

RICHLAND COUNTY
SIDNEY, MONTANA



EMPLOYEE SAFETY MANUAL

RICHLAND COUNTY

EMPLOYEE SAFETY MANUAL

Richland County recognizes its responsibility to provide a work environment free of recognizable health and safety hazards and to prevent occupational accidents or injuries to its employees.

This manual contains those policies and procedures which are designed to encourage a safety-conscious workforce, resulting in the reduction of accident frequency and severity; thereby protecting both county employees and the general public.



Don Stepler, Commissioner



Loren Young, Commissioner



Shane Gorder, Commissioner



Date

SAFETY RESPONSIBILITY OUTLINE

I. SAFETY COMMITTEE:

It shall be the responsibility of the Safety Committee to:

- A. Develop and present a Safety Policy Manual to the Richland County Commissioners;
- B. Oversee and implement the Richland County Safety Policy;
- C. Recommend specific programs for the Safety Coordinator and department heads to improve safety awareness.
- D. Review accidents and any potentially hazardous situations, recommend corrections of those situations as they are recognized and follow up on the progress of the corrective actions.

II. SAFETY COORDINATOR:

It shall be the responsibility of the Safety Coordinator to:

- A. Act as the direction of the Safety Committee in establishing goals for the Safety Program and to effectively promote and aid in implementing them;
- B. Provide training materials, written information and consultation at the request of department heads and the Safety Committee;
- C. Organize records of accidents and potentially hazardous situations and provide reports to the Safety Committee;
- D. Inspect Richland County's facilities and work sites and report to the Safety Committee about compliance of safety related policies and procedures;
- E. Maintain records of Safety Committee meetings and accident investigations.

III. DEPARTMENT HEADS:

It shall be the responsibility of department heads to:

- A. Encourage employees to respond positively to the Safety Program, the Safety Committee and the Safety Coordinator;
- B. Provide instruction for supervisors in their department to understand safety related procedures and policies in regard to accident reporting, safe working practices, and disciplinary actions. To achieve this end, safety meetings with the

supervisors shall be scheduled at least once every four months to discuss and record the following:

1. Recent Accidents
 2. Potentially hazardous situations
 3. employee suggestions for improving work-related health and safety concerns
 4. Results of inspections by Department heads, Supervisors, and/or the Safety Coordinator
- C. Investigate accidents and report them to the Safety Coordinator and carry through with all actions recommended by the Coordinator and/or Committee;
- D. Ensure that employees enforce safety rules and record accidents and potentially hazardous situations to their Department Head or the Safety Committee;
- E. Ensure that all employees have read the Safety Manual and signed the statement acknowledging receipt of the manual

IV. SUPERVISORS:

It shall be the responsibility of Supervisors to:

- A. Report recognizable hazards and unsafe conditions to the Department Head;
- B. Take all necessary action within his/her power to correct recognizable hazards and/or unsafe conditions up to and including, the removal of employees from a worksite in situations where a hazard may be immediately dangerous to the life and/or safety of that employee;
- C. Educate employees to understand safety related standard operating procedures through training and personal supervision;
- D. Ensure that proper training and supervision is provided when new equipment or procedures are used;
- E. Explain to employees the disciplinary actions associated with the Safety Program;
- F. Make “spot inspections” of employees at the worksite and enforce all safety policies and rules including: safe work procedures, use of protective equipment, and maintenance of equipment and the worksite in a proper orderly manner;
- G. Promptly and accurately complete the “employer’s First Report of Notice” (*Appendix B*) and submit this form to the Safety Coordinator.

V. EMPLOYEES

It shall be the responsibility of all Richland County employees to:

- A. Follow all safety rules and operating procedures established for their jobs and worksite;
- B. Report all accidents and potentially hazardous situations, in writing, to their immediate supervisor;
- C. Attend safety training sessions as required by superiors;
- D. Report unsafe working conditions and/or practices to their supervisor along with any employee recommendations relating to the correction of the potentially hazardous or unsafe situation;
- E. Familiarize themselves with the Richland County Disciplinary policy as set forth in the Personnel Manual;
- F. Adhere to all rules, regulations, and SOP's which are established and pertinent to the operations of his/her respective department.

GENERAL SAFETY POLICY

I. GENERAL SAFETY RULES

- A. Be familiar with the Richland County Safety Program and sign a statement acknowledging that you have read the parts of the policy which pertain to your job description and individual duties and perform those duties in compliance with the procedures outlined in this policy
- B. Immediately inform your supervisor of any recognizably hazardous conditions or procedures that may put an employee or the general public at risk.
- C. Report any accidents, injuries or exposure to hazardous chemicals to your supervisor.
- D. Understand and use approved safe job methods and recognize potential hazards or consequences if machinery, tools, or fellow employees fail to perform adequately. For example, loose clothing, jewelry or long hair can pull you into a piece of rotating machinery causing life threatening, permanent or fatal injuries.
- E. Operate only machinery or equipment you have been authorized and properly trained to operate safely.
- F. Use only tools, machinery and vehicles that are in safe working order.
- G. Work at a safe speed; plan ahead so you can perform the job safely as well as efficiently.
- H. Promote efficiency and safety by keeping an orderly and clean work area. Liquid spills, items stored “temporarily” and forgotten about, cluttered and/or scattered parts, tools and materials will *NOT* be tolerated.
- I. Always consider the safety of co-workers and the general public when performing your duties.
- J. Never endanger the health or safety of a fellow co-worker or the public through horseplay, practical jokes, wanton neglect, or thoughtless indifference. These types of behavior will *NOT* be tolerated.
- K. Being under the influence of alcohol, mind-altering substances and/or medication that could impair your judgment or performance is *strictly* prohibited. Anyone found to be under the influence of such substances will be

dealt with in accordance to the Richland County Drug & Alcohol Policy which takes a “no tolerance” approach.

- L. There is NO smoking in County Facilities.
- M. Recognize potentially hazardous situations and report them to your supervisor and cooperate in the investigation of any accident to help prevent a reoccurrence.

II. *FIRE PREVENTION IN GOVERNMENT BUILDINGS:*

- A. Be prepared for fire by knowing where and how to turn in a fire alarm. Find out about the fire extinguishers in your area, i.e. where they are, what type of fire are they meant for, etc. Also, familiarize yourself with all fire exits and their locations.
- B. Always obey “No Smoking” signs. Not only are Richland County Facilities smoke-free but there could be harmful vapors that you can’t see which could ignite with the lighting of a match or lighter.
- C. Flammable liquids will not be left in any buildings over one shift. Flammable liquids must be contained in an approved safety can or cabinet.
- D. Good housekeeping is important. Don’t let combustible materials accumulate.
- E. Keep the area around fire extinguishers and hoses free of clutter. These are your first-line defenses against fire.
- F. Don’t let flammable wastes lie around. You should dispose of them immediately in the proper manner. For example, flammable scrap, wiping rags, and other rubbish should be placed in metal containers, flammable or combustible liquids must be kept in the special containers provided—*never* pour these down drains or sewers.
- G. Change your clothes immediately if they get soaked with oil, kerosene, naphtha or any other flammable liquid. Not only can the chemicals cause skin irritation, the vapors retained in the cloth could catch fire without warning.
- H. Do NOT use any fire protections equipment for anything other than fires and fire-related activities.

- I. After using any fire protection equipment, notify the Safety Department so the equipment can be checked out and/or replaced.

**Note: This section applies to fire prevention within Government Buildings only and is not intended to inhibit the operation and maintenance of any equipment or apparatus of the Richland County Fire Department. For information about the operation and maintenance of fire vehicles and fire related equipment, see Appendix J. This form may be obtained from your Department Head or Supervisor*

III. RESPONSIBILITIES OF EMPLOYEES DRIVING RICHLAND COUNTY VEHICLES:

All employees responsible for the operation of a Richland County motor vehicle must:

- A. Be a Montana licensed driver, operating their vehicle by the conditions and limits of their license;
- B. Operate their vehicle in accordance with the laws and regulations of the State of Montana and Richland County;
- C. Not use the vehicle for personal errands;
- D. Ensure the vehicle is in a safe and operable condition;
- E. Report any recognizable mechanical defect in the vehicle;
- F. Immediately report all citations received while operating a Richland County Vehicle to his/her supervisor;
- G. Immediately report any vehicular accident involving a county vehicle as outlined in the accident reporting policy contained within this manual.

ACCIDENT REPORTING

I. ACCIDENT REPORTING POLICY

- A. An accident is:
 - 1. Damage with injury and /or death involving Richland County employees and/or individuals;
 - 2. Damage to private property or property of another public jurisdiction;
 - 3. Damage to property and/or vehicles.
- B. Any employee experiences a work-related accident or injury must make a prompt report of the incident to his/her supervisor. A claim for medical and lost work-time compensation requires accurate and detailed reporting. If the employee has a witness, they should be encouraged to file a report with their supervisor as well. Prompt reporting will speed reimbursement and help document future findings such as exposure to toxic chemicals which have no immediate effects but potentially serious long-term effects.
- C. After the employee has informed his/her supervisor of the accident or exposure, the supervisor will then notify the Safety Coordinator and file the “Employer’s First Report of an Accident Form” (*Appendix B*) and/or a Property Damage Report Form (*Appendix C*). These forms may be obtained from your Department Head or Supervisor .
- D. All vehicular accidents must be reported by the employee to the nearest law enforcement agency.
- E. If the accident involves possible liability of Richland County, such as a vehicular accident, the employee responsible will complete and return an “Accident and Injury Report Form” (*Appendix D*). This form may be obtained from your Department Head or Supervisor.
- F. Any employee seeking medical treatment as a result of a work-related injury or disease must obtain and present to the treating practitioner a “Report of Treatment Form” (*Appendix E*). This form may be obtained from your Department Head or Supervisor.
- G. All accidents are subject to review and an investigation by the employee’s department head, the Safety Coordinator and the Safety committee. Preventing the same type of

accident from reoccurring is the priority of such a review. However, if willful misconduct or violation of safety policies is evident, disciplinary action may be taken as defined in the policy manual.

STATE AND FEDERAL LAWS

The following State and Federal laws pertain to employee safety and health:

- 1. Montana Right to Know Act**
- 2. Federal Hazard Communication Act (CFR 1910)**
- 3. Worker's Compensation in the State of Montana**
- 4. Montana Safety and Cultural Act**

APPENDICES

- A. Safety Coordinator Consultation Procedure
- B. Supervisor's First Report of an injury
- C. Property Damage Report
- D. Accident and Injury Report
- E. Report of Treatment
- F. Portable fire Extinguishers
- G. Emergency Situations
- H. Office Safety Policy
- I. Shop Safety Policy
- J. Policy for the Safe Maintenance and Operation of Fire Vehicles
- K. Road Construction and Maintenance Safety Policy
- L. Montana Safety Culture Act

APPENDIX “A”

SAFETY COORDINATOR CONSULTATION PROCEDURE

I. PLANNING:

- A. Review accident summaries and note types of accidents and their cost.
- B. Review all goals that were set at last inspection interview and all agreed upon changes in procedures and/or conditions.

II. INTERVIEW BEFORE THE INSPECTION:

- A. Explain the safety program, its goals, and the responsibilities of employees and other participants in said program
- B. Review all accidents and potentially hazardous situations recorded in the superintendent’s log. Note any changes in procedures or improvements made.
- C. Review the goals set at the last inspection and make note of all changes that have occurred since the goals were set.

III. INSPECTION BY SUPERINTENDENT AND SAFETY COORDINATOR

- A. Note any unsafe procedures or conditions.
- B. Note where improvements or changes have, or should have, been made based upon previous accidents, potentially hazardous situations, or commitments to make improvements.

IV. POST-INSPECTION INTERVIEW

- A. Review both sets of notes from the inspection.
- B. Rank the unsafe conditions or practices by their likelihood for causing an accident, the extent of the accident’s severity, and the ease of correction the situation.
- C. Establish priorities for corrections.
- D. Agree on a procedure to meet the goals of all corrections such as training, establishing a standard operating procedure, equipment modification, etc. This will usually require a commitment by both parties to follow the agreed upon plan of action.

V. SAFETY COORDINATOR FOLLOW-UP:

- A. Write a summation of all goals and commitments agreed upon and send a copy to the superintendent and Department Head.
- B. Report to the Safety Committee that an inspection was made and goals were set.
- C. Repeat the inspection procedure *at least* annually.

APPENDIX "B"

RICHLAND COUNTY

Supervisor's First Report Of Injury

Name (Last, First, M.I.)		Sex	Date of Injury	Time of Injury: am pm	Lost Time
Social Security Number	Home Phone	Date of Birth	Nature of Injury	Part of Body Injured	
Does the Employee Speak English? If No, Specify		How and Why Injury Occurred			
Race: White Black	Asian	Ethnicity: Hispanic Native American	Other	Reg. Job? No	Yes Worksite Location of Injury
Mailing Address (Street or PO Box)			Address Where Injury Occurred		
City, State, Zip		County	City, State, Zip		
Marital Status Divorced	Married	Widowed	Separated	Single	
# Dependent Children	Spouse's Name				
Doctor's Name (If doctor will be seen due to the injury)					
Doctor's Mailing Address (Street or PO Box)					
City, State, Zip					
Witnesses? Please Name			Return to Duty Date		
			Fatal? No		Yes Date Reported
Supervisor's Name					

Date of Hire	Length in Current Position Months	Years	Length in Occupation Years	Months	From MT? Yes No
Employee Classification Code		Occupation of Injured Worker			
Rate of Pay Hourly \$ Weekly \$	\$	Full Work Week is: ___Hours Days	Last Paycheck Was: \$ ___for ___Hours or Days	Is employee Owner? Yes No	

Name & Title of Person Completing Form	Name of Business
Business Mailing Address	Business Phone Number
City, State, Zip	Federal Tax Identification Number
Workmans' Compensation Insurance Company	Policy Number
Did the Injured Employee Request Accident Prevention Services in Past 12 Months? Yes No	
If Yes, Did He/She Receive Them? Yes No	
Signature & Title	Date

APPENDIX "C"

RICHLAND COUNTY

Property Damage Report

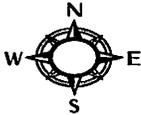
Damage Report Number: _____

Date:	Department:	Supervisor:
Employee(s) Involved:		
Date of Accident:	Time of Accident:	Date Reported:
Reported to Whom:	Employee(s) Reporting Damage:	
Description of Damaged Property:		
Description of Incident Causing Damage:		
Estimated Cost of Repair:	Estimated In-House Repair Time:	
Employee's Explanation Of Incident:		
Supervisor's Notes Pertaining to Incident:		
Employee Signature:		
Supervisor Signature:		

APPENDIX "D"

RICHLAND COUNTY

Accident and Injury Report

INJURED PERSON			
Name:		County Employee?	
Address:		City & State:	Zip Code:
Age:	Home Phone:	Work or Cell Phone:	
Parent or Guardian (if under 18):		Parent or Guardian Phone:	
ACCIDENT INFORMATION			
Date:	Time:	Indoors or Outdoors:	
EXACT Location Of Accident:			
Description Of Accident & Diagram (If involving a motor vehicle):			
			
INJURY INFORMATION			
Detailed Description of Injury:			
Ambulance Required?	First Aid Required?	Type of First Aid Required:	
Name & Address of Person Administering First Aid:			
Professional Care Required?	Name of Doctor & Facility:		
Could injury Have Been Prevented? How?			
WITNESSES			
Name/Address/Phone:			
Signature & Title (of person completing report):			Date:

***APPENDIX “E”
RICHLAND COUNTY
Worker’s Compensation Accident
Identification Card***

Claimant Name:		Employer Name:	
Accident Date:	Time:	Accident Number:	
Adjuster Name:			
Adjuster Address:	City/State:	Zip Code:	
Adjuster Contact Number(s):			

Possession of this card does not suggest the claim has been accepted by the above Worker's Compensation insurer. However, all bills and reports relating to the accident should be submitted to the adjuster listed above.

For Worker’s Compensation Claims, Contact:

MACO Claims Dept.
P.O. BOX 7059
Helena, MT 59604

APPENDIX “F”

PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers should be available and accessible at all times to use on small incipient fires.

I. Fire extinguishers shall be:

- A. Approved by a recognized testing laboratory;
- B. The right type for each class of fire that may occur in your area;
- C. Of sufficient size and quantity to protect against the expected exposure of your area;
- D. Located in an accessible and clearly identified area so they are available for immediate use;
- E. Maintained in proper operating condition and inspected monthly
- F. Operable by all employees.

II. Classes of Fire Extinguishers:

- A. CLASS A: Use on wood, paper, cloth, rubber and plastics
- B. CLASS B: Use on flammable liquids, gasses and greases
- C. CLASS C: Use on any electrical equipment or fire
- D. CLASS D: Use on combustible metals
- E. MULTI-CLASS: Check label, some extinguishers have more than one class

APPENDIX “G”

EMERGENCY SITUATIONS

If an injured or ill person needs an ambulance, workers around the injured person should remember:

- A. Someone must stay with the victim at all times.
- B. Do not move the victim, unless not doing so puts them in even more danger.
- C. When reporting the injury by phone or radio, give the exact location and nature of the accident.
- D. If possible, have someone meet the emergency personnel to lead them to the injured party
- E. Let emergency personnel do their job without interference unless they ask you to assist them.
- F. Provide emergency personnel with any available knowledge of the employee’s medical history or medications.

Receiving prompt medical attention for the injured or ill person is the ultimate goal of any emergency situation and requires the help and cooperation of everyone involved.

APPENDIX “H”

OFFICE SAFETY POLICY

The office is generally a safe working environment, however many accidents can and often do happen in the office setting. The most common of these involve slips, falls, trips, and strains. Specific guidelines to help eliminate these injuries are outlined below:

I. LIFTING

- A. Don't overexert yourself when moving heavy objects.
- B. Realize you may need help and seek it if necessary
- C. When lifting an object from the floor, whether it is light or heavy, use the following guidelines:
 - 1. Keep feet shoulder-width apart, one along the side of the object and one behind the object.
 - 2. Keep your back straight and as vertical as possible.
 - 3. Tuck your chin into your chest when lifting or carrying.
 - 4. Grasp the object with your entire hand.
 - 5. Tuck your elbows and arms in toward your body
 - 6. Always lift with your knees and legs; NEVER with your back.
 - 7. Keep your body over your feet, don't overextend yourself.
 - 8. If you can't easily handle the object or see where you are going, seek assistance.

II. FALLS

- A. Floors shall be kept free of all objects that can cause a hazard. This includes pencils, paper clips, water, cords, etc.
- B. Special attention should be paid to polished or granite floors, inclines, steps and stairs.
- C. Wear appropriate foot wear for the weather conditions
- D. Wipe your shoes when entering buildings. Water or ice on your sole may cause you or someone else to slip and/or fall.
- E. Don't lean back in your chair or prop your feet on top of your desk.
- F. Don't use folding chairs or other such furniture to reach heights. Use an approved ladder or step-ladder.

- G. Use handrails if they are provided.
- H. Pay attention to where you are going and the surface you are on at all times.

III. FILE CABINETS

- A. File drawers should not open into aisles or exits
- B. File drawers should never be left open
- C. File drawers should be loaded equally as overfilling top drawers could cause the cabinet to topple.
- D. Only one drawer should be open at a time.

IV. STORING MATERIAL

- A. Never store heavy objects in high places.
- B. Stack material neatly so it is stable.
- C. Store sharp objects such as scissors, tack, pins, etc., in a drawer—not on top of your desk.
- D. Material, including machines, should be secure and located away from the edge of the surface it is resting on.

V. MISCELLANEOUS

- A. Exits, including the route to the exit, should never be blocked.
- B. Many office supplies such as glues, white out and other art supplies are flammable, treat them as such.
- C. Know your fire procedures, escape routes, and fire extinguishers are located.
- D. Report any hazards to the proper person(s) immediately so they can be dealt with in a timely manner.
- E. Do not attempt to use any equipment that is not in proper working order.

APPENDIX “I”

SHOP SAFETY POLICY

I. HOUSEKEEPING

- A. Keep your work area safe, efficient and pleasant by keeping it clean and orderly.
- B. Keep equipment and materials out of aisles, and put them back in their appropriate place after using them. Check your area regularly for slipping and/or tripping hazards such as nails, pieces of wire, and scrap material.
- C. Clean up spills immediately regardless of who caused the spill.
- D. Store oily rags in a covered metal container.
- E. Deposit all beverage cans, bottles or other food containers into the garbage as soon as you are finished with them.
- F. Throw all trash and scrap material in their proper containers. If there is glass involved, do not use your hands. Instead, use a broom and dustpan.
- G. Look for nails in lumber containers that you may be handling. If they are present, take the time to remove the nails or bend them over.
- H. Worn or broken flooring, stair treads, and handrails are dangerous. If you see these items in a worn state, report them to your supervisor immediately.

II. THE HAZARDS YOU WEAR

- A. **JEWELRY:** Items such as rings, watches, I.D. bracelets, necklaces, chains, etc., can cause serious injury in the work place. If you work around moving or protruding parts on equipment, loads, structural members, etc., remove ALL jewelry.
- B. **CLOTHING:** Do not wear synthetic knit clothes if you work around welding, cutting or burning operations. Also, do not wear loose fitting or dangling clothing such as scarves.
- C. **HAIR:** Any hair styles involving hair or beards greater than four inches in length shall be protected by total confinement which may include a cap or hard hat.

III. FLAMMABLE LIQUIDS

- A. **FLAMMABLE LIQUID STORAGE AND USE:** Most of our flammable liquids are stored in special controlled areas. However, some of these products are in areas where they can cause serious injury or damage. When working with these items, the following guidelines must be strictly adhered to:
1. Observe all “NO SMOKING” signs.
 2. Always use approved containers for all flammable liquids and fill the containers with just enough for the job you are doing.
 3. If you use a flammable liquid in your job, you should be on the lookout for any hot objects, inspect the container for leaks and/or defects, wipe up any spills as quickly as possible, and use the proper material for the job you are doing.
 4. Know where fire fighting equipment for your area is located and how it is operated.
 5. Do not store flammable liquids in any area which has not been authorized for their storage.
 6. Aerosol spray cans may cause flash fires and should be used with caution.
 7. Containers that are not marked must be treated as flammables.
- B. **BULGING BARRELS:**
1. When barrels become hot from summer heat, heaters, etc., the liquid inside can expand, causing the ends of the drum to bulge
 2. Do NOT unscrew the caps on these drums to relieve the pressure as the flammable liquid inside will often spray you.

IV. MACHINES

- A. Machines are one of the leading causes of occupational injuries. Improperly trained operators are often the victims. Unless you have been checked out on a machine and are authorized to run it, **HANDS OFF.**
- B. Before you turn on any machine, make a safety check to make sure that:
1. Everyone is clear;
 2. All guards and safety devices are in place and properly adjusted;
- Never touch the start button unless these things are ascertained. Never tie down or block a guard or safety device. Safety features, such as two-hand controls, are there to protect you.

- C. Do not leave running machines unattended.
- D. If adjustments need to be made, turn the power off and let the machine stop completely. Don't try to brake or slow down a moving part with your hand or another device. Bleed off hydraulic or air pressure as the machine's use and nature indicates.
- E. Keep your machine clean. Use a brush or stick if you must clear chips from a running machine—NEVER use your hands.
- F. Machine operators must wear eye protection when required by rules.

V. HAND TOOLS

- A. Use the right tool for the job. Substitutes can damage work and can be dangerous.
- B. Take care of your tools. Keep them clean and in good condition and always check them over before using them. If the heads on striking tools are mushroomed or burred, have them dressed. Replace splintered, broken and loose handles before using any tool.
- C. Store your tools properly when you are finished with them so they don't fall and trip you or somebody else, you can easily find them, and there is less chance of them causing damage.
- D. Do not carry tools in your pocket, especially sharp tools. Instead, use a kit or tool belt.
- E. Do not apply excessive pressure or force to hand tools or use a pipe-extender on the end of a wrench to gain more leverage.
- F. Protect your eyes. When chipping, grinding or performing other tasks that lend themselves to flying particles, always wear eye protection.

VI. POWER TOOLS

- A. All portable power tools that are not double-insulated must be grounded. The three-pronged plug must be used in a grounded receptacle. Use of ungrounded adapters is not permitted. *The ground wire prong must never be cut off the plug to permit use in a two-prong receptacle.*
- B. Use air-powered and low voltage tools when available for special-hazard jobs. If you have to use portable electric tools in damp, wet, or other conductive locations, be sure they are specially insulated and grounded for that type of work.

VII. LIVE WIRES

- A. All electrical repairs on equipment or energized lines must be done by an electrician.
- B. Treat every electrical wire as a “live” wire. Do not touch any dangling wires; instead, report them to your supervisor immediately.
- C. Sparks or smoke from a motor or other electrical equipment can mean a shock or fire hazard. Promptly cut the power to the machine and notify your supervisor.
- D. Water and electricity can be a fatal combination. Do not use portable electrical equipment if your hands are wet or if you’re standing on wet ground.
- E. If a fuse blows, it means there is an overload or a short; contact your supervisor immediately.
- F. Extension cords should be inspected routinely for worn insulation and exposed wires. All extension cords must have a three-prong plug and receptacle. Avoid rough treatment of the cord including kinking, dragging it over sharp edges and running it across aisles where it can be damaged or tripped over.
- G. Never yank on a cord to disconnect it from its power source, firmly grasp the plug head and pull.

VIII. GRINDER SAFETY

- A. Eye and face protection must be worn by all employees using grinders. If you wear prescription glasses, side shields must be worn.
- B. Guards are required on all grinders, except portable grinders using wheels or discs having a diameter of 2” or less.
- C. Maximum RPM rating of wheels or discs must equal or exceed the nameplate RPM rating of the grinder.
- D. Only one wheel or disc shall be mounted on a spindle.
- E. The tool rest on the pedestal and bench grinders must be kept adjusted to within 1/8” of the wheel.

*Always remember that accidents can happen and can be fatal. One such instance was an industry employee who was fatally injured while using a pneumatic “peanut” grinder to grind a hot weld. He was holding the grinder in an overhead position to grind the upper portion of the weld when he apparently lost control of the grinder. The abrasive disc cut through his face

shield and struck him in the throat, severing his major blood vessel and windpipe. Always remember—SAFETY FIRST!

IX. COMPRESSED AIR

- A. Compressed air can be dangerous. Injuries can occur through:
 - 1. Failure of the hose on fittings which could cause the hose to whip dangerously and possibly propel parts of the fittings through the air.
 - 2. The blowing of dust and small particles which could constitute an eye hazard.
 - 3. The introduction of air pressure into one of the body cavities, either accidentally or through horseplay. Air under pressure will pass through clothing and may cause internal injury that is often fatal.
 - 4. The injection of a strong air stream into body tissues, usually through an existing cut or scratch. The air can rupture cell tissues and cause severe wounds.
 - 5. The injection of minute foreign bodies into the skin due to impurities which almost always exist in an air line.
 - 6. Falls from tripping over air lines which are left lying on the floor.
- B. An air hose should be considered a special tool. Under no circumstances should it be used as a substitute for a brush to clean machines, clothing, or your person.
- C. Some general rules for working with compressed air include:
 - 1. Use only sound, strong hoses with secure couplings and connections, and wire couplings;
 - 2. Be sure there are no sharp points on metal hose parts;
 - 3. Close control valve in portable pneumatic tools before turning on air;
 - 4. Before changing one pneumatic tool for another, turn off air at the control valve. Never kink hose to stop air flow;
 - 5. Wear suitable goggles, mask, and protective clothing.
 - 6. Never point the hose at anyone;
 - 7. When using compressed air, see that no nearby workers are in the line of air flow.

X. WELDING SAFETY PRECAUTIONS

- A. Never use oil or grease around or on any part of welding or cutting apparatus. Even a trace of oil or grease can cause a serious fire or explosion.
- B. Do not use oxygen in pneumatic tools to blow out lines or dust off clothing.
- C. Never convert a fuel regulator into one for oxygen use or vice versa; the same applies to the hose.
- D. Do not try to use a gas cylinder without a suitable pressure reducing regulator.
- E. Never stand directly in front of an oxygen regulator when you are turning on the cylinder valve.
- F. Do not open an oxygen cylinder valve quickly Turn the cylinder valve on very slowly until the maximum cylinder pressure registers on the regulator gauge, then open the valve completely.
- G. Do not open a cylinder valve until the regulator adjusting screw has been released.
- H. To avoid clogs, never attach new or used hoses to the torch without first blowing out the dust.
- I. Do not use worn, patched, or over-spliced hose that may leak or cause excessive loss of pressure. Never repair hose with friction tape; use a proper hose splicer.
- J. Do not open the acetylene cylinder valve more than one turn.
- K. Never test for gas leaks with a flame; use soap and water.
- L. Do not use undue force when trying to pen or close a cylinder valve. Notify your gas supplier and have the cylinder replaced if the valve is too tight or otherwise faulty.
- M. Observe fire prevention precautions and have a fire extinguisher nearby at all times.
- N. Do not try to fill a small cylinder from a large one as it is dangerous and requires specialized tools.
- O. Never heat a gas cylinder by playing a flame on the cylinder walls; it could cause the cylinder to explode.
- P. Do not weld or cut without proper dark goggles.
- Q. Use proper ventilations during the welding process.
- R. Do not try to repair torches or regulators unless you have been properly instructed. A faulty repair job could result in a serious explosion.

- S. Keep sparks away from hose and cylinders.
- T. If you have questions, seek assistance from a qualified person; do not guess.
- U. Do not misuse your welding and cutting apparatus. They are precision tools and will serve you a long time if properly used.
- V. Do not let welding cables lie in water or oil.
- W. Never change electrodes with bare hands or wet gloves or while standing on a wet floor or grounded surface.

XI. EXTENSION CORDS AND WELDING LEADS

Extension cords and leads shall be:

- A. Protected against damage caused by traffic, sharp corners, projections, and pinching doors;
- B. Covered or elevated to protect them from damage and employees from being injured when they are passing through work areas.
- C. Suspended by “gun racks”, nylon, or rope ties; NEVER use tie wire, staples or nails.
- D. Protected from traffic and equipment if they must be placed in roadways. This should be avoided as much as possible.

XII. TEMPORARY LIGHTING

- A. Check for faulty wiring and connections.
- B. Make sure bulb guards and bulbs are in place on light stringers.
- C. Do not set any heat producing light near any combustible material.

XIII. FIRE PREVENTION REGULATIONS FOR WELDING, CUTTING, AND HEATING OPERATIONS:

- A. Make sure compressed gas and oxygen cylinders have the valve protection cap ON when transporting, moving and storing at all times.
- B. Locate cylinders so that sparks, hot slag, or flame from welding or cutting operations cannot reach them. If this cannot be done, the use of fire resistant shields or coverings must be used.
- C. Cylinders should be placed where they cannot become part of an electrical circuit.
- D. At the beginning of each work shift, inspect all hoses, torches, fittings, and connections that carry combustible substances. Immediately remove defective materials from service.
- E. Light torches with friction lighters or other approved devices; not by matches or hot work.

- F. Move or protect all fire hazards in the area if it is not practical to move the object(s) that needs to be welded, cut, or heated.
- G. Do not weld, cut or heat any material in the presence of flammable paints or other flammable compounds.
- H. Take adequate preventive precautions when welding, cutting or heating operations are performed on walls, floors, or ceilings and there is a danger of causing a fire in adjacent areas by direct penetration of sparks or heat transfer.
- I. To eliminate the possibility of fire in confined spaces as a result of gas leakage:
 1. Shut off the gas supply at some point outside the enclosed space when the torch is not being used.
 2. Shut off the gas supply if it will be left unattended for a substantial period of time.
 3. Shut off the gas supply at the end of each shift.
 4. Immediately remove hoses from the confined space when they are disconnected from the torch or gas supply.

XIV. HANDLING COMPRESSED GAS CYLINDERS

- A. Move cylinders with respect. They may be rolled on their bottom edge but never dragged.
- B. Use a hand or motorized truck with tie-downs to move any cylinders heavier than 40 lbs. Because of their shape, smooth surfaces and weight, they are difficult to carry by hand.
- C. Do not drop cylinders or let them strike each other violently.
- D. Do not tamper with safety devices in valves or on cylinders.
- E. Protect cylinders from cuts and/or abrasions.
- F. Make sure compressed gas and oxygen cylinders have valve protection caps on at all times when being moved or stored.

**Note: The valve pressure of a cylinder can be up to 2,200 lbs. per square inch. If ruptured at the valve or along the case, the cylinder can become a flying missile with enough force to go through the wall of a building.*

XV. STORING COMPRESSED GAS CYLINDERS

- A. No Smoking signs near compressed gas cylinder storage will be strictly enforced.
- B. Oxygen Cylinders should not be stored within 20 feet of cylinders containing flammable gases, unless a five foot fire resistive partition separates them.

- C. Cylinder storage areas should be in a well vented area to prevent the accumulation of explosive concentrations of gas.
- D. No ignition sources will be permitted in compressed gas cylinder storage areas.

XVI. USE OF LADDERS

A. Placement:

1. Do not use ladders in a horizontal position as runways or scaffolding. Single and extension ladders are designed for use in a nearly vertical position and cannot safely be used horizontally.
2. Never place a ladder in front of a door that opens toward the ladder unless the door is locked, blocked, or guarded.
3. Place a portable ladder so that both side rails have secure footing. Provide solid footings on soft ground to prevent the ladder from sinking.
4. Place the ladder feet on a substantial and level base, not on moveable objects.
5. Securely lash or fasten the ladder to prevent slipping.
6. Extend the ladder side rails at least three (3) feet above the top landing.
7. Do not place a ladder close to live electrical wiring or against any operational piping.

B. Ascending and Descending Ladders:

1. Hold on to the ladder with both hands when going up or down. If material must be handled, raise or lower it with a rope either before going down or after climbing to the desired level.
2. Always face the ladder when ascending or descending.
3. Never slide down a ladder.
4. Before climbing, make sure your shoes are not greasy, muddy, or slippery.

C. Other Safe Practices:

1. Do not use makeshift ladders, such as cleats fastened across a single rail.
2. If using a stepladder, make sure it is fully open and the divider is locked before climbing.
3. Before using a ladder, inspect it for defects.
4. Never use a defective ladder. Tag or mark it so it can be repaired or destroyed.

5. Do not splice short ladders together. They are designed for use in their original lengths and are not strong enough for use in greater lengths.

XVII. STEPLADDERS

- A. Stepladders are commonly misused and are the cause of many injury accidents. The most common misuse of the stepladder is using it in a folded position, leaned against a wall, scaffold, or structure to gain access. This practice results in many accidents because the stepladder is not stable in this position.
- B. Stepladders must be used in the fully extended position.
- C. Do not stand or work above the top two steps of a stepladder. If you have to do this, the ladder is too short; use a longer stepladder or a straight ladder.
- D. Never use a stepladder where a secured straight ladder is required.
- E. Check all ladders for cracks, splits, broken rungs and rails before using. If defects are found, take the ladder out of service immediately.

*Always use the right ladder and use the ladder right.

XVIII. SCAFFOLD GUIDELINES

- A. Inspect scaffolds daily prior to use; particularly guardrails, connectors, fastenings, footings, and braces.
- B. Remember there is no such thing as a temporary scaffold.
- C. All scaffolds must be at least two (2) planks wide, no employee may work from a single plank.
- D. Proper access must be provided to all scaffolds.
- E. The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete shall not be used to support scaffolds or planks.
- F. Any scaffold accessories such as braces, brackets, trusses, screw legs, ladders, etc., that are damaged or weakened must be immediately repaired or replaced.
- G. The poles, legs or uprights of scaffolds should be secured and rigidly braced to prevent swaying or displacement.
- H. Overhead protection will be provided to employees on a scaffold exposed to overhead hazards.

- I. Slippery conditions on scaffolds will be eliminated as soon as possible after they occur.

XIX. WORKING PLATFORM (MANBASKET) PROGRAM FOR CRANES:

***In concurrence with O.S.H.A. program directive #100-48 of Sept. 30, 1976, the following outline shall be followed:**

- A. The proper design, inspection, construction testing, maintenance, and operation of the crane refers to the applicable standards of 29 CFR 1910.180 or 29 CFR 1926.550.
- B. For the guarding and suspension of working platforms, refer to standard 29 CFR 1925.451: "Guardrails and toe boards shall be installed on all open sides and ends of platforms. Guardrails shall be 2 X 4 inches, or the equivalent, approximately 42 inches high, with a mid-rail. Toe boards shall be a minimum of four (4) inches in height. Where persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toe board and the guardrail, extending along the entire opening consisting of No. 18 gauge U.S. Standard wire ½ inch mesh, or the equivalent."
- C. For the load limit to be permitted on the working platform, refer to the standard 29 CFR 1910.28(g)(9): "On suspension scaffolds designed for a working load of 500 pounds, no more than two persons shall be permitted to work at one time. On suspension scaffolds with a working load of 750 pounds, no more than three persons shall be permitted to work at one time. Each worker shall be protected by a safety lifebelt attached to a lifeline. A lifeline shall be securely attached to substantial members of the structure (not scaffold), or to a securely rigged line, which will safely suspend the worker in case of a fall."
- D. For the specific type of hoisting equipment to be used with suspended working platforms, refer to standards such as 29 CFR 1910.66(c)(17)(ii), which states: "The hoisting equipment shall be power-operated in both up and down directions."

****Note: There may be other analogous standards that can be used as guidelines in addition to those listed in the preceding paragraphs. The main requisite being that reasonable safety of employees working on crane suspension scaffolds (working platforms, manbaskets) is assured.***

APPENDIX “J”

POLICY FOR THE SAFE MAINTENANCE AND OPERATION OF FIRE VEHICLES

I. AFTER EVERY INCIDENT:

- A. Drivers will be responsible for their trucks.
- B. Checks will include (but are not limited to):
 1. Start, fuel level
 2. Lights and switches
 3. Water level in booster tank
 4. Nozzles, gate valves, wrenches (Spanner-Plug)
 5. Axes, pike poles
 6. Extinguishers
 7. Air Masks (harness, air, clean)³

II. RIDING ON FIRE APPARATUS

- A. When riding on a fire apparatus equipped with jump seats, firefighters will use jump seats and not tail board.
- B. Firefighters will remain seated while apparatus is in motion.

III. DRIVING EMERGENCY VEHICLES

While driving authorized emergency vehicles, all drivers will comply with State Law 61-8-0107 *Police Vehicles and Authorized Emergency Vehicles*:

- A. The driver of a police vehicle or authorized emergency vehicle, when responding to an emergency call or when in the pursuit of an actual or suspected violator of the law or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this section, but subject to the conditions herein stated.
- B. The driver of a police vehicle or authorized emergency vehicle may:
 1. Park or stand, irrespective of the provision of this chapter.
 2. Proceed past a red light or stop sign but only after slowing down as may be necessary for safe operations.
 3. Exceed the speed limits so long as he or she does not endanger life or property.

4. Disregard regulations governing direction of movement or turning in specified directions.
- C. The exemptions granted to a police vehicle or authorized emergency vehicle apply only when the vehicle is making use of an audible or visual signal, or both, meeting the requirements of 61-9-402.
- D. The foregoing provisions shall not relieve the driver of a police vehicle or authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from consequences of his or her reckless disregard for the safety of others.

APPENDIX “K”

ROAD CONSTRUCTION AND MAINTENANCE SAFETY POLICY

I. SURVEYING

- A. Work one side of the road at a time if possible.
- B. Use warning signs and signals at all times.
- C. Wear a high-visibility vest.
- D. Always ride within the truck cab.
- E. Use non-conductive stadia rods and leveling rods.
- F. Be aware of the environment you are working in. Look for snakes, tics, poisonous plants and insects.

II. HEAVY EQUIPMENT OPERATION

- A. Supervisors shall:
 - 1. Explain operation to all employees involved;
 - 2. Explain all safety precautions, hazardous operations, and areas.
 - 3. Make sure all equipment is in safe working order before it is used.
- B. Employees must
 - 1. Make daily inspections of blade holders, tracks, hydraulic mechanisms, and other parts of the equipment;
 - 2. Place warning indicators at the end of protruding blades;
 - 3. Use warning signs and signals at all times;
 - 4. Never leave a machine running and unattended;
 - 5. Judge embankment or excavation for safety prior to working near it;
 - 6. Never stop equipment on a curve or hilltop unless visible to oncoming traffic for at least 1,000 feet;
 - 7. Never stand directly behind or in front of parked equipment;
 - 8. Always check area to see if it is clear of people, other machinery and objects before any piece of equipment is started or engaged;
 - 9. Drive equipment entirely off the road if it is to be left overnight. If equipment cannot be completely moved off the road it shall be marked with barricades and lights;

10. Lock the equipment overnight and lower all blades and other attachments to the ground;
11. Wear gloves when handling cables and/or wires.

III. WORKING IN A STREET

- A. Orange vests will be worn at all times.
- B. Apply emergency flashers and amber beacons on vehicle before stopping and while putting up barricades.
- C. Use warning signs and signals at all times.
- D. Watch traffic as you work; keep your vehicle between you and traffic whenever possible.
- E. Be cautious not to let flying debris or loose tools hit traffic.

IV. ASPHALT WORK

- A. Wear appropriate, heavy clothing to prevent hot liquid burns to the skin.
- B. Wear gloves, goggles, and high boots when handling asphalt.
- C. Avoid getting hot asphalt splashed on skin.
- D. Avoid breathing hot asphalt vapors and fumes.
- E. Keep fresh water handy to cool skin if splashed by asphalt and to replenish the body of lost fluids due to the heat.
- F. A trained and authorized operator should light the asphalt heaters and be responsible for the fire and hot kettle. An authorized person should maintain the heater throughout the process.
- G. Do not locate the heater near other flammable liquids.
- H. Use dry sand or dirt, not water, to put out an asphalt fire.
- I. Use warning signs and signals at all times.

V. LANE MARKING AND CENTER LINE STRIPING

- A. Use warning signs and signals at all times.
- B. Use a flagperson in high traffic or hazardous areas.
- C. Work during non-rush hours to avoid traffic
- D. Wear goggles when using hazardous paints.

VI. UNIFORM TRAFFIC CONTROL DEVICES

- A. Effectiveness of control devices:
 1. Fulfill a need;
 2. Command attention;
 3. Convey a clear, simple meaning;
 4. Command respect from road users;

5. Give adequate time for proper response.
- B. Requirements that should be met:
1. Design of the device should assure that features such as size, contrast, colors, shape, composition, and lighting or reflection are combined to draw attention to the device;
 2. Placement of the device should be within the path of vision of the users so as to command attention to it;
 3. Operation or application of the device should be appropriate to meet the traffic requirements at a given location;
 4. Maintenance of devices should be held to high standards to assure that legibility is retained, the device is visible, and that it is removed if no longer needed;
 5. Uniformity of traffic control devices simplifies the task of the road user because it aids in recognition and understanding.

VII. TRAFFIC CONTROLS FOR ROADWAY CONSTRUCTION AND MAINTENANCE

- A. Traffic control problems occur when the flow of traffic must be moved through or around roadway constructions, maintenance operations, and utility work. Must use warning signs and signals at all times.
- B. No one standard sequence of signs or other control devices can be set up for all situations because of the variety of conditions that can exist. However, there are basic principles and prescribed standards for the design, application, installation, and maintenance of the various types of traffic control devices. These control devices include signs, signals, lighting devices, markings, barricades, channelizing, and hand signaling devices.
- C. The principles and standards have been established so as to direct the safe and expeditious movement of traffic through construction and maintenance zones and to ensure the safety of the work force performing these operations.
- D. For specific information on the use of traffic controlling devices, refer to the Manual on Uniform traffic Control Devices for Streets and Highways, *American National Standards Institute D6.1—1971*.

APPENDIX “L”

THE MONTANA SAFETY CULTURE ACT

I. OVERVIEW

The intent of the Montana Safety Culture Act is to raise workplace safety to a preeminent position in the minds of all Montana’s workers and employers.

By effectively promoting safety in the workplace and classrooms across Montana, we can achieve a reduction in the number of workplace injuries and illnesses, and gain more control of the costs of claims for workers’ compensation insurance.

In accordance with the Montana Safety Culture Act, Richland County will:

- A. Provide new employees with a general safety orientation containing information common to all employees and appropriate to the business operations before they begin their regular duties. This will include instruction on:
 - 1. Accident and hazard reporting procedures
 - 2. Emergency procedures
 - 3. Fire Safety
 - 4. First Aid
 - 5. Personal Protective equipment
 - 6. Work Site Hazards
- B. Provide job safety training appropriate for employees before they perform the job or task without direct supervision. This training will:
 - 1. Include specific safety rules, procedures and hazards
 - 2. Clearly identify the employer’s and employee’s responsibilities regarding safety in the workplace
 - 3. Be conducted by personnel knowledgeable of the task being trained
 - 4. Be conducted when the program is established, when employee job assignments change, when new substances, processes, procedures or equipment are introduced to the workplace and when a new hazard is identified.

- C. Offer continuing regular refresher safety training which will:
 - 1. Be held as often as appropriate but at least annually
 - 2. Contain material to maintain and expand knowledge and awareness of safety issues in the workplace
- D. Provide a system for the employer and the employees to develop an awareness and appreciation of safety through tools such as newsletters, periodic safety meetings, posters, and safety incentive programs.
- E. Provide periodic self-inspection for hazard assessment when the safety program is implemented, new worksites are established and thereafter as is appropriate to the business operation, but at least annually, which:
 - 1. Identifies hazards and unsafe work practices or conditions
 - 2. Identifies corrective actions needed
 - 3. Documents Corrective action taken
- F. Include documentation of performance of activities listed in (A) through (E) above. This documentation will:
 - 1. Include date, time, location and description of training, inspections, and corrective actions
 - 2. Include a list of participants, i.e. inspectors, trainers, employees
 - 3. Be retained by the employer for no less than three (3) years

II. RICHLAND COUNTY SAFETY PROGRAM

To comply with Montana Safety Culture Act, all employers having more than five employees must have a comprehensive and effective safety program. Richland County's safety program includes:

- A. Policies and procedures that assign specific safety responsibilities and safety performance accountability.
- B. Procedures for reporting, investigating and taking corrective action on all work-related incidents, accidents, injuries and known unsafe work conditions or practices.