinders must be legibly marked with either the chemical or the trade name of the gas. Never use a cylinder unless the gas it contains is clearly stenciled on it or marked with a decal. Do not rely on the color of a cylinder to identify the gas inside. Return unidentified cylinders to the supplier.

Fuel Gases

Fuel gases shall be stored, handled, and transported only in approved containers, and extreme care must be used at all times to prevent ignition. All cylinders shall be placed with valve end up whenever they are in use. Liquefied gases shall be stored and shipped with the valve end up. In addition, employees shall familiarize themselves with and observe local ordinances relative to such storage and in accordance with OSHA 29 CFR 1910.110 and 253 and NFPA Standard 51B,1962, welding, cutting and brazing.

1. When pouring or pumping gasoline from one container into another, metal contact (electrically bonded) shall be maintained between the pouring and receiving containers.
2. Leaky fuel gas furnaces or torches shall not be used.
3. Fuel gases, including but not limited to gasoline, acetylene, propane, etc., shall not be transported inside cabs or trunks of vehicles.
4. Gasoline shall not be used for parts cleaning. Approved cleaning solvents are provided and must be used.
5. Do not pour gasoline in the carburetor to prime motor while the engine is being turned over.
6. Never transport cylinders using slings or electric magnets. Cylinders may be transported by cranes, or derricks where a suitable platform shall be used. Valve-protection caps, where cylinder is designed to accept a cap, shall always be in place.

SECTION VI: FIRE PROTECTION

A. Introduction

Access to all available firefighting equipment shall be maintained at all times and used only to evacuate buildings. All firefighting equipment is conspicuously located.

All firefighting equipment shall be periodically inspected and maintained in operating condition. Defective equipment shall be immediately replaced.

B. Suppression

1. Employees must acquaint themselves with fire prevention and suppression for evacuation purposes, and with the location and care of all fire-fighting equipment in and about the buildings and premises occupied by the County.
2. All fire apparatus shall be kept in operable condition and kept accessible at all times.
3. Fire-extinguishing substances, which are conductors of electricity such as water and acid solutions, shall never be employed in fighting fires near exposed live electrical parts.

C. Prevention

Prevention is the most effective tool against fires. Potential fire hazards within the County include, but are not limited to combustible materials, flammable liquids and gases, wood dust, and equipment that can produce sparks.

In order to prevent accidental ignition of these combustible materials, regular maintenance of heat-producing equipment must be performed. Heat producing equipment such as burners, heat exchangers, boilers, ovens, stoves, must be properly maintained and kept clean of flammable residues. In addition, flammables must not be stored in close proximity to heat producing equipment.

In pursuit of effective fire protection and evacuation procedures, fire alarm and detection systems (such as smoke and heat detectors, manually-activated pull stations, sprinkler systems, standpipe systems, fire extinguishers, etc.) are widely used throughout County facilities.

SECTION VII. ELECTRICAL SAFETY

A. Introduction

All electrical work shall be conducted by competent personnel in accordance with governing regulations, codes, design criteria and safe work procedures in accordance with OSHA 29 CFR 1910 Subpart S, and the National Electric Safety Code - ANSI C2 National Electrical Code – NFPA 70 as required.

B. Electrical Equipment

Proper use of electrical equipment is essential to reducing or preventing injury caused by electrical shock or burns.

1. The County shall ensure that electrical equipment is free from recognized hazards that are likely to cause death or serious physical harm to employees.
2. Electrical panels will have no open breaker slots.
3. Damaged or cut electrical cords will be placed out of service until repaired. Extension cords will not be used in place of permanent wiring.
4. Any electrical outlet near water or has potential to come in contact with liquid will be properly ground fault protected.
5. Access to and around all electrical control panels' circuit breakers, etc. will be kept free of debris or obstruction at all times. A three (3) feet clearance shall be maintained at all time around equipment to allow for proper ventilation and access.
6. Parts of electric equipment which in ordinary operation produce arcs, sparks, flames, or molten metal shall be enclosed or separated and isolated from all combustible material.

C. Lights

No artificial light, except an approved explosion proof flashlight or an approved explosion proof extension cord and fixture, shall be used near escaping gas, gasoline, or other flammable vapors, or when entering a room or enclosure suspected of containing gas, coal or wood dust atmospheres.

Dark places shall not be entered without proper light. The use of matches is strictly forbidden.

SECTION VIII: FLAGGING OPERATION

A. Introduction

County services including road construction and/or maintenance, municipal services and utility operations require the presence of flaggers to ensure safety and traffic control. Flaggers are vital when other traffic control devices are unable to safely direct traffic through work zones. Flagging procedures are to be implemented in accordance with the Utah Department of Transportation Flagger Training Handbook.

B. Flagger Safety Procedures

Role of Flaggers

The job of being a flagger is an important one. The lives of workers and those of the traveling public can be the responsibility of County personnel trained and certified as flagger. It is important that flaggers be cautious in dealing with the traveling public, yet be brief and to the point in their conversations with them. Employees will not leave their posts unless they are properly relieved. All contracted flaggers will be required to read, sign and date a copy of this section. It is expected that all flaggers will follow these instructions:

1. Flaggers must be courteous.
2. Flaggers must be patient.
3. Flaggers, above all, must be in good physical condition (especially hearing and sight).
4. Flaggers shall wear a hard hat at all times. During nighttime work, flaggers shall wear reflective hard hats and vests.
5. Flaggers shall be fully clothed including, but not limited to full length pants, OSHA safety orange jacket, vest, or shirt.
6. Flaggers shall wear safety appropriate shoes.
7. Flaggers should utilize the same commands and hand signals so that motorists are not confused as they enter a work zone.
8. Flaggers should be dressed in similar attire. This helps the traveling public recognize the flagger as a control element.
9. Flaggers should be positioned in similar locations from site to site. This helps the motorist judge where they may most likely

encounter a flagger.

Advance Flagger

Advance flaggers are required where there is limited sight distance to the work area. Advance flaggers will slow or stop vehicles as they approach and, if necessary give drivers instructions about work being performed ahead, as instructed by the supervisor.

Flaggers shall familiarize themselves with proper operations as illustrated in Appendix C Utah Department of Transportation Flagger Operation Advance Warning.

Flagger Equipment

Three (3) orange sixteen inch by sixteen inch (16" X 16") flags shall be required per sign.

Signing in advance of flaggers shall consist of three (3) signs at five hundred foot (500) intervals. Flagger's cars shall be parked at least one hundred (100) feet from the flagging station.

All flagging shall conform to the current Department of Transportation Safety Manual, Policies, and Safety Orders, covering flaggers of the Industrial Commission of Utah.

This signing sequence shall be incorporated into all construction, maintenance, and Duchesne County projects.

Nighttime Flagging

Stand in a safe position on the shoulder facing traffic and wave the red wand flashlight back and forth over head. After the first vehicle has been stopped; move to a position near the center line so that the night time flagging signal may be seen by drivers approaching from the rear. The flagging station shall be illuminated and an amber flasher light may be placed on advance signs.

Pilot Car

When the flagger at the opposite end is not visible to the other flagger or there is only a single lane open for traffic, a pilot car will be used to escort vehicles through the work area. Flaggers will stop vehicles in the approved manner as they approach and detain them until the pilot car arrives from the opposite direction. All pilot cars should be equipped with signs which identifies them, and which instruct motorists to "Follow Me". When a pilot car is not available, alternating traffic is managed by using a special identified marker which is passed from flagger to the last car to the opposing flagger.

Traffic Control

To Stop Traffic:

Flaggers will stand in a safe position on the shoulder facing the traffic. The stop sign should be in their right hand. Flaggers will look directly at approaching drivers, and with their free arm upraised and the palm of their hand exposed to the drivers, bringing them to a stop. After the first vehicle has been stopped, the flaggers will move to a conspicuous position near the center line so that they can be readily seen by the drivers approaching from the rear. Flaggers will not stand directly in front of the first car. Flaggers will remain in this position with the stop sign displayed until it becomes their turn to permit traffic to pass through the work area. Then they will move to the shoulder of the road to release the traffic.

To Release Traffic:

Flaggers will, while standing on the right of the traffic they have stopped and while positioned on the shoulder of the road, show the slow sign to their stopped vehicles and motion them forward with their left hand.

Where it is desired to alert or slow traffic, flaggers will hold the slow sign in their right hand and motion with their left hand, using downward sweeping motions.

SECTION IX: EXCAVATIONS, TRENCHING, AND SHORING

A. Introduction

Excavation, trenching and shoring activities tend to be the most hazardous in the industry. Working with unstable ground and locations that have naturally occurring obstructions such as trees, vegetation, and rocks, present existing hazards in and of themselves. Unknown as well as known water sources underground create soil erosion and possible drowning hazards if trenching and shoring are not properly implemented.

Employees engaged in excavations, trenching, and shoring must do so in accordance with OSHA 29 CFR 1910 and 1926.650.

B. Procedures

1. Prior to opening an excavation, BLUE-STAKES shall be notified and city/county maps consulted to determine the location of any underground installations, i.e., sewer, telephones, water, gas, electric lines, etc. When the excavation approaches the estimated location of such an installation, the exact location shall be determined and when it is uncovered, proper supports shall be provided for the existing installation. All affected utility companies/entities shall be contacted and advised of proposed work prior to the start of actual excavation.
2. All employees shall be outfitted with personal protective equipment.
3. Employees exposed to vehicular traffic (outside barricaded work areas) shall wear warning vests marked with or made of reflective or high visibility material.
4. Employees subjected to hazardous dusts, gases, fumes, mists or atmospheres deficient in oxygen shall wear approved respiratory protection.
5. The application of explosives shall be limited to certified, trained and experienced employees who are familiar with and have a working knowledge of handling explosives only.
6. Walkways, driveways, and sidewalks shall be kept clear of excavated material or other obstructions. Open holes shall be barricaded or covered with proper warning devices in place.
7. Daily inspections of excavations shall be made by qualified and competent employees. If evidence of possible cave-ins or slides are apparent, all work in the excavation area shall cease until the necessary precautions have been taken to safeguard the employees.

8. Materials shall be effectively stored and retained at least two (2) feet or more from the edge of excavations in which employees may be required, to enter. Barriers or other efficient retaining, devices shall be used in order to prevent excavated or other materials from falling into the excavation.
9. Air in excavations shall be tested in locations where oxygen deficiency or gaseous conditions are suspected. When flammable gases are suspected adequate ventilation shall be provided and/or sources of ignition shall be eliminated. Attended emergency rescue equipment, such as breathing apparatus, a safety line, fire extinguisher, etc., shall be readily available where adverse atmospheric conditions may exist or develop in an excavation.
10. Walkways or bridges with standard guardrails shall be provided where employees or equipment are required or permitted to cross over excavations eighteen (18) inches or more in depth.
11. Sides of trenches (4) four feet or more in depth, shall be shored, sheeted, braced, or otherwise supported by means of sufficient strength to protect the employees working within them. In lieu of shoring, the sides of the trenches may be sloped to preclude collapse, but shall not be steeper than a one (1) foot rise to each one (1) foot horizontal.
12. Soil testing should be performed prior to employees entering any open trenches to determine the classification of that soil that will determine the proper trenching or excavation technique:

Type A (most stable) - Clay, silty clay, and hardpan (resists penetration). No soil is Type A if it is fissured, is subject to vibration of any type, has previously been disturbed, or has seeping water.

Type B (medium stability) - Silt, sandy loam, medium clay and unstable dry rock; previously disturbed soils unless otherwise classified as Type C; soils that meet the requirements of Type A soil, but are fissured or subject to vibration.

Type C (least stable) - Gravel, loamy sand, soft clay, submerged soil or dense, heavy unstable rock, and soil from which water is freely seeping.

13. When employees are required to be in trenches four (4) feet deep or

more, an adequate means of exit such as a ladder or steps shall be provided and located so as to require no more than twenty five (25) feet of lateral travel.

14. An operator will not dig a trench over four (4) feet deep that has not been properly shored, sloped, inspected or classified type "A" soil.
15. All holes, trenches, or excavations shall be guarded or covered in a manner that protects the public and employees.
16. Employees shall stay away from mechanical hole digging equipment or revolving augers.
17. Excavation means any man made cut, cavity, trench, or depression in an earth surface formed by earth removal.
18. Any trench over four feet deep will have a daily trench inspection guide form filled out and kept on file.
19. The Safety Coordinator will be notified before the excavation begins and a copy of the daily report will be sent to him.
20. No employee of Duchesne County will enter a trench over 4 feet deep that has not been properly inspected, shored or sloped or who does not have the proper personnel protection equipment.

Gravel Pit/Crusher Training

It is the policy of the County to comply with all Federal Mine Safety and Health Administration (MSHA 30 CFR) mandates as required training. All new miners will be required to take an approved 32 hour miner training class. All experienced miners will be required to attend an annual 8 hour refresher.

No untrained personnel will be allowed in gravel pit areas owned or operated by Duchesne County. Entry to County gravel pits is limited to contractors or authorized/approved visitors who must receive the site specific training MSHA Form 5000-23 before entering. All visitors must be accompanied by a supervisor and must wear approved protective gear (i.e. hard hat, hearing protection, steel toe boots, etc.). PPE must be worn by all visitors on site and all visitors must be approved to be on the site and the visit must be work related. All visitors must be accompanied by a County employee.

C. WARNING SIGNS, GUARDS, AND BARRIERS

1. Approved warning signs, barriers, guards, flags, work area protection signs, and

lights at night shall be installed and properly maintained whenever hazards exist due to moving or stationary machinery or vehicles, exposed energized parts, open excavations, construction operations, removal of manhole or hand hole covers, and similar work. Reasonable inspection of such temporary lighting shall be made to ensure they are lighted and properly maintained.

2. Such warnings shall be placed immediately at the point of excavations, obstructions, or other hazards and, in addition, shall be placed sufficiently far in advance and to the rear as to provide adequate notice or warning to motorists that they are approaching said excavations obstructions, or other hazards. The distance which such advance warning traffic control devices should be placed from the excavations, obstructions, or other hazards must, of course, vary according to the conditions. In lower-speed areas they should be closer, and in high-speed areas farther away, in some cases at least five hundred feet. Such signs shall be removed as soon as the excavations, obstructions, or other hazards are cleared so as to. Preclude the motoring public from disregarding the warning of our signs because of the absence of the obstructions or hazards which they are left to point out. All Permits issued by the Road Dept. to persons or organizations for construction purposes, shall have this paragraph attached.
3. Where conditions warrant, employees shall be stationed at the surface to guard open manholes, pits, or vaults.
4. Flaggers shall be provided for the County and contractors when operations are such that signs, signals, and barricades do not provide the necessary traffic control.
5. All open excavations shall be promptly and adequately covered.
6. Employees shall not cross over or under barrier tape while it is barricading an area unless work in progress requires them to temporarily enter such an area. In such event they shall be continuously watched by another qualified employee.

SECTION X: TRAFFIC AND MOTOR VEHICLE OPERATION

A. Introduction

Employees each time they enter a work zone in a traffic area are at high risk for injury and even fatality. Work zones properly identified to motorists and proper flagging greatly reduce these risks. County drivers and other vehicle operators must comply with and obey all traffic laws to ensure the safety of the public.

B. Knowledge and Compliance with Laws

Drivers of County vehicles shall be familiar with and obey all State Vehicle Codes, local traffic policies and ordinances, and all County policies and regulations governing vehicle operations. The omission of any of the Vehicle Code provisions from these policies does not relieve the driver of responsibility for complying with applicable State Vehicle Code provisions.

The County checks driver's licenses (Motor Vehicle Report, or MVRs) of all operators of County vehicles (including volunteers) and those who the County should reasonably anticipate will drive a vehicle in the scope of employment.

Before an offer of employment is extended or, in the alternative, a conditional offer of employment is extended based upon the County's satisfaction with the applicant's driver's license history, a full background check shall be performed. In addition, the following provisions shall apply:

1. Annual checks will be performed to determine status, restrictions, or modifications of County drivers;
2. The County shall maintain MVRs obtained, keep the reports on file for at least two years.

License and Permits

1. Drivers of vehicles shall have in their possession a valid Operator or Commercial Driver License with a current medical card, as required by the State Motor Vehicle Code.
2. Performance tests, as might be required or necessary, shall be given for equipment and vehicles by supervisor or safety coordinator.
3. Relief drivers shall be designated and trained as replacements for regular drivers during vacation, sickness, etc. Their qualifications shall meet those stated for a regular driver.

4. Special permits from the proper governmental agency must be obtained before any load is moved upon the road or highway when said load exceeds the normal limits with respect to weight, length width, or height. The driver of the vehicle shall understand and abide by the conditions of the special permit. A copy of the permit shall be carried on the vehicle to which it refers and shall be available to any authorized agent.

Driver Safety

The County requires each employee or volunteer who is expected to drive on county business to complete an approved driver's training course within 6 months of their appointment.

The County has a policy which requires volunteers who drive on county business and who are age 68 and above, to complete the AARP Driver Safety Course (or other mature driver program) before driving for the county.

Defensive Driving

1. Employees are urged to practice defensive driving at all times. Employees shall attempt to avoid accidents by anticipating that someone may step from between parked cars, that a car may pull out from the curb without warning, or that the driver ahead may turn or stop suddenly.
2. Employees shall drive courteously at all times and shall yield the right-of-way to other vehicles if there are any questions as to which vehicle has the right-of-way.
3. All employees driving a County vehicle and those driving a personal vehicle on County business, must take a defensive driving course every five (5) years.

Speed Laws

1. Drivers of vehicles shall comply with the posted speed limits at all times. Exceptions apply to Law Enforcement and emergency vehicles when in response mode.
2. These limits are specific speeds established by code for certain situations such as school zones, business and residential districts, and other specialized zones established by the posting. Speed limit signs. This also applies to open highway when speed limits are established by code and posted.

Physical Condition of Drivers

Employees shall not drive County vehicles when their physical conditions may impair their normal judgment and ability. Driving or operating any County vehicles while intoxicated or under the influence of alcohol or drugs, prescription or otherwise, will be grounds for disciplinary action, up to and including termination in accordance with Title VIII of the County Personnel Policies and Procedures Manual.

Authorized Drivers

Only authorized County employees shall be permitted to drive County's equipment. Exceptions to this rule shall apply in times of emergency, or when authorization is granted to others by a supervisor or Commissioner.

Safe Operations

Employees shall not operate vehicles with inadequate brakes, faulty steering gear, horn, lights, etc., except to proceed to a place where repairs can be made, and then only at such reduced speed or in such manner to enable the movement to be made in safety. If vehicles cannot be driven safely due to inadequate brakes, faulty steering gear, etc., they shall be towed to a place where repairs can be made. Mechanical defects shall be reported to the Department Head or Transportation Manager.

Vehicle Safety Inspection (Pre-Trip Inspection)

All vehicles in use shall be checked at the beginning of each shift to assure that the following parts, equipment, and accessories are in safe operating condition and free of apparent damage that could cause failure while in use:

1. Service brakes; including trailer brake connections.
2. Parking system (hand brake).
3. Emergency stopping mechanism.
4. Coupling devices.
5. Seat belts.
6. Operating controls.

7. And safety devices.

All defects shall be corrected before the vehicle is placed in service.

These requirements also apply to equipment such as lights, reflectors, windshield wipers, first aid kits, fire extinguishers, etc., where such equipment is necessary. Additionally, the County shall maintain written records of all maintenance performed on each County-owned vehicle or heavy equipment Movement of Vehicles.

Before starting to move a vehicle, either forward or backward, the driver shall determine that no person or object is in the path of the vehicle. This shall be done by:

1. Personal inspection if alone.
2. Using a flagman if available.

Extreme precautions shall be taken when driving motor vehicles near children.

Backing

Backing into streets or roadways is prohibited except when impractical to proceed by other means. Extreme caution shall be used under these circumstances and a spotter should be used if available.

Vehicle equipment shall not be operated having an obstructed view to the rear unless:

1. The vehicle has a reverse signal alarm audible above the surrounding noise level.
2. The vehicle is backed up only when observer signals that it is safe to do so.

All bi-directional machines, such as hysters, front-end loaders, tractors, trenchers, and similar equipment shall have in operation a reverse signal alarm distinguishable from the surrounding noise level.

Transporting Employees

1. Employees shall ride within the body of the vehicle in firmly secured seats that are provided with seat belts. Under no circumstances shall employees ride on fenders, running boards, tail gates, side rails, or tops of vehicle.

2. All sharp tools, such as saws, chisels, axes, knives, etc., carried on vehicles shall be so stored or guarded to prevent injury to workers.
3. Before proceeding drivers who are employees of the County shall make certain that all loads are properly secured, employees are so placed as to preclude being exposed to hazards from shifting loads, and employees are riding in the seats provided.
4. Drivers who are County employees shall not permit boarding or alighting from vehicles which they are operating while such vehicles are in motion.
5. Passengers in vehicles shall ride in such a position so as to not interfere with the driver view ahead or to the sides, or to interfere with the drivers control over the driving mechanism of the vehicle.
6. Drivers or passengers shall not throw trash, waste paper, any burning material, or other objects from vehicles.

Seat Belts

When driving or riding in a County vehicle or a personal vehicle on County business, seat belts must be fastened at all times when the vehicle it in motion. Emergency response personnel may be exempt when necessary, but must use extreme caution.

Parking on a Hill

1. Park parallel, close to the curb or edge of the road, unless signs or pavement markings indicate angle parking. Turn on the emergency flashers unless legally parked off the highway.
2. Never park on the paved or traveled part of any highway outside of a business or residential district when it is possible to pull off the road.
3. In an emergency stop, get all four wheels off the hard surface if safe and practicable. Turn on the emergency flashers and place warning devices.
4. Never park on a hill or curve unless it is impossible to move the

vehicle. Take all emergency precautions available to warn other motorists.

5. When parking on a hill, the wheels shall be chocked if the proper equipment is provided.

Coasting Prohibited

County vehicles must be operated in gear while in motion. Coasting on the highway and especially on a downgrade is prohibited.

Approach of Emergency Vehicles

Drivers shall yield the right-of-way to all emergency vehicles when they are approaching with red lights and/or siren in operation. County equipment will proceed immediately to a position parallel to, and as close as possible to, the right-hand edge of the curb of the roadway and shall stop and remain in such position until the emergency vehicle has passed.

Truck and Heavy Equipment Operation

1. Vehicles shall be loaded properly. The driver's view shall not be obstructed. Loads shall be properly fastened with chains and binders. Material transported on the same truck with workers shall be secured to prevent shifting.
2. Vehicles shall be kept free from accumulation of materials that constitute hazards from tripping, obstructions, or fires. Sufficient clearance shall be allowed for access to material and tools. All surfaces shall be kept free from protruding nails or bolts, splinters, loose boards, and unnecessary holes or openings.
3. Good housekeeping shall be maintained at frequent and regular intervals. All sweepings, solid or liquid waste, refuse, and garbage shall be removed and disposed of in proper receptacles as often as necessary or appropriate to maintain equipment in a sanitary condition.
4. When winches on trucks or tractors are used to raise or lower poles or material, pull-in wire etc., the operator shall not leave the controls while the winch is in operation or is being used to hold a load.
5. Drivers of County trucks and other vehicles equipped with booms or derricks, truck mounted ladders, mechanical or

hydraulic lifts, hole diggers, or similar equipment, shall not drive with such equipment in an elevated or partially elevated position.

6. Proper precautions shall be taken at all times to prevent contact with overhead lines, trees, or structures.
7. Safety chains will be used on all trailed equipment except semi-trailers coupled with a standard fifth-wheel.
8. All haulage vehicles, whose payload is loaded by means of cranes, power shovels, loaders, or similar equipment, shall have a cab shield and/or canopy adequate to protect the operator from shifting or falling materials.
9. Whenever the equipment is parked, the parking brake shall be set. Equipment parked on inclines shall have the wheels chocked and the parking brake set. Emergency flashers will be set when necessary.
10. No modifications or additions which affect the capacity or safe operation of the equipment shall be made without manufacturer's written approval. If such modifications or changes are made, the capacity, operation, and maintenance instruction plates, tags, or decals shall be changed accordingly. In no case shall the original safety factor of the equipment be reduced.
11. Display of Red Lights, Flags on Loads. The driver of every vehicle operating one half (1/2) hour after sunset to one half (1/2) hour before sunrise and carrying a load extending four (4), feet or more beyond the end of the vehicle, shall attach at the end of the load two (2) red lights plainly visible under normal atmospheric conditions from a distance of not less than five hundred (500) feet from the rear and sides. At any other time drivers shall attach at the extreme end of such load a red flag or cloth at least sixteen (16) inches square.
12. All equipment left unattended at night adjacent to a highway in normal use, or adjacent to construction area as where work is in progress, shall have appropriate lights or reflectors or barricades equipped with appropriate lights or reflectors to identify the location of the equipment.
13. Heavy machinery, equipment, or parts thereof which are suspended or held aloft by use of a sling, hoists, or jacks shall be substantially blocked or cribbed to prevent falling or shifting before employees are permitted to work under or between them. Bulldozer and scraper blades, end-loader buckets, dump bodies, and similar equipment shall be either fully lowered or locked

when being repaired or when not in use. All controls shall be in a neutral position, with the motors stopped and brakes set, unless work being performed requires otherwise and then only when other suitable precautions are installed.

14. When driving vehicles or equipment under the speed limit in a manner that may impede traffic flow, the emergency flashers will be set to warn on-coming traffic.
15. Training equipment on busy or main highways is discouraged. Equipment shall be transported by truck and trailer if possible to prevent a traffic hazard to them.
16. Bulldozer and scraper blades, end-loader buckets, dump bodies, and similar equipment shall be either fully lowered or locked when being repaired or when not in use. All controls shall be in a neutral position, with the motors stopped and brakes set, unless work being performed requires otherwise and then only when other suitable precautions are installed.

ATV Vehicles

The County utilizes all-terrain vehicles (ATV) for certain operations within the County where automobiles or other full-sized vehicles cannot be used. Vehicles of this nature must be operated under the same safety requirements as any County driver or equipment operator. ATV drivers must comply with Utah Code Ann. sections 41-8-1 and 44-22-1 to 36 together with any regulations promulgated pursuant to these statutes. Personal protective equipment (PPE) is also required for County employee operating an ATV. This includes, but is not limited to a helmet, boots, gloves, eye protection, plus a long sleeved shirt and pants.

Motor Vehicle Accidents

First Offense

Minor Accident

Written warning.

Moderate Accident

Three days unpaid suspension.

Severe Accident

Five days unpaid suspension.

Special Condition

Termination for any accident where the employee has violated the County's Drug and Alcohol Policy found in Title VIII of the Personnel Policies and Procedures.

Second Offense

Minor Accident

Three days unpaid suspension.

Moderate Accident

Ten days unpaid suspension.

Severe Accident

Thirty (30) day unpaid suspension and reassignment to a non-driving position. If a non-driving position is not available, the employee shall be placed on unpaid leave until such time as a non-driving position is available or terminated.

Third Offense

Minor Accident

Ten day unpaid suspension and reassignment to a non-driving position. If a non-driving position is not available, the employee shall be placed on unpaid leave until such time as a non-driving position is available or terminated.

Moderate or Severe Accident

Termination

Notwithstanding any other language in this policy, employees who have, while driving in the course of employment, caused two or more vehicle accidents as determined by the ARB within a two-year period of time shall lose driving privileges, be reassigned to a non-driving position, or be terminated from employment.

APPENDIX A

Duchesne County Hazard Assessment Guideline

Duchesne County Hazard Assessment Guideline

Duchesne County Safety Manual (Effective Date: October 15, 2012)

OSHA 3151-12R 2003

The hazard assessment should begin with a walk-through survey of the facility to develop a list of potential hazards in the following basic hazard categories:

- Impact,
- Penetration,
- Compression (roll-over),
- Chemical,
- Heat/cold,
- Harmful dust,
- Light (optical) radiation, and
- Biologic.

In addition to noting the basic layout of the facility and reviewing any history of occupational illnesses or injuries, things to look for during the walk-through survey include:

- Sources of electricity.
- Sources of motion such as machines or processes where movement may exist that could result in an impact between personnel and equipment.
- Sources of high temperatures that could result in burns, eye injuries or fire.
- Types of chemicals used in the workplace.
- Sources of harmful dusts.
- Sources of light radiation, such as welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.
- The potential for falling or dropping objects.
- Sharp objects that could poke, cut, stab or puncture.
- Biologic hazards such as blood or other potentially infected material.

When the walk-through is complete, the employer should organize and analyze the data so that it may be efficiently used in determining the proper types of PPE required at the worksite. The employer should become aware of the different types of PPE available and the levels of protection offered. It is definitely a good idea to select PPE that will provide a level of protection greater than the minimum required to protect employees from hazards.

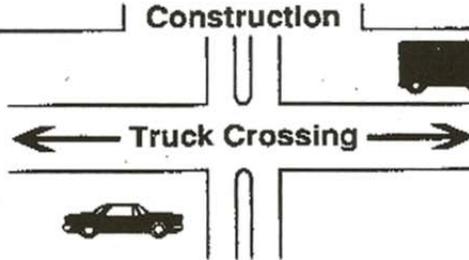
The workplace should be periodically reassessed for any changes in conditions, equipment or operating procedures that could affect occupational hazards. This periodic reassessment should also include a review of injury and illness records to spot any trends or areas of concern and taking appropriate corrective action. The suitability of existing PPE, including an evaluation of its condition and age, should be included in the reassessment.

Documentation of the hazard assessment is required through a written certification that includes the following information:

- Identification of the workplace evaluated;
- Name of the person conducting the assessment;
- Date of the assessment; and
- Identification of the document certifying completion of the hazard assessment.

APPENDIX B

Flagging Operation/Advance Warning



POSTED SPEED M.P.H.	MINIMUM SIGN SPACING DISTANCE BETWEEN SIGNS			
	A**	B	C	D
30 & lower	200'	200'	200'	---
35 - 40	350'	350'	350'	---
45 & Greater Non-interstate	500'	500'	500'	---
55 & Greater Interstate-3 signs	1000'	1600'	2600'	---
55 & Greater Interstate-4 signs	1000'	1000'	1000'	2600'



Actual Construction

APPROX. 100 - 300'



Stand Approximately 100 - 300 feet From Crew

Flagger Station Should be visible a Distance equal to the sign spacing**

At Least

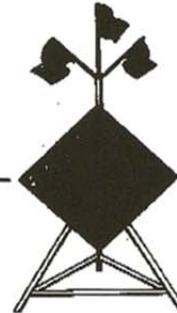
100 Feet From



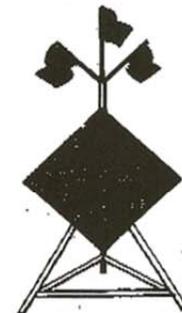
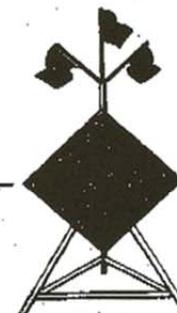
PARKING

NOTE: Flagger symbol sign shall be used in advance of each flagger station.

*A



*B



*C



Flagging Operation Advance Warning

Utah Department of Transportation
Handout Sheet #1
 Rev 3/96