



**Employee**

**Safety Handbook**

**For**

**Burke County**

**Approved by County Board of Commissioners  
September 17, 2013**

# SAFETY AND HEALTH PROGRAM

## General Policy Statement

Employee and client safety is of utmost importance to the citizens of the county and to the county's governing body. The safety of citizens and clients is addressed by the county's active participation in the county's Emergency Operations Plan (EOP), the ability to respond in the event of fire or medical emergency, and an awareness of the safety of the physical environment in which services are provided.

The safety of employees is addressed by promoting joint administrative and employee responsibility for ongoing education/training related to personal, environmental, and medical emergency safety issues.

This document is provided as a compliance aid, but does not constitute a legal interpretation of OSHA Standards, nor does it replace the need to be familiar with, and follow, the actual OSHA Standards (including any North Carolina specific changes.) Though this document is intended to be consistent with OSHA Standards, if an area is considered by the reader to be inconsistent, the OSHA standard should be followed.

## Suggested Procedure

1. Employees shall be oriented to all policies and procedures identified for safety and health management at the time of initial employment. Continued training and in service shall be provided on a regular schedule in accordance with the employee's work site and job responsibilities preferably annually.
2. The County should identify a responsible person in each Department for ensuring that each referenced policy is current, reviewed at least annually, revised as needed, and appropriately distributed.
3. Documentation that the employee has completed the orientation review and documentation of the employee's in-service and training attendance should be maintained.

The written program must:

- (1) Describe how the criteria specified in the standard will be met for labels and other forms of warning for material safety data sheets and for employee information and training;
- (2) Include a list of hazardous chemicals know to be present using the chemical or common name that appears on the appropriate material safety data sheet;
- (3) Identify the methods used to inform employees of the hazards of non-routine tasks and those hazards associated with chemicals in unlabeled pipes in their work areas; and
- (4) Describe methods used to inform any contractor with employees in the workplace of hazards that may be exposed to and appropriate protective measures.

The written hazard communication program must be made available upon request to employees, designated employee representatives, and authorized representatives of the North Carolina Commissioner of Labor.

## **Workplace Violence and Prevention**

Unlawful conduct means the commission of one or more of the following acts upon an employee, but does not include acts of self-defense or defense of others:

- a. Attempting to cause bodily injury or intentionally causing bodily injury.
- b. Willfully, and on more than one occasion, following, being in the presence of, or otherwise harassing, as defined in G.S. 14-277.3A, without legal purpose and with the intent to place the employee in reasonable fear for the employee's safety.
- c. Willfully threatening, orally, in writing, or by any other means, to physically injure the employee in a manner and under circumstances that would cause a reasonable person to believe that the threat is likely to be carried out and that actually causes the employee to believe that the threat will be carried out. (2004-165, s. 1; 2009-58, s. 7.)

## **HAZARD COMMUNICATION PROGRAM**

The North Carolina Department of Labor has adopted the federal OSHA Hazard Communication Standard 29 CFR (Code of Federal Regulation) 1910.1200. The Hazard Communication Standard became effective on May 25, 1986 for North Carolina manufacturing employers and for state and local government agencies, which have one or more employers who are exposed to hazardous chemicals. The standard became effective to non-manufacturing employers on May 25, 1987. This regulation also covers North Carolina construction employers per 1926.59 which now reference the use of 1910.1200 for applicable construction work.

The goal of the Hazard Communication Standard is to reduce the occurrence of workplace illnesses and injuries caused by hazardous chemicals. The standard is designed to achieve this goal by providing information and training for employees who work with hazardous chemicals.

All employers subject to the standard must have a written hazard communication program.

## **Safety and Health Responsibilities**

### **Employee Responsibilities**

1. Follow safety rules described in this program, OSHA safety standards and training you receive.
2. Report unsafe conditions or actions to your Supervisor or Safety Committee representative(s) promptly.
3. Report all injuries to your Supervisor promptly regardless of how serious.
4. Report all near-miss incidents to your Supervisor promptly.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your words and example to use safe work practices on the job.
8. Make suggestions to your Supervisor, Safety Committee representative or management about changes you believe will improve employee safety.

Employees are expected to use good judgment when doing their work and to follow established safety rules. Violations of the Burke County Safety Policy shall be subject to disciplinary action as prescribed in the Burke County Personnel Handbook.

An employee may be subject to termination if a department head determines a safety violation places an employee or co-workers at risk of permanent disability or death.

## Employee Participation

### Safety Committee

We have formed a Safety Committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety/health program—all in accordance with NCGS 95-251 and 252. The Safety Coordinator shall facilitate the selection process and all committee activities.

**Annual Site Survey & Audit** - Once a year an inspection team made up of members of the Safety Committee will do a wall-to-wall walk through inspection of the entire worksite. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during regular internal safety inspections and as part of the annual review of the effectiveness of our Safety and Health Program. All written programs will be reviewed and a written statement of findings and remedial actions shall be kept for two years.

**Periodic Change Survey** – The Safety Coordinator (or a team) will look at any changes we make to identify safety issues. Changes include new equipment, new personal protective equipment (PPE), changes to production processes or a change to the building structure. A team is made up of maintenance, production, and Safety Committee representatives. It examines the changed conditions and makes recommendations to eliminate or control any hazards that were or may be created as a result of the change.

**Job Hazard Analysis** -- As a part of our on-going safety program, we will use a "Job Hazard Analysis" form to look at each type of job task our employees do. This analysis will be done by the Supervisor of that job task with the Safety Coordinator and/or a member of the Safety Committee. We will change how the job is done as needed to eliminate or control any hazards. We will also check to see if the employee needs to use personal protective equipment (PPE) while doing the job. Employees will be trained in the revised operation and to use any required PPE. The results will be reported to the Safety Committee. Each job task will be analyzed at least once every 3 years, whenever there is a change in how the task is done, or if there is a serious injury while doing the task.

must be free and unobstructed. No materials or equipment may be placed, either permanently or temporarily, within the exit route. The exit access must not go through a room that can be locked, such as a bathroom, to reach an exit or exit discharge, nor may it lead into a dead-end corridor. Stairs or a ramp must be provided where the exit route is not substantially level.

Safeguards designed to protect employees during an emergency (*e.g.*, sprinkler systems, alarm systems, fire doors, exit lighting) must be in proper working order at all times. All lighting and marking must be adequate and appropriate. Each exit route must be adequately lighted so that an employee with normal vision can see along the exit route. Each exit must be clearly visible and marked by a sign reading "Exit." Each exit route door must be free of decorations or signs that obscure the visibility of the exit route door. If the direction of travel to the exit or exit discharge is not immediately apparent, signs must be posted along the exit access indicating the direction of travel to the nearest exit and exit discharge. Additionally, the line-of-sight to an exit sign must clearly be visible at all times. Each exit sign must be illuminated. Each doorway or passage along an exit access that could be mistaken for an exit must be marked. "Not an Exit" or similar designation, or be identified by a sign indicating its actual use (*e.g.*, closet).

Exit routes must be maintained during construction, repairs, or alterations. During new construction, employees must not occupy a workplace until the exit routes required by this subpart are completed and ready for employee use of that portion of the workplace.

During repairs or alterations, employees must not occupy a workplace unless the exit routes required by this subpart are available and existing fire protections are maintained, or until alternate fire protection is furnished that provides an equivalent. New employees shall be trained on this policy during their initial job orientation. It is recommended that follow-up training shall be conducted at least annually or as necessary.

“problem jobs.” However, these measures may still expose workers to risk factors that can lead to injuries.

For these reasons, the most effective way to eliminate “problem jobs” is to change them.

This can be done by putting into place the appropriate engineering improvements and modifying work practices accordingly.

#### **Floor Maintenance and Housekeeping**

Slips and falls in the workplace are a leading cause of on-the-job injuries. Agencies should provide information and put practices into place to minimize the risk of accidents. All employees are expected and required to take precautions when working in an assigned area that may be wet or slippery. Barriers or signs should be used to indicate a wet or slippery floor surface. Footwear worn should be safe and should not enhance slips, stumbles or falls. Adequate lighting shall be maintained in all work/walking areas. Walking and working surfaces (e.g., floors) shall be kept clean and dry. Water and other spills shall be removed from the floor immediately using mops, buckets, squeegees, rags, etc.

Main aisles/exits shall be kept clear and in good repair, free of obstructions, holes, and/or trip hazards such as cords and hoses. In the case of temporary obstructions, employees shall use pylons or similar methods to mark the hazard(s). The use of overhead hose coils, ramping over floor cords/hoses, etc., shall be implemented as appropriate as an engineering solution.

The organization shall establish a program to ensure the daily maintenance of all areas in a neat and orderly condition. Documented inspections of housekeeping conditions shall be conducted on a regular basis. Any deficiencies shall be reported to management for timely corrective action. Exit routes must be kept free of explosive or highly flammable furnishings or other decorations. Exit routes must be arranged so that employees will not have to travel toward a high hazard area, unless the path of travel is effectively shielded from the high hazard area by suitable partitions or other physical barriers. Exit routes

## **Management Commitment**

### **Safety Policy**

The County of Burke places a high value on the safety of its employees.

Burke County is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

It is the basic safety policy of this organization that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

The time during which employees are participating in training and education activities shall be considered as hours worked for purposes of wages, benefits, and other terms and conditions of employment. The training and education shall be provided at no cost to the employees. Members of the Safety Committee will be allowed reasonable time to exercise the rights of the committee without any loss of pay or benefits.

Employees are required to comply with all organization safety rules and are encouraged to actively participate in identifying ways to make our organization a safer place to work.

Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Management will do its part by devoting the resources necessary to form a Safety Committee composed of management and front-line employees. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors. And, we will follow the disciplinary action as prescribed in the Burke County Personnel Handbook.

## **Hazard Prevention and Control**

### **Eliminating Workplace Hazards**

Burke County is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc.

### **Basic Safety Rules**

The following basic safety rules have been established to help make our organization a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules will result in disciplinary action.

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your Supervisor or Safety Committee representative. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto County property.
- Horseplay, running and fighting are prohibited
- Loose clothing, jewelry and hair longer than shoulder length shall not be worn around moving machinery.

## **Sprains and Strains**

A *sprain* is a stretch or tear of a ligament (a band of fibrous tissue that connects two or more bones at a joint). One or more ligaments may be injured at the same time. The severity of the injury will depend on the extent of the injury (whether the tear is partial or complete) and the number of ligaments involved. A sprain can result from a fall, a sudden twist or blow to the body that causes a joint to move out of its normal position and stretches or tears the ligaments supporting that joint. Common sites in the body where sprains occur are the ankle, knees and wrist.

A *strain* is an injury to a muscle or tendon (a fibrous cord of tissue that connects a muscle to a bone). Depending on the severity of the injury, a strain can be as simple as an overstretching of a muscle or tendon, or it can be the result of a partial or complete tear. A strain is caused by twisting or pulling a muscle or tendon. Strains can be either acute or chronic. An acute strain is associated with a recent injury or trauma. It can also occur following improperly lifting heavy objects or overstressing the muscles.

The contributing factors that employers and employees should be aware of include:

- Awkward postures
- Repetitive motions
- Forceful exertions
- Pressure points (e.g., local contact stress)
- Vibration

There are environmental factors (such as temperature extremes) associated with the workplace which can contribute to the problem.

### **Ergonomic Improvements**

Engineering improvements may include rearranging, modifying, or redesigning workstations, packaging, parts, processes, products, or materials.

Additionally, providing a hoisting device to lift heavy loads may eliminate back injuries.

Administrative improvements, such as job rotation, can help reduce workers' exposures to risk factors by limiting the amount of time workers spend on

training and authorization. Call for help. If there is no response, call 8-911.

- AIDS/HIV and Hepatitis B are the primary infectious diseases of concern in blood. *All blood should be assumed to be infectious.* These diseases can both be deadly. In the event of a bleeding injury where first aid is needed, use gloves if possible to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first aid kits or crash carts. If you are exposed to blood while giving first aid wash immediately with soap and water and report the incident to a Supervisor. The appropriate follow-up procedures will be initiated. (Refer to your organization's Bloodborne Pathogen Exposure Plan, if applicable).

## **Hazard Prevention Awareness and Measures**

### **Ergonomics**

Ergonomics is the study of how to improve the fit between the physical demands of the workplace and the employees who perform the work. An employee's abilities to perform physical tasks vary because of differences in age, physical condition, strength, gender, stature, and other factors.

Ergonomics aids in increasing productivity, efficiency, and quality while reducing work-related musculoskeletal disorders and therefore workers compensation costs. Musculoskeletal Disorders or MSDs include injuries to the nerves, tendons, muscles and supporting structures of the hands, wrists, elbows, shoulders, neck and low back.

Contributing factors are aspects of work tasks which can lead to fatigue, musculoskeletal disorder (MSD) symptoms and injuries, or other types of problems. These factors may be present in one or more of the tasks employees must perform to accomplish their jobs.

- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

### **Job Related Safety Rules**

We have established safety rules and personal protective equipment (PPE) requirements based upon the hazard assessment.

## **Safety Training and Education**

### **Safety Training**

Training is an essential part of our plan to provide a safe work place at Burke County. To insure that all employees are trained *before* they start a task that requires training, we have a Safety Coordinator whose name is posted on the safety bulletin board.

The Safety Coordinator is responsible to verify that each employee has received an initial orientation (plus retraining whenever new hazards, chemicals, tasks or PPE are introduced) by his/her Supervisor, has received any training needed to do the job safely, and that the training is documented in the employee's file. The Safety Coordinator will make sure that an outline and materials list is available for each training course we provide and that written compliance plans are in place and current.

### **Record Keeping and Review**

Employees are required to report any injury or work related illness to their immediate Supervisor regardless of how serious. The employee must use an "Accident Report of On-The-Job Injury" Form to report all injuries. To obtain a form, see your supervisor.

The Supervisor will:

- Investigate a serious injury or illness using procedures in the "Supervisor's Investigation" section below.
- Complete an "Supervisor's Investigation Report" form.

- Give the “Accident Report of On-The-Job Injury” and the “Supervisor’s Investigation Report” to Human Resources within 24 hours of the occurrence.

A Human Resources representative will:

- Determine from the Employee’s Report, Incident Investigation Report, and any claim form associated with the incident, whether it must be recorded on the OSHA 300 Injury and Illness Log and Summary according to the instructions for that form.
- Enter a recordable incident within seven days after the County becomes aware of it.
- If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
- Before the scheduled Safety Committee meeting, make any new injury reports and investigations available to the Safety Committee for review, along with an updated OSHA and incident report log.

The Safety Committee may review the log for trends and may decide to conduct a separate investigation of any incident. A Human Resources representative will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board between February 1 and April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year. The HR representative should also email copies for posting in each county department to the department head.

## **Hazard Recognition and Emergency Planning**

### **In Case of Fire**

An evacuation map for the building is posted. It shows the location of exits, fire extinguishers and where to assemble outside.

All employees will receive classroom training on how to use fire extinguishers. A fire evacuation drill will be conducted once a year.

- If you discover a fire: Tell another person immediately. Call or have them call 8-911 and a Supervisor.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate.
- Any county monies within the department should be taken as employees evacuate the building.
- Go to the designated assembly point outside the building.
- If you are a Supervisor notified of a fire in your area: Tell your employees to evacuate to the designated assembly location. While exiting the building Supervisors should check that all employees have been evacuated from their area. No employees should remain inside the building.
- Verify that 8-911 has been called.
- Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.
- Tell Supervisors in other areas to evacuate the building.
- Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, *do not* re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

### **In Case of Injury**

- A first aid kit may be kept in each department. If so, ask your Supervisor where it is kept. Also, each organization vehicle is equipped with a first aid kit located in the glove box or under the driver's seat. These kits should be checked regularly by a Supervisor. An inventory of each kit should be taped to the inside cover of the box. If you are injured, promptly report the injury to any Supervisor.
- Supervisors or other employees may be first-aid/CPR certified.
- In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your





**BURKE COUNTY SUPERVISOR'S INVESTIGATION REPORT  
(TO BE COMPLETED BY INJURED EMPLOYEE'S SUPERVISOR)**

18.	UNSAFE ACT-PERSONAL FACTORS	UNSAFE CONDITIONS
	<b>Making safety devices inoperable</b>	Inadequate guards or protection
	Failure to use guards provided	Defective tools or equipment
	Using defective equipment	Unsafe condition or machine/vehicle
	Servicing equipment in motion	Congested work area/roadways
	Failure to use proper tools or equipment	Poor housekeeping
	Operating vehicle or equipment at unsafe speed	Unsafe floors, ramps, stairways, platforms
	Failure to use personal protective equipment	Improper material storage
	Operating without authority	Fire or explosion hazards
	Lack of skill or knowledge	Hazardous atmosphere: gases, dust, fumes, vapors
	Unsafe loading or placing	Hazardous substances
	Improper lifting, lowering, or carrying	Inadequate ventilation
	Taking unsafe position	Radiation exposures
	Unnecessary haste	Excessive noise
	Influence of alcohol or drugs	Inadequate illumination
	Physical limitation or mental attitude	Adverse weather
	Unaware of hazards	Poor road conditions
	Failure to allow standard operating procedures	Limited Visibility
	Other	Other

<b>P R E V E N T I O N</b>	<b>19. WHAT ACTION HAS OR WILL BE TAKEN TO PREVENT RECURRENCE? NUMBER ALL ITEMS IN SEQUENCE.</b>
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____

**20. PROPERTY DAMAGE:**

<b>PROPERTY/VEHICLE DAMAGED:</b>	<b>ESTIMATED REPAIR COSTS:</b>

**NATURE OF DAMAGE:**

- 21. IF ACCIDENT WAS AUTOMOBILE ACCIDENT, WERE POLICE CONTACTED?**
- a.  NO, DAMAGE LESS THAN \$500, NO ONE INJURED.
- b.  YES, IF SO, ATTACH POLICE ACCIDENT REPORT WHEN AVAILABLE.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

