



TOOELE COUNTY

Safety Guidebook

Available on the Tooele County Web site:

<http://www.co.tooele.ut.us/hr.html>

Tooele County
47 South Main
Tooele, UT 84074



Safety Policies & Responsibilities

1. Tooele County complies with the Utah Occupational Safety and Health Act, Utah Code Ann. '34A-6-101 *et seq.* Pursuant thereto, the County will:
 - a. furnish to each employee a place of employment free from recognized occupational hazards that are causing or likely to cause death or serious physical harm;
 - b. comply with occupational health and safety standards and rules, regulations, and orders pursuant to the Act that are applicable to company business and operation;
 - c. comply with, and require all employees to comply with, the Act's occupational safety and health standards and regulations, which are applicable to their actions and situations;
 - d. encourage employees to contact their immediate supervisor for information that will help them understand their responsibilities under the Act; and
 - e. ensure copies of applicable programs and OSHA forms are maintained on-site in accordance with County practice and policy, including the hazard communication program and material safety data sheets.

2. Department heads and supervisors are responsible for providing first-line enforcement of Tooele County's safety rules and procedures and will:
 - a. become familiar with health and safety regulations related to their area of responsibility;
 - b. direct and coordinate health and safety activities within their area of responsibility;
 - c. ensure arrangements for prompt medical attention in case of serious injury, including transportation, communication, and emergency telephone numbers; and to verify a person with valid certified first aid training is available if required;

ADMINISTRATIVE POLICY & GUIDELINES

- d. require all employees supervised to use personal protective equipment (PPE) and safety devices where required;
 - e. ensure that safety equipment is available, maintained, used, and stored correctly;
 - f. ensure frequent and regular health and safety inspections of work areas;
 - g. direct the correction of unsafe conditions;
 - h. conduct safety briefings and training sessions with workers and maintain a record of such sessions;
 - i. ensure that subordinates are aware of and comply with requirements for safe practices to eliminate the cause of an accident;
 - j. ensure employee and visitor accountability in the event of an emergency or disaster; and,
 - k. require all subcontractors and subcontractor personnel to comply with safety and health regulations.
3. Employees must accept responsibility for their own and their co-workers' safety on the job. All employees must:
- a. recognize their responsibility to follow the County's safety and health policies and to identify and help control hazards in their immediate work area;
 - b. use required safety devices and proper personal protective equipment (PPE);
 - c. refuse to undertake a job that appears in their judgment to be unsafe;
 - d. notify the supervisor immediately of unsafe conditions and acts;
 - e. report all accidents to the supervisor immediately;
 - f. read through and become familiar with the contents of this Safety Guidebook.

SAFETY TRAINING

1. All employees should be trained and required to follow the County's safe working procedures before performing work duties. The County will provide the following training:
 - a. ***New-hire Orientation.*** Each new employee will be required to read through and become familiar with this Safety Guidebook. Work site supervisors or safety team representatives will discuss pertinent areas in more detail.
 - b. ***Employee Safety Team.*** Each department will designate a representative to serve on the Employee Safety Team. This team analyzes current safety practices in the work place, establishes safety meeting topics, serves as work site designees for specialized training, investigates critical accidents and provides recommendations for future avoidance. and coordinates employees' safety needs with appropriate decision-makers.
 - c. ***Task Training.*** One-on-one task training shall be conducted as necessary. This training is to provide time for the safety team representative to instruct other employees in the safe performance of duties.
 - d. ***Safety meetings.*** Regular safety meetings should be conducted covering a general safety topic that will be shared at departmental meetings.

2. Safety training records will be accurately maintained by department heads.

DRUGS & ALCOHOL

Tooele County is a drug-free and alcohol-free work environment. Employees are prohibited from reporting to work under the influence of alcohol or drugs and cannot possess or consume alcohol or illegal drugs while on duty or on County property. See the Tooele County Personnel Policies and Procedures for detailed information regarding the County's Drug-Free and Alcohol-Free workplace policy and testing procedures.

EVACUATION & SHELTER-IN-PLACE

1. Many hazards involve taking protective actions. The Commissioners can direct evacuation of a building or sheltering-in-place, as appropriate. Knowing and practicing the procedures for taking the correct protective action is essential for proper emergency preparedness.
2. Evacuation involves leaving the building calmly and quickly and moving to: a collection area on the grounds; a relocation center within walking distance; or being transported to a secondary relocation facility further away. It is the employee's responsibility to be familiar with the evacuation routes away from their primary work area and the designated collection areas and relocation facilities. Evacuation responsibilities, procedures and collection areas are detailed in your offices' Emergency Procedures and Response Checklists. Collection areas and relocation facilities should be designated by your department head.
3. Sheltering-in-place may be necessary if there is a hazardous material incident at or near your facility and there is no time to evacuate; when evacuation routes are blocked, or when the risk to evacuate far outweighs the risk to shelter-in-place. Before the disaster strikes, your department head should designate the shelter (safe) area or room in your office that will maximize the safety of inhabitants. Safe areas may change depending on the type of emergency. These should be an interior room without windows, or interior areas of exterior rooms, away from outside windows and doors. Procedures for sheltering-in-place are detailed in your office's Emergency Procedures and Response Checklist
4. Each department head, work site supervisor, or designee is responsible for taking an accounting of employees and visitors, before and after shelter-in-place, evacuation, and/or relocation. Each department head or work site supervisor should notify the authorities of employees or public visitors missing and/or accounted for. If a department head or supervisor is unavailable, a designated alternate should coordinate counts and give the report to authorities. Accountability forms and training will be provided to departments by their safety committee representative.
5. Employees should not return back into buildings/facilities until directed to do so by proper authorities.

HAZARDOUS CHEMICALS COMMUNICATION PROGRAM

1. Tooele County's Hazardous Chemicals Communication Program is designed to alert workers about hazards of chemicals in their work environment. Under the program, employees who work with hazardous chemicals have the right to know:
 - a. what chemical substances are present in the products they handle;
 - b. what health effects these chemicals are capable of causing in the event of overexposure;
 - c. what precautions are necessary to protect from exposure;
 - d. what physical hazards (e.g. fire, explosion) are possible if the product is not handled properly; and
 - e. how to properly handle the product in order to avoid hazards.

2. The Hazardous Chemicals Communication Program consists of five major elements: hazard evaluation, labeling, material safety data sheets, contractor's companies, and training.
 - a. ***Hazard Evaluation B***

Manufacturers, importers, or distributors of chemicals are required to assess the physical and health hazards of their products. This information must be recorded on the product label and included on a Material Safety Data Sheet (MSDS). In addition, supervisors must evaluate chemicals used within their work environment and identify those which are to be included with our Hazardous Chemicals Communication Program and training.

 - b. ***Labeling B***
 - 1) The manufacturer must label containers with the chemical name(s), hazard warnings, and the manufacturer's name and address.
 - 2) The manufacturer's label must not be removed or defaced. If the product is transferred from one container to another, the new container must be labeled with the product name, manufacturer's name, and appropriate hazard warnings.

c. ***Material Safety Data Sheets (MSDSs) B***

- 1) Each department must obtain and maintain an MSDS for each hazardous chemical in their work place.
- 2) Each MSDS must be accessible to individuals working with the products during all work hours. If an MSDS is not received with a chemical shipment, an MSDS must be obtained within a reasonable amount of time.
- 3) Each MSDS contains:
 - a) information about the ingredients of a substance;
 - b) what dangerous effects on humans or animals result from using it;
 - c) what protective measures or equipment should be used in order to handle it safely;
 - d) what to do in case of emergency; and
 - e) other information.
- 4) MSDSs need to be kept on file even after use of a chemical has been discontinued.

d. ***Contractors/Contracted Companies B***

Departments must inform outside contractors of potential hazards which may be encountered during their work with Tooele County. This includes giving contractor's access to the written Hazardous Chemicals Communication Program, the hazardous chemical inventory, and the MSDSs for these chemicals. Similarly, the contractor is expected to inform and provide a chemical inventory and MSDSs for the materials that will be introduced into the work area in the course of their work for Tooele County. The contractor must also provide information regarding their location of chemical use and storage.

e. ***Training B***

All individuals who work with hazardous chemicals must receive training during their initial safety orientation with their supervisor. Training should also be given when new hazardous substances are introduced into the work area. In general, this training should include:

- 1) information regarding the hazardous substances in the work area;

- 2) how to read and interpret information on MSDSs and labels;
- 3) any physical or health hazards associated with the use of a hazardous substance or mixture being used in the work area;
- 4) proper precautions for handling;
- 5) proper procedures for reporting releases or threatened releases of hazardous substances;
- 6) emergency procedures for spills, fires, disposal, and first aid; and
- 7) the details of the written Hazardous Chemicals Communication Program, the Program, and the location of MSDSs or other information.

SAFETY EVALUATION

1. Unsafe work conditions or practices and their elimination shall be an ongoing concern. It is the responsibility of management, supervisors, and all employees to identify, report, and correct all hazards. Following is a list of unsafe acts and conditions all personnel should watch for and report to their supervisor. If nothing is done, report the condition to the County Commission.

2. Unsafe acts include but are not limited to:
 - a. failing to conduct a pre-operation inspection;
 - b. operating equipment without proper training;
 - c. failing to warn;
 - d. failing to secure;
 - e. operating at an improper speed;
 - f. making safety devices inoperable;
 - g. removing safety devices;
 - h. using defective equipment;
 - i. using equipment improperly;
 - j. improper loading;
 - k. improperly placed items;
 - l. improper lifting;
 - m. improper positioning for task;

ADMINISTRATIVE POLICY & GUIDELINES

- n. servicing equipment while in operation; and
 - o. engaging in horseplay.
3. Unsafe conditions include but are not limited to:
- a. improper lockout;
 - b. improper guards or barriers;
 - c. improper or inadequate PPE;
 - d. defective tools, equipment, or materials;
 - e. inadequate warning systems;
 - f. fire and explosion hazards;
 - g. poor or disorderly housekeeping;
 - h. hazardous environmental gases, dust, smoke, fumes, or vapors;
 - i. excessive noise level;
 - j. exposure to radiation;
 - k. high or low temperature exposures;
 - l. inadequate or excessive illumination;
 - m. inadequate ventilation; and
 - n. improper ergonomics at work stations, including chairs, footrests, keyboards, work surfaces, and order of operation for repetitive motions.

REPORTING ACCIDENTS & INJURIES

Work Injuries

1. Employees should immediately notify their supervisor and the Human Resource Department of any injury sustained on the job. Employees and supervisors should refer to the check list on how to report a work related accident. If medical treatment is necessary, supervisors or designee should escort the employee or volunteer to the appropriate medical facility. For treatment during the day, supervisors should, whenever possible, escort the employee to the Mountain West Medical Center WORX CLINIC. Tooele Valley Urgent Care will not accept UCIP Insurance Company for Tooele County Workers' Compensation on the job injuries. DO NOT USE THE EMERGENCY ROOM UNLESS AFTER HOUR CARE IS NECESSARY OR TREATMENT IS LIFE THREATENING. For medical treatment outside the Tooele area (Wendover, Ibapah, etc), employees should be escorted to the nearest medical facility.
2. If the injury is too serious for normal first aid or if there is any doubt as to the severity of the injury, immediately call Dispatch at extension 8300, or phone 911 if outside the county phone system. Either the employee or the person accompanying the employee to the doctor or hospital must tell the doctor that the injury being treated occurred on the job. Give the doctor or hospital the following insurance carrier information:

Workers Compensation Fund (WCF)
PO Box 57929
Salt Lake City, UT 84157-0929
801.288.801
800.446.2667

3. The Employer's First Report of Injury must be completed regarding the injury because it provides the County with a written record. Without this report, an employee may lose their right to Workers' Compensation if complications later develop which require professional medical treatment. The supervisor should complete the form immediately following the accident or injury and shall turn it in to the Human Resource Department.

4. If an injury requires medical treatment or time away from work for recovery, the department head, supervisor or an official designee from the department may accompany the employee as they visit the health care provider. A full-duty or restricted work release is required from the doctor in order to return to work. This should be given to the employee's supervisor when he/she returns to work. When a work release places an employee on transitional duty, the employee will be assigned duties consistent with the doctor's instructions, if restricted work is available. As an employee recovers from an injury and is ready to assume normal work, a full-duty work release from the doctor is required. Once the employee has been released by a physician to full duty after a work-related injury, the employee must inform the supervisor and human resource department before receiving medical treatment from a doctor for further complications resulting from that injury.

Visitor Injuries

All accidents involving the public are to be reported to the supervisor immediately. A Notice of Claim Form must be filled out and given to the supervisor. The supervisor will determine appropriate follow-up. The form is available in the County Clerk's Office.

County Vehicle Accidents

1. A first aid kit should be kept in each vehicle.
2. When a vehicle accident occurs, the driver of the County vehicle must:
 - a. Stop the vehicle at the scene of the accident.
 - b. Assist the injured. If someone is seriously injured, call Dispatch at extension 8300, or phone 911 if outside county phone system or a doctor. If the only communication device is a radio, call the office and instruct them to call Dispatch at extension 8300. Give them all the information regarding your location and the nature of the accident. Stay on the radio with this individual if possible.
 - c. Call the office or your supervisor.
 - d. Get names, addresses, and telephone numbers of all persons who have information about the accident, including the names, addresses, and vehicle registration numbers of all other drivers involved in the accident.
 - e. Ask to see the other drivers' licenses. Record the license number.

ADMINISTRATIVE POLICY & GUIDELINES

- f. Get the names of the other drivers' liability and collision insurance carriers.
 - g. Cooperate with the police by advising them briefly of the facts.
 - h. Not admit to the cause of the accident and not sign statements relating to the accident, except if cited the driver must sign the citation as a promise to appear in court.
 - i. Complete the State [Report of Traffic Accident](#) form obtained from the police officer, which report must be filed within five days if the accident results in injury or death to any person, or if there is significant property damage.
3. An employee who is involved in a vehicle accident may be required to submit to post-accident drug testing and in accordance with County policy shall remain readily available. This information can be found in the Personnel Policies and Procedures manual under Alcohol and Drug Use.

REPORTING ACTS OR THREATS OF VIOLENCE

1. Employees are encouraged to report critical incidents such as threats, suspicious activities, and suspicious individuals. When possible, the employee should complete the Incident Report form included at the back of this Guidebook.
2. If an employee is unable to do a written report, a verbal report should be made to the appropriate supervisor, the director of personnel management, county attorney, or county commission, who will then develop a written report.
3. Reprisals will not be taken against employees who report critical incidents.

REPORTING UNSAFE WORK CONDITIONS

1. When an employee sees a hazardous condition that might cause injury, property damage, or interfere with services, regardless of the department in which the hazard exists, he or she should report it promptly to their supervisor or the human resource department and when necessary, guard it.
2. An employee receiving a public report of a hazardous condition should obtain the name of the informant, the exact location, and nature of the hazard. He or she should immediately refer this information to the person responsible for the hazard.
3. Reprisals will not be taken against employees who report hazardous conditions when the condition is not of their own fault.

INVESTIGATING ACCIDENTS OR ACTS OF VIOLENCE & ESTABLISHING EMERGENCY PLANS

1. The credibility of the County's safety program depends in part upon how quickly and effectively reports are handled. It is, therefore, Tooele County's intent to conduct preliminary investigations on all reported accidents or incidents of violence.
2. As soon as a report is received, the seriousness of the incident shall be determined. The incident investigation team will generally consist of management, the human resource department, legal staff, a sheriff's department representative, and if deemed beneficial, a member of the employee safety team.
3. If after conducting the preliminary investigation there is imminent danger, steps shall be taken to address it. Examples of steps which may be taken include emergency notifications and calling trees, alternate work schedules, temporary job procedures, time off work or away from the incident, instructions to call Dispatch at extension 3316, or at 911 if outside the county phone system in given circumstances, installing mirrors or other safety devices, reviewing emergency plans, distributing photos of individuals suspected of being threatening,

ADMINISTRATIVE POLICY & GUIDELINES

etc. Affected employees are a critical part of determining appropriate safety measures and their input should be solicited.

4. While every attempt will be made to maintain confidentiality, it cannot be guaranteed. The results of any investigation, necessary safety plans, or precautionary measures must be communicated to all of the staff involved or potentially affected. Investigations should, however, be conducted with fairness and objectivity, with full appreciation of relevant legal and ethical considerations, and with attention to privacy rights.
5. When sufficient facts exist and constitute a perceived threat, the safety of our workforce outweighs an individual's right to privacy. Those who may be targeted for critical incidents have a right to know so they are not unaware.

Health & Medical Safety Guidelines

BLOOD/BODY FLUID EXPOSURE

Standard

1. Occupational exposure incidents (OEs) should be considered urgent medical concerns to ensure timely post exposure management is provided.
2. Screening, treatment and follow-up shall be provided to employees who sustain an OEI and who report the OEI to their supervisor and the Human Resource Department.
3. An OEI shall be reported immediately after the occurrence, in accordance with State of Utah, Division of Risk Management guidelines.

Definitions

1. "Occupational exposure incident (OEI)" means a specific eye, mouth, other mucous membranes, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.
2. "Source Individual" means the source of the blood or other potentially infectious materials that were involved in the OEI.

Procedure

1. The exposed employee should initiate first aid treatment immediately for the OEI.

ADMINISTRATIVE POLICY & GUIDELINES

- a. For cuts, punctures and lacerations the site should be made to bleed freely, if possible, and then washed thoroughly with soap and water; or,
 - b. For splashes to the eyes, nose or mouth, the area should be rinsed with copious amounts of tap water.
2. Employees who incur an OEI shall report to their supervisor or designee immediately for referral to an appropriate clinic or their physician.
 3. The Workers' Compensation AForm 122 - First Report of Injury or Illness,@ shall be completed by the supervisor or designee within 24 hours of the OEI.
 4. Follow-up for all OEI - (Source Individual Unknown and Known) - The OEI shall be initially treated and evaluated by the appropriate clinic or individual's physician as quick as possible after the exposure occurred.

EXPOSURE CONTROL PLAN

Tooele County strives to maintain a safe work environment by preventing exposures to blood-borne pathogens. To this end, the County will:

1. maintain an Exposure Control Plan following OSHA Regulations, 29 CFR 1910.1030; (Master Tooele County Exposure Plan is available in the Human Resource Dept.)
2. update the Exposure Control Plan regularly;
3. provide training about the Exposure Control Plan for all new employees at risk for OEI;
4. provide annual training to all employees who may have occupational exposures to blood or potentially infectious materials; and
5. Master Exposure Control Plan is located in the human resource department for all employees to access or is available at: http://www.co.tooele.ut.us/PDF/HR/exposure_plan.pdf

FIRST AID & MEDICAL

General Information

1. This section is a guide to first aid. This material is not a self-teaching course but only reviews first aid for those who have had first-aid training.
2. Details for first aid treatment may be found in an approved first-aid textbook.
3. Employees should know basic first aid so they can give emergency treatment. Most important are traumatic shock treatment, CPR, rescue breathing, and control of bleeding. Employees should know what medical services are available and how to obtain them.
4. Employees should protect themselves when providing first aid. Wear latex or nitrile gloves if you will be in contact with body fluids and use an artificial respiration face shield, if available, when providing mouth-to-mouth resuscitation.
5. If you are involved in excavating, trenching, tunneling, or work in manholes or confined areas, you should learn rescue and resuscitation techniques and how to use them in an emergency.

First Aid Kits

First aid kits should be maintained in each County vehicle as well as at each work site. Employees should regularly check their first aid kit and notify their supervisor of materials needing restocking. An inventory supply list should be included in each kit.

Bleeding Control

Shock occurs in all cases of serious bleeding. Treatment for shock should be used along with control of bleeding.

Bleeding may be controlled by:

1. **Direct Pressure.** Apply pressure directly on the wound. Use of a sterile dressing is preferred. In an emergency, use any dressing. The victim's clothing is preferred.
2. **Indirect Pressure.** Apply pressure on the arterial pressure points in the arm or leg. Pressure points may be combined with direct pressure to stop serious bleeding.
3. **Elevation.** Raise the wound above the level of the heart to reduce blood loss.

Shock

Shock usually occurs with serious blood loss or some other serious injury. However, it can occur from a minor injury or even from anxiety or emotional stress. Shock is easier to prevent than to cure. Every injured person should be treated as a shock victim, even if symptoms are not present.

1. Symptoms include:
 - a. pale, cool, clammy skin;
 - b. dull or anxious expression;
 - c. shallow breathing;
 - d. weak, rapid pulse,
 - e. change in level of consciousness;
 - f. thirst;
 - g. nausea and vomiting ; and,
 - h. cyanosis.

2. Treatment for shock is as follows:

- a. Keep the patient warm and comfortable. Often, the only first aid necessary is to cover the patient underneath as well as on top to prevent loss of body heat.
- b. Keep the patient lying down (if spinal cord injury suspected do not move the patient unless there is imminent danger) with the feet at least eight to twelve inches higher than the head, if possible, unless the legs are injured. Keep the patient's head low, unless a patient has a chest injury and breathing problems. In this case, keep the patient lying down with head raised a little to make breathing easier.
- c. Make sure the patient is breathing well.
- d. Loosen tight clothing at the neck, chest, and waist.
- e. Proper transportation is important in prevention and treatment of shock. Use an ambulance, if available.

Cardiopulmonary Resuscitation (CPR)

CPR is the combination of artificial circulation and respiration used for cardiac arrest (no pulse). CPR requires in-depth, individual training. If you find a victim with no pulse, at extension 3316, or phone 911 if outside county phone system, immediately. Dispatchers may give you instructions and direct you how to provide CPR to the victim. Be calm and follow instructions carefully.

Burns

General care for all burns:

Stop the burning. Remove victim from the source of the burn. Cool the burn (never use ice).

ADMINISTRATIVE POLICY & GUIDELINES

1. First-degree burns (red skin, mild swelling/pain):

Cool the burn by applying cold water or soak the burned area in cold water (never use ice).

If available, use water gel found in first-aid kit.

2. Second-degree burns (red, mottled appearance; blisters (open and closed), wet appearance of skin):

a. Soak the burned part in water or saline at room temperature (not ice water) until the pain lets up.

b. Apply clean cloths that have been soaked in ice water and wrung out. If burns are on greater than 9% of the body surface area, wet dressings will lead to loss of body heat and cause hypothermia.

c. Gently blot dry.

d. Loosely apply dry, sterile gauze or clean cloth as a protective bandage.

e. Do not break blisters or remove tissue.

f. Do not use an antiseptic preparation, ointment, or spray on a severe burn.

g. If the arms or legs are burned, keep them raised.

h. If available, use water gel found in the first-aid kit.

i. Provide oxygen if available.

j. Seek medical assistance.

3. Third-degree burns (deep tissue destruction; white, black, grey or charred appearance; complete loss of all skin layers):

- a. Do not use cold water or ice on a badly burned area because cold may make the shock reaction worse.
 - b. Do not remove the sticking pieces of burned clothing.
 - c. Cover burns with thick, sterile dressings, a clean sheet or other household linen.
 - d. If the hands are badly burned, keep them above the level of the victim's heart.
 - e. Keep burned feet or legs raised.
 - f. Have victims with face burns sit up or prop them up and watch them closely for breathing problems. If breathing problems develop, an open airway must be maintained.
 - f. Seek medical assistance.
4. Chemical Burns:
- a. Remove the victim's clothing from the burned area(s).
 - b. Brush any dry powder chemical away before washing. Wash away the chemical with large amounts of water, using a shower or hose if available, as quickly as possible for at least five minutes.
 - c. After washing with water, follow first-aid directions for burns caused by the specific chemical(s) if available.
 - d. Apply a dressing and get medical help.

Eye Injuries

1. Foreign Objects:
 - a. Do not remove embedded foreign objects from the eye. This should be done only by a doctor.
 - b. Bandage both eyes of the injured person loosely and take the injured person to the doctor right away. Do not put pressure on embedded objects.

- c. Tell the victim to relax and to try not to move the eyes.
2. Chemical Burns - acid or caustic. Wash the eye quickly with large amounts of clean water whenever a chemical substance enters the eye. Wash the eye with running water for at least 15 minutes.
3. All eye-injury cases must be checked and treated by a doctor.

Injuries Resulting from Exposure to Cold Temperatures

Exposure to cold may cause injury or serious illness such as frostbite or hypothermia.

1. Symptoms for frostbite include:
 - a. white, grey, or yellow skin discoloration, that feels waxy and has numbness;
 - b. thawing skin may appear cyanotic or flushed with blanched or molted area;
 - c. where skin is soft and tingling, blisters develop in a few hours; and,
 - d. Dizziness.
2. Symptoms for hypothermia include:
 - a. confusion;
 - b. poor coordination;
 - c. mood changes;
 - d. joint or muscle pain;
 - e. speech difficulties;
 - f. poor judgment; and,
 - g. extreme weakness or fatigue
3. Treatment:

ADMINISTRATIVE POLICY & GUIDELINES

- a. Remove victim from cold environment.
- b. Remove any wet clothing and cover with blanket.
- c. Handle with care.
- d. Provide oxygen, if available.
- e. Do not give stimulants by mouth such as caffeine, alcohol, chocolate, coffee, tea, etc.
- f. Do not break blisters.
- g. Do not rub or massage or apply heat.

Injuries Resulting from Exposure to Hot Temperatures

Heat stroke is an **EMERGENCY**. Heat stroke occurs in otherwise healthy, fit people of any age who undertake heavy exertion in hot climates.

1. Symptoms include:
 - a. muscle cramps;
 - b. weakness/exhaustion;
 - c. dizziness or fainting;
 - d. moist, pale, cool or normal skin;
 - e. nausea and vomiting; and,
 - f. abdominal cramps.
2. Treatment:
 - a. Remove victim from heat.
 - b. Remove all victims' clothing down to the underwear to accelerate cooling.
 - c. Cool victim by fanning the victim.
 - d. Stop cooling when mental status improves.
 - e. Monitor the victim since they may relapse.
 - f. Get immediate medical attention.

Artificial Resuscitation - (Mouth-to-Mask/Mouth-to-Mouth Rescue Breathing)

1. Whenever a person is found unconscious, determine if he/she is breathing. If not, start rescue breathing immediately. Artificial respiration must be started within three to four minutes after the patient has stopped breathing or permanent brain damage could occur.
2. In electric shock cases, do not rush in and become a victim yourself. Safely remove the victim from electrical contacts and/or shut off power before starting artificial respiration.

3. Try to stop any serious blood flow.
4. Observe the victim closely to see that mucus or stomach contents do not clog airway.
5. Determine if victim is unconscious by tapping the victim on the shoulder and asking loudly "Are you okay?" See if there is a verbal response.
6. If there is no verbal response, place your ear close to the victim's mouth and nose. Watch the victim's chest to see if it rises and falls. Listen and feel for breathing for five seconds.
7. Use the head tilt/chin lift method to open the victim's airway. Use the jaw/thrust method if a spinal cord injury is suspected.
8. If there is no breathing, pinch the victim's nostrils shut with the thumb and index finger of you hand with your palm pressing on the victim's forehead.
9. Begin respiratory resuscitation as follows:
 - a. Place resuscitation mask over victim's mouth per instructions with mask.
 - b. Open your mouth wide.
 - c. Take a deep breath.
 - d. Assure an airtight seal around the victim's mouth and blow into the victim's mouth.
 - e. If the chest does not rise, sweep the victim's mouth with your fingers and perform abdominal thrusts to unblock airway.
 - f. Give two quick, full breaths without letting the lungs fully empty between each breath.
 - g. Maintain the head tilt/chin lift and once more look, listen, and feel for breathing and check pulse for at least five, but no more than ten, seconds. If there is no pulse and no breathing, begin CPR now.

- h. If there is a pulse but no breathing, provide at least one breath every five seconds for adults (or 12 per minute). A child 1-8 years of age should be given one breath every four seconds. An infant up to 1 year of age should be given one breath every three seconds. Use light puffs for infants so their lungs will not be damaged.

- i. Continue rescue breathing without stopping until victim is breathing without help or until relieved by another person as capable or with higher training.

- j. If you must change resuscitators, do so as smoothly as possible without breaking the rhythm. If you must move the victim, continue resuscitation without stopping.

- k. Watch the victim carefully after he revives. Do not permit the victim to exert himself.

- l. Treat the victim for shock.

- m. Get medical assistance.

Occupational/Equipment Safety Guidelines

AERIAL MANLIFTS

1. Only trained employees shall be permitted to operate an aerial work platform.
2. Employees operating man lifts that extend away from the base must wear a full body harness and lanyard secured to the platform.

CONFINED SPACES

1. A confined space has the following characteristics:
 - a. Its size and shape allows a person to enter it. It has limited openings for workers to enter and exit.
 - b. It is not designed for continuous employee occupancy.
2. Some examples of confined spaces are tanks, boilers, manholes, pits, vaults, tunnels, sewers, etc.
3. Entry into a confined space must always be authorized by the supervisor in charge. The supervisor must ensure that all required entry procedures are followed and that existing hazards are abated. When required, the supervisor must ensure that an entry permit is completed prior to confined space entry.
4. Never enter any confined space that has contained or may contain hazardous atmosphere unless it has been proven safe or the employee is properly prepared with a respirator.
5. Before an employee enters a confined space, atmosphere tests for oxygen deficiency and any potentially dangerous air contaminants must be made with appropriate testing devices. Air monitoring should be conducted at all levels of the space.

ADMINISTRATIVE POLICY & GUIDELINES

6. When possible, monitor the atmosphere inside the space before opening or removing access doors, hatches or covers. If initial air monitoring must be conducted from inside
7. the space, use a self-contained breathing apparatus or an airline respirator for entry and testing.
8. The atmosphere inside a confined space will be considered hazardous when any of the following conditions exist:
 - a. oxygen content is less than 19.5% by volume or greater than 23.5% by volume;
 - b. flammable gases, vapors, or dusts are at or above 10% of the lower explosive limit;
 - or,
 - c. toxic air contaminants are at or above the OSHA established permissible exposure level.
9. The atmosphere inside the space must be monitored continuously as long as the confined space is occupied.
10. An attendant must be stationed outside the confined space to monitor the activities of the entrants and to identify potential hazards both inside and outside of the confined space. Before entering a space suspected or determined to be hazardous, clear the space by forced ventilation until a safe atmosphere has been achieved and proved by test.
11. When conditions require the use of self-contained or airline breathing apparatus by an employee in the confined space:
 - a. At least one employee shall stand by at the opening with similar respiratory protection and appropriate rescue equipment. NOTE: An auxiliary air supply (i.e. five-minute air bottle) must be used when a supplied-air respirator is used to enter an atmosphere which is considered to be immediately dangerous to life and health.
 - b. Each employee in the confined space must wear an approved safety belt or harness with attached lifeline secured outside the entry opening. An effective means for lifting disabled employees must also be available.

ADMINISTRATIVE POLICY & GUIDELINES

- c. An effective means of communication must be used if the employee in the enclosure is out of an attendant's sight.
 - d. A protected attendant may enter the space only in case of an emergency and after notifying another employee of the emergency.
12. Forced ventilation must be used throughout the time a space is occupied when:
 - a. a hazardous atmosphere has been detected and initially cleared with ventilation, or
 - b. a hazardous atmosphere may develop.
13. Employees in confined spaces must use appropriate respiratory protection for toxic air contaminants (e.g. welding fumes, solvent vapors, dust) above permissible exposure limits.
14. Confined spaces shall be emptied, flushed or cleared of hazardous substances before entry.
15. Disconnect or block off lines that may contain hazardous substances to prevent these substances from entering the space while work is in progress. Attach a warning tag to the

line or system notifying workers that it shall remain out of service until permitted by the supervisor in charge.

EQUIPMENT LOCKOUT/TAGOUT

1. Equipment or machinery used by the County must occasionally be shut down to safely allow service or repair. The intentional isolation of machinery or equipment from the energy source is referred to as lockout/tagout.
2. Operating equipment that is locked/tagged out may cause injury or death to employees working on the equipment. Never operate a switch, starter, circuit breaker, control or valve that has been locked or tagged out.
3. If machinery or equipment can be locked out by means of lockable positions or controls, a lockout device must be used in combination with a tagout device. A tag used to

ADMINISTRATIVE POLICY & GUIDELINES

intentionally disable a system will be marked "DANGER - DO NOT OPERATE" and a lock will be attached to an isolation point, such as a switch, circuit breaker or control panel.

4. Energy sources that may require lockout/tagout include, but are not limited to: electrical (equipment that cannot be unplugged with the plug in sight of the worker); mechanical (controls for machine tools, compressor engines, and valves); hydraulic (mobile cranes, hoists and hydraulic lifts); and pneumatic (tools and air compressors).
5. If you are required to bypass or remove guards or other safety equipment from operational equipment, you must ensure that lockout/tagout devices are used.
6. If any part of your body must be placed in an area of equipment operation or machine processing to do repairs, service or inspection, you must install lockout/tagout devices to disable the equipment for as long as it takes to perform the operation.
7. If a lockout device cannot be used on a piece of equipment, isolate and tagout the complete system of which the equipment is part.
8. If machinery or equipment has multiple points of energy isolation or control, lockout/tagout devices should be provided for every energy isolation point.
9. If your operating area is affected by a lockout/tagout operation, or you will be affecting another area by your intended lockout/tagout, you must communicate this to all personnel involved in the intended inactivation of equipment.
10. If more than one employee or crew is required to work on a system, each must place a separate lock and tag on the locking device before commencing work.
11. Before assuming that equipment or machinery is inactivated because the controlling energy is isolated, test for remaining energy in a manner which does not threaten injury to yourself or others. Energy remaining in the equipment could activate a cycle of operation. Remaining energy could be in the form of electricity, hose, pipe or cylinder pressure from air, gas, steam, hydraulics, water, or other retained fluids, spring pressure or gravity.

12. Never remove a lockout/tagout device that you did not apply. If lockout is no longer required, contact the supervisor to coordinate and communicate the inactivation of the lockout/tagout system.

13. Unauthorized removal of tags and lockout mechanisms is very dangerous and is not permitted. Infraction of this safety rule is serious and will result in severe disciplinary action, including possible dismissal.

ERGONOMIC SAFETY

1. Work-related musculoskeletal disorders (WMSDs) have many names including repetitive stress injuries, cumulative trauma disorders, over use syndrome, repetitive motion injuries, golfer's elbow, tennis elbow, white finger and game keeper's thumb. The most popular term, and perhaps the most prevalent in the workplace, is carpal tunnel syndrome.

2. Ergonomics literally means the laws or rules of human strength. The purpose of ergonomics in the workplace is to create a better match between the worker, the duties they perform, and the equipment they use. A good match increases worker productivity and reduces or eliminates WMSDs.

3. Factors that contribute to the development of WMSDs include:
 - a. force - strength needed to perform task;
 - b. repetition - frequency or number of times a task is performed during shift;
 - c. posture - positioning of the body to perform a task;
 - d. vibration;
 - e. temperature - cold temperatures are more harmful;
 - f. non-work related issues - health, lifestyles, hobbies, sports, activities, stress, etc.

4. Employees and supervisors should develop prevention plans which include:
 - a. identifying tasks that may cause a problem;
 - b. evaluating the task;
 - c. looking at possible solutions such as:

ADMINISTRATIVE POLICY & GUIDELINES

- 1) equipment changes;
 - 2) administrative changes; and,
 - 3) retraining;
- d. modifying the task whenever possible;
 - e. making reasonable accommodations when necessary; and
 - f. following up and making additional accommodations as needed.
5. If there is a problem, professionals are available to help with an evaluation as needed.

FALL PROTECTION

1. The purpose of this Fall Protection Plan is to ensure that every employee recognizes workplace hazards and takes appropriate measures to address those hazards. The plan is designed to enable supervisors and employees to recognize the fall hazards associated with various jobs and to establish the safest procedures to be followed in order to prevent falls to the lower levels or through holes and openings in walking/working surfaces.
2. It is the responsibility of department heads to implement this Fall Protection Plan. Continual observational safety checks of work operations and the enforcement, of the safety policy and procedures will be regularly enforced. The supervisor will be responsible for correcting any unsafe practices or conditions immediately.
3. Each appropriate employee will be trained in fall protection procedures and will strictly adhere to them except when doing so would expose the employee to a greater hazard. If, in the employee's opinion, this is the case, the employee is to notify the supervisor of their concern and have the concern addressed before proceeding.
4. It is the responsibility of the employees to bring to management's attention any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees. The department head will approve any changes to this Plan.
5. This Fall Protection Plan addresses the use of conventional fall protection. Each appropriate employee will be trained by the Department of Emergency Management's Alert & Notification

Technician, who is OSHA ANational Association of Tower Erectors (NATE)@ certified and who will act as Tooele County's ACompetent Person@ for guidance and training for Fall Protection. The technician is not, however, authorized to certify others.

6. A written training record will be prepared and maintained to verify employee fall protection training. When there is a reason to believe that an employee does not have an adequate understanding of fall hazards in the work area of this Fall Protection Plan, the employee will be retrained.
7. Personal fall arrest systems are designed to limit a worker's fall to six feet or less. Anchorage points for personal fall arrest systems must be capable of withstanding a force of 5,000 pounds or a safety factor of at least two as determined by the Competent Person [CFR 1926.502 (d)(15)].
 - a. Guardrail systems are conventional fall protection systems designed to prevent falls from leading edges. Guardrail systems are required to have top rails and mid-rails capable of withstanding, without failure, a force of at least 200 pounds applied within two inches of the top edge of any outward or downward direction, at any point along the top edge [CFR 1926.451 (a)(15)].
 - b. A scaffold is a temporary elevated-working platform used for supporting workers and materials. The poles, legs, or uprights of all scaffolds are required to be plumb, and securely braced to prevent swaying and displacement [CFR 1926.451 (a)(15)].
8. When using the Plan to implement the fall protection options available, workers must be protected through limited access to high hazard locations. Before any non-conventional fall protection systems are used as part of the work plan, a controlled access zone (CAZ) will be clearly defined by the Competent Person as an area where a recognized hazard exists. The Competent Person will communicate the demarcation of the CAZ in a recognized manner, either through signs, wires, tapes, ropes, or chains. The following steps will be taken to ensure that the CAZ is clearly marked or controlled by the Competent Person:
 - a. All access to the CAZ will be restricted to authorized entrants.

ADMINISTRATIVE POLICY & GUIDELINES

- b. All workers who are permitted in the CAZ will be listed in the appropriate sections of the Plan (or visibly identifiable by the Competent Person or trainee(s)) prior to implementation.
- c. The Competent Person or trainee(s) will ensure that all protective elements of the CAZ be implemented prior to the beginning of work.

FIRE ALARMS

1. Many County buildings are equipped with fire alarms and smoke detectors. Periodic testing will be conducted to ensure proper operation of such systems.
2. When a fire is suspected, immediately pull the nearest fire alarm and evacuate the building. Call Dispatch at extension 8300, 9-911, or dial an outside line number + 911, if outside the County phone system, and request fire department assistance. Work areas should assign, in advance, who is responsible for contacting Dispatch. For the County building, the operator is also assigned responsibility for ensuring Dispatch (911) is called. Redundancy is better than no call at all.
3. Any time a fire alarm sounds, verbal instructions are given, or a fire is suspected, employees must immediately evacuate the building and report to the pre-designated collection point. Shut doors to offices and buildings as you exit.
4. See the Evacuation Policy in Part I, and refer to evacuation checklists in the Emergency Procedures and Response Checklist Manual in each office.

FIRE PREVENTION & PROTECTION

Evacuation

See [Evacuation and Shelter-in-Place](#) in Part I.

Housekeeping

1. Keep work locations, vehicles, and the inside and outside of buildings clean and orderly at all times.
2. Keep combustible materials such as oil-soaked rags, waste and shavings in approved metal containers with metal lids. Empty containers daily.

3. Keep both clean and used rags in approved metal or metal-lined bins with metal covers.
4. Do not use flammable liquids such as gasoline and paint thinner for cleaning.
5. Keep all flammables in approved, properly labeled containers or storage cabinets. Handle and dispense gasoline, paint thinners and other flammables only in U.L. listed, approved, properly labeled safety cans.
6. Keep aisles, passageways, hallways, stairways, and exits free of clutter at all times.
7. Keep floors and platforms clear and reasonably free of oil, grease, and water. If slippery, use mats, grates, cleats, or other methods to reduce the danger of slipping.
8. Store materials and supplies in a neat manner to keep them from falling or spreading. Tripping hazards caused by stored materials should be avoided.
9. Do not allow paper and other combustible materials to collect. Do not allow weeds or other plants to grow in or around garages, supply yards, or other structures as they can become fire hazards.
10. In any building, limit flammable liquids such as gasoline and solvents to five gallons in U.L. approved, properly labeled containers. This rule, however, does not apply to kerosene and cleaning agents of the "Stoddard" solvent class. Nevertheless, do not keep more than two gallons of these in any open container. Keep the container securely covered except when using.
11. When pouring or pumping flammable liquids including gasoline and paint thinner from one container to another, make sure the pouring and receiving containers are bonded to each other (touching or connected) at all times.
12. When transferring flammable liquids from drums to smaller containers, make sure the drum is grounded and a bonding cable is attached to both the drum and the receiving container to prevent static sparks.

13. When dispensing to a container in a vehicle equipped with a bed protector (sprayed on, mat, or liner), the receiving container must be bonded to the bare metal of the vehicle to prevent static build-up.
14. Never block access to fire extinguishers, stretchers, electric panels, emergency breathing equipment, emergency showers, eye-wash stations or any emergency shut-down device. A 3-foot-square clear area must be available in front of this equipment at all times.

Smoking

1. Smoking is not permitted in the facilities of Tooele County.
2. It is extremely dangerous to smoke in areas where dangerous gases may be present. Co-workers should help enforce the no smoking rules in order to provide for their own safety.
3. The absence of "NO SMOKING" or "STOP YOUR MOTOR" signs does not excuse smoking in dangerous places.

Protection Equipment and Fire Extinguishers

1. Keep fire-protection equipment in proper locations at all times. Except for actual use, equipment should not be moved.
2. Except for wheeled equipment, properly mount all fire extinguishers.
3. Be familiar with both the location and the operation of all fire-protection equipment in your work area.
4. Inspect fire extinguishers in buildings and vehicles monthly. All extinguishers should be serviced annually.
5. Know the proper extinguishing agent to control the fire:

- a. Class AA@ fires involve ordinary combustibles such as wood and paper.
Extinguishing agents include water and multi-purpose dry chemical.*
- b. Class AB@ fires involve oils and flammable liquids. Extinguishing agents include carbon dioxide and dry chemical.*
- c. Class AC@ fires involve electrical equipment. Extinguishing agents include carbon dioxide and dry chemical.*
- d. Do not enter confined spaces after using carbon dioxide or halon extinguishers until the area has been thoroughly ventilated.

*Halon 1301 and Halon 1211 are gaseous extinguishing agents available for Class AA,@ AB,@ and AC@ fires, where other extinguishing agents could damage or destroy electronic equipment.

HAND & POWER TOOLS

1. Do not use or operate tools you have not been trained to operate and have not been authorized to operate by your supervisor.
2. Use the proper tool for the job to be performed. Do not use makeshift or substitute tools.
3. Never operate equipment with guards removed or safety devices inactivated.
4. Never attempt to circumvent or defeat such mechanisms. They are there to protect employees.
5. Do not use defective or damaged tools or equipment. Check all tools before use. Report problems to your supervisor.
6. Take special precaution when using power tools. Remove defective tools from service.
7. Turn power tools off and wait for motion to stop before setting tools down. Disconnect tools from the power source before changing drills, blades or bits, or attempting repair or adjustment. Never leave a running tool unattended.

HEAVY EQUIPMENT

1. Operators must:
 - a. be trained and certified (i.e. CDL);
 - b. always wear seat belts;
 - c. obey all traffic laws;
 - d. allow no one to ride on or in heavy equipment or a vehicle without a seat belt;
 - e. not allow alcohol beverages or illegal drugs or chemicals aboard a County vehicle at any time;
 - f. be authorized County employees to operate County vehicles;
 - g. obey travel speeds, including 15 mph in gravel pits; and
 - h. in accordance with federal Motor Carrier Safety regulations, maintain a current Medical Examiner's Certificate at all times as evidence of the required physical examination. The driver will be responsible to provide the certificate for the driver's personnel file.

2. The following equipment must be observed:
 - a. Whenever heavy equipment is parked, the parking brake must be set.
 - b. All equipment must be turned off before performing repairs, fueling, cleaning, or lubricating.
 - c. All vehicles shall be checked at each shift to ensure that brakes, tires, steering, seat belt, operating controls, and safety devices are not damaged and functioning properly. Also check mirrors, windshield wipers, defrosters, and fire extinguishers, etc.
 - d. When transporting tools and materials, secure them to prevent movement.
 - e. Do not attempt to operate special equipment without permission and instructions.
 - f. Do not repair or adjust equipment while it is in operation. Never oil moving parts except on equipment fitted with safeguards for this purpose.
 - g. Never work under vehicles that are supported by jacks or chain hoist without protective blocking in case of hoist or jack failures.

- h. Keep guards and protective devices in place at all times. When guards are removed for repairs, replace in proper order before starting up.
- i. Manually operated horns or other audible warning devices provided on heavy machinery as a safety feature shall be maintained in functional condition.

LADDERS

1. Ladder side rails should extend at least three feet above the upper landing surface.
2. Do not climb higher than the third rung from the top on straight ladders or the second tread from the top on stepladders.
3. Ladders should be periodically inspected to identify unsafe conditions. Those ladders with structural defects will be removed from service and repaired or replaced.
4. Straight ladders used on other than stable, level and dry surfaces must be tied off, held, or secured for stability.
5. Workers are prohibited from carrying any object or load that could cause the employee to lose balance and fall while using a ladder [CFR 1926.1053 (b) (22)].

LIFTING & MATERIAL HANDLING

1. Get help to lift heavy objects or use power equipment.
2. Inspect the outside of the object to be lifted by hand for sharp, ragged, or protruding surfaces. Use gloves if necessary.
3. When two or more people are carrying one object, face the direction in which the object is being carried, if possible, and have a signal for releasing the load.

ADMINISTRATIVE POLICY & GUIDELINES

4. Avoid strains from lifting objects by being sure of footing, bending the knees, and keeping the back straight. When ready to lift, straighten the legs slowly, distributing the strain over the stronger muscles of the body.
5. Carry objects as close to the body as possible and place at or near waist level when practicable.

PERSONAL PROTECTIVE EQUIPMENT

Eye & Face Protection

1. Tooele County provides non-prescription safety eye wear to all employees whose jobs involve potential eye hazards. Prescription safety eye wear shall be approved on a case-by-case basis. Supervisors are responsible for providing eye protection to their employees.
2. Employees should wear protective eye and face protection when performing duties that possess a risk.

Hearing Protection

Ear plugs or earmuffs will be provided and must be worn while working with exposure to noise at high levels.

Respiratory Protection

1. Respiratory equipment in many cases is needed for protection against harmful levels of vapors, dusts, mists or whenever oxygen deficiency exists. Supervisors must verify which equipment meets the need for breathing safely.
2. When respiratory protective equipment is or may be required to be worn in areas which are or may be contaminated with substances immediately hazardous to life, excess head or facial hair which prevents effective sealing of the skin shall be removed. Beards, "van-dykes," "goatees," or "Manchurians," are not acceptable. Sideburns, which directly interfere with the ability to obtain a seal with respiratory and/or resuscitation equipment,

ADMINISTRATIVE POLICY & GUIDELINES

shall not extend more than one-half inch below the ear lobe and must be neatly trimmed at all times.

3. Where practicable, the respirators will be assigned to individual workers for their exclusive use.
4. Employees will not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. Employees subject to wearing a respirator must successfully perform a pulmonary function test and be approved by a physician for respirator use prior to donning a respirator. Medical surveillance is required of all employees who wear a respirator more than 30 times a year.
5. Supervisors must be aware that in some instances, more than one air contaminant may be present and may cause serious health consequences if they are not taken into consideration. The following shall be used as a guide to who and when to use respiratory protection.
 - a. identify the substance or substances against which protection is necessary;
 - b. know the hazards and the significant properties of each air containment;
 - c. know the period of time for which the respiratory protection shall be provided;
 - d. know the location of the hazardous area with respect to a source of uncontaminated breathable air; and
 - e. know the functional and physical characteristics of the respiratory device.
6. Every respirator wearer will receive fitting instructions which will include a demonstration and practice on how to adjust the respirator, how to determine if it fits and the importance of checking the fit each time the wearer puts on the unit.
7. All fit testing shall be conducted using the protocol defined in the applicable OSHA standard.
8. Respirators shall be regularly cleaned and disinfected. Respirators shall be inspected routinely.

9. Employees shall be properly trained in the selection and use of respirators prior to use.
10. Employees should refer to specific training and user manuals for more detail on selection, use, monitoring, and maintenance of respiratory protective equipment.

Head Protection (Hard Hats)

1. All employees who are required to work in areas where there is danger of head injury are required to wear hard hats.
2. Hard hats must be worn in all construction sites and at any time an overhead hazard exists.

Foot Protection (Hard-toe Safety Shoes)

1. Hard-toed shoes or boots may be required if working around materials that could fracture an employee's foot. Your department head/supervisor should inform you of this requirement. If he/she does not, and you feel you are justified in asking for them after talking to your safety representative, make a written request to your department head signed by yourself and your safety representative.
2. Hard-toed shoes are paid for by the County, if required for your job.

Protective Clothing

1. The Sheriff's HazMat Commander/Deputy Sheriff and/or the Department of Emergency Management's Logistics Coordinator must be consulted regarding the medical and training requirements for use of personal protective clothing.
2. Material safety data sheets (MSDSs) should be consulted to determine if protective clothing is required for handling chemicals you are working with. Supervisors will provide access to MSDSs for the chemicals they use in their department's operation. The following internet sites may be referred to for printing individual sheets out for your department. They are:

<http://www.ilpi.com/msds/>

http://dir.yahoo.com/Health/Workplace/Material_Safety_Data_Sheets__MSDS_/

<http://search.yahoo.com/bin/search?p'MSDS+sheets>

3. Protective clothing will be provided by the County for certain necessary operations which may involve exposure to fire or chemicals. This purchase may only be approved by the department head after approval by the Sheriff's HazMat Commander or the Emergency Management Logistics Technician.

TRENCHING & EXCAVATION

Excavations and trenches are extremely dangerous. The following basic guideline checklist should be used to adequately control a condition:

1. Remove surface encumbrances.
2. Locate all underground utilities prior to digging.
3. Ensure a copy of the OSHA Excavation Standard is on-site and easily available.
4. The Competent Person (i.e. Public Works Inspector) must complete a daily inspection of the excavation.
5. Hard hats must be worn at all times by all personnel on the site.
6. Personal protective equipment (PPE), including safety glasses, toe shields, etc., must be used when a hazard exists.
7. Workers who are exposed to vehicular traffic should wear warning vests.
8. Workers shall keep out from under suspended loads.

ADMINISTRATIVE POLICY & GUIDELINES

9. Excavated material shall be stored and retained at least two feet from the edge.
10. Take steps to protect workers from falling rock hazards.
11. In excavations four feet or deeper, establish a way to exit (ladder, steps, ramp, etc.) for every 25 feet of travel.
12. Provide a harness and lifeline for workers entering confined space excavations.
13. Workers in an excavation five feet or deeper must be protected by a trench box, shoring, sloping or other means of adequate cave-in protection.
14. If there any evidence of a possible cave-in or slide, precautions must be taken immediately to protect exposed workers.
15. Guardrails shall be provided for walkways crossing over an excavation.
16. Physical barriers shall be provided for an excavation in a remote location.
17. The Competent Person shall design the structural ramps used solely by employees.
18. Structural ramp runways shall be of uniform thickness and designed to prevent slipping.
19. A barricade, stop log or hand signal system shall be provided when equipment is operating close to the excavation.
20. Sidewalks, streets, etc., shall be protected from undercuts.
21. Adjoining buildings, walls, etc., shall be braced or otherwise supported.
22. The air shall be tested for any oxygen deficiency or hazardous atmosphere.
23. If a hazardous atmosphere condition is detected, proper PPE shall be provided.

ADMINISTRATIVE POLICY & GUIDELINES

If surface or ground water accumulation is a problem, workers must be protected and equipment monitored by the Competent Person.

24. If the excavation interrupts a natural drainage, a suitable means to divert potential water must be provided.

VEHICLE SAFETY

1. Each employee who drives a County-owned vehicle is responsible for exercising reasonable care and obeying all traffic laws.
2. All employees and passengers must wear seat belts, if installed, while operating or riding in a County-owned vehicle or while on county business in a private vehicle.
3. All employees who operate vehicles must have a valid driver license for the particular type of vehicle involved. Driving records may be requested annually to verify any violations or suspensions of licenses. The Personnel Management Department will maintain a driver's file on all drivers possessing a commercial driver license to comply with the Office of Motor Carriers and Federal Highway Administration requirements.
4. Cell phones and radios may be used by an employee while driving any vehicle on county business; however, extreme care must be taken so as not to be distracted from concerns of the roadway. This also applies to personal vehicles when being used on county business. A passenger in a moving vehicle may use these devices.
5. Drivers are responsible to determine the condition of assigned vehicles prior to operation. If an employee determines the vehicle to be unsafe, he/she should report it to the supervisor or maintenance shops and request temporary use of another vehicle.
6. Each vehicle should be inspected by its driver at the beginning of each shift or trip and during use to make sure it is in safe operating condition.

WORKPLACE VIOLENCE

1. There are two major areas in which violence can erupt. The first is from individuals outside the organization and the second is from individuals inside the organization.
2. If necessary, Tooele County will consider applying temporary or permanent withdrawal of services to members of the public who engage in acts which constitute workplace violence.
3. Tooele County desires to take precautions to avoid incidents of workplace violence and to establish appropriate safety plans. Employees should be mentally alert to the fact that despite all proactive efforts, violence can occur. Employees must be alert, calm, and confident in how to report and handle acts of violence.
4. Workplace violence includes, but is not limited to, verbal or written threats or harm to an employee or an employee's family member, harassment, stalking, physical intimidation, physical fights or assault, displaying weapons or making comments about using weapons that are deemed to be threatening, or hostage situations. Employees are prohibited from engaging in such behavior or acts. Disciplinary action may be taken in accordance with Tooele County Personnel Policies and Procedures.
5. In accordance with the above-listed section regarding [Reporting Threats or Acts of Violence](#), employees are encouraged to complete the Incident Report Form found in the back of this Guidebook and return it to their supervisor. Concerns about workplace violence, whether real or perceived, or potential for workplace violence should be immediately reported to management even if a form is not completed.
6. Tooele County takes workplace violence issues seriously and believes timely implementation of preventative measures is critical. Incidents will be investigated to determine the best course of action for employee safety.

Bomb Threats

ADMINISTRATIVE POLICY & GUIDELINES

1. Any bomb threat is to be taken seriously. If an employee receives a bomb threat over the phone:
 - a. Check the caller ID. If the number is still on the phone, write it down.
 - b. Press the record button on your phone, if available.
 - c. Summon a co-worker and inform them of the call. Discretely instruct them to call dispatch at extension 3316, 9-911, or phone 911 if outside county phone system and get the building evacuated.
 - d. It may be good to write this information on a paper and show them.
 - e. Ask who is calling, where the bomb is, what type of bomb it is, and why it was planted. A form is available in Emergency Management for documenting these calls.
 - f. Keep the caller on the phone. Talk in a calm voice and assume the call is serious. Never make jokes with a caller or attempt to make light of the situation. If the caller hangs-up, evacuate the building and write down all the information you remember and make yourself immediately available to responding law enforcement personnel.
 - g. Gather and document information. Fill out the Incident Report Form found at the back of this Guidebook.

- e. Follow instructions for evacuating the area/building, as recommended by authorities.

- f. Make a visual sweep of your area, looking for unusual or unfamiliar objects that could house a bomb. Once evacuated, report anything unfamiliar or suspicious to authorities.

- g. Authorities will determine when it is safe to re-enter building.

Robbery

While there is no guarantee that Tooele County will never be robbed, we can diminish our risk of robbery and the consequences, by implementing the following procedure:

1. Never be hesitant to report suspicious circumstances to the police. Phone Dispatch at extension 8300, 9-911. or phone 911 if outside county phone system immediately, if you suspect suspicious behavior in the parking lot, building, or surrounding work area.

2. Make sure there is a clear line of sight to the door for any employee handling cash. Employees should practice cleanliness and avoid clutter on counters. Don't cover windows with advertisements. Keep doors open during business hours whenever possible. Don't allow piles to accumulate.
3. If a robbery occurs, the employee's number one responsibility is to survive safely. Employees must comply with the demands of the robber. Resistance will greatly increase the risk of further injury or violent acts.
4. Make the robber's job easy. Be prepared to give the robber your best customer service. This is one transaction that you will want to conduct without any bother.
5. Robbers bring weapons to ensure they have control of the situation. If the robber states he has a weapon, believe him.
6. Tell the robber that you are going to do exactly what he wants. Talk to the robber and explain what he can expect from you. Don't leave him guessing.
7. Don't make unexpected moves.
8. Don't resist, argue, fight, or threaten back.
9. Don't follow the robber out of the store. You will be safe after he is gone.
10. Phone Dispatch at extension 3316, 9-911, or phone 911 if outside county phone system, when it is safe to do so.
11. Fill out the Incident Report Form found at the back of this Guidebook.
12. Make the job easy for the police. Get a good description of the offender. Carefully observe and remember as much as possible about appearance and behavior. Try to memorize and write down details of the person's physical identity, including approximate age, height, weight, color of eyes and hair. A good way to determine height and weight is to compare the person

ADMINISTRATIVE POLICY & GUIDELINES

to yourself or someone you know, or to note the person's size and build relative to an object or a doorway located where the crime is occurring. Look for distinguishing personal characteristics, such as scars, tattoos, hair style, or other prominent features. Observe the person's clothing style and colors, jewelry, gait and manner of speech. If a car is involved in the incident, note the make, model, color, and license number.

13. Once the police arrive, remain available and have a list of witnesses available. Designate one person as the point of contact for police.

Other Threats of Violence

1. Threats should be reported no matter how innocent they may appear. Employees are encouraged to complete the Incident Report Form found in the back of this Guidebook and return it to their supervisor.
2. Threats generally come in three main forms: (1) face-to-face, (2) over-the-phone, or (3) from a third party who claims to have heard about an alleged threat. The following guidelines should be used:
 - a. ***Face-to-Face Threats*** ^B
 - 1) Remove yourself from the situation. Always keep your eye on the person making the threat. Make no sudden movements and keep your arms and hands in plain view.
 - 2) Politely inform the individual that you will get your supervisor or another employee to try to assist them. Move slowly away while facing the party making the threat.
 - 3) If the individual does not calm down or blocks your ability to move away, summon another employee to phone Dispatch.
 - 4) If another employee is aware of the threat being made they should try to discreetly phone Dispatch as quickly as possible even if not yet asked.
 - b. ***Over-the-Phone Threats*** ^B
 - 1) Check the caller ID number and write it down.
 - 2) Press the record button on your telephone if available.

- 3) Keep the caller on the phone. Talk in a calm voice and assume the call is serious. Never make jokes with a caller or attempt to make light of the situation. Do not get defensive.
- 4) If the caller hangs-up, write down all the information you remember.
- 5) Fill out the Incident Report Form found at the back of this Guidebook.
- 6) Ask who is calling, what the threat is for and what the caller would like resolved. Ask if you can summon someone else to help resolve their source of frustration.
- 7) Immediately report the threat to your supervisor. If a supervisor is not available, contact the personnel department, the county attorney, the sheriff's office or the county commission.
- 8) Call Dispatch at extension 3316, 9-911, or 911 if outside county phone system, any time you feel your or your co-worker's safety is in jeopardy. False calls are better than ignoring a potential problem. If a threat to life was made, the police must be called by the employee or the person to whom the employee reported the information.

c. *Third-Party-Threats*

- 1) Ask the informant to provide you with a written statement including who, what, when, where, and how the threat was made.
- 2) Gather and document information. Fill out the Incident Report Form found at the back of this Guidebook.
- 3) Immediately report the threat to your supervisor. If the supervisor is not available, contact the personnel department, the county attorney, the sheriff's office, or the county commission.
- 4) Employees are encouraged to contact the Sheriff at extension 3316, 9-911, or phone 911 if outside county phone system any time they feel their or their co-worker's safety is in jeopardy. False calls are better than ignoring a potential problem. If a threat to life was made, the police must be called by the employee or the person to whom the employee reported the information.

3. Emergency officials will notify you when to return and/or resume normal operations.

PART IV NATURAL & TECHNOLOGICAL HAZARDS

CHEMICAL MUNITIONS STORAGE, TESTING AND DEMILITARIZATION

The Chemical Stockpile Emergency Preparedness Program (CSEPP) has been developed in Utah to prepare the affected jurisdictions to respond effectively if a chemical release occurs. Tooele County Emergency Management has been working closely with FEMA, Army officials and local responders to understand the unique threat posed by these chemical weapons. Extensive plans and procedures have been put in place to deal with the threat. A specialized alert and warning system has been developed to notify local residents of a chemical release and inform them of the appropriate protective actions recommended by local officials.

In this unlikely event, the county commission, department heads, or designees may:

- a. inform you of a chemical release at the Deseret Chemical Depot and recommend any special actions that may be required;
- b. request you keep staff and visitors calm and provide information to staff and visitors if prudent;
- c. order in-place sheltering or evacuation/relocation (see Emergency Preparedness and Response Evacuation Checklist procedures); and
- d. initiate staff and visitor Accountability Procedures if in-place sheltering or evacuation/relocation is required.

Emergency officials will notify you when to return and/or resume normal operations.

EARTHQUAKES

1. During an earthquake, employees should:
 - a. Stay calm.
 - b. Stay put. If you are indoors, stay there. If outdoors, stay in an open area away from structures, trees, utilities and power lines. Wait until the shaking stops.
 - c. Take cover (duck, cover & hold). If indoors, take cover under a desk, table or bench, stand in a supported doorway, or alongside an inside wall or corner. Avoid windows, bookcases, hanging fixtures, or outside walls until the shaking stops.
 - d. If no protection is available, drop to the floor or ground and cover your head with your arms and hands. Make sure visitors and employees stay in this position until shaking stops.
 - e. Don't be surprised if the electricity goes out, or fire alarms and sprinklers go on.
 - f. Do not use the elevators.

2. After an earthquake:
 - a. Stay calm.
 - b. Carefully evaluate the situation. Do not use a phone unless there is a severe injury.
 - c. When the shaking stops, order evacuation (See Emergency Preparedness and Response evacuation checklist procedures) to a safe area.
 - d. If possible and time permits, close all peripheral windows, and, turn off lights, electrical equipment, gas, water faucets, air conditioning, heating and ventilation.
 - e. Be prepared for aftershocks. If shaking starts again during an evacuation, assume a duck and cover position against an interior wall.
 - f. Use caution. Don't move the seriously injured unless they are still in danger.
 - g. Make sure everyone is all right. Administer first aid in a safe area if possible, until medical assistance is provided.
 - h. Once in a safe area, department heads should re-check staff and visitor Accountability Summaries. Make assessment and notify the commissioners or other appropriate emergency officials.
 - i. Maintenance personnel will check natural gas, water and electrical lines for damage. They will switch off electricity and gas if warranted.
 - j. Do not use matches, candles, or other open flame unless you are absolutely certain there is no natural gas leaking.
 - k. Do not touch electrical power lines or broken electrical equipment.
 - l. Utilizing an 800 MHZ radio, provide and receive further information from the Tooele County Commissioners or Emergency Operations Center representative.

HAZARDOUS MATERIALS

Hazardous materials are substances or materials which, because of their chemical, physical or biological nature, pose a potential risk to life, health or property if they are released. Potential hazards can occur during any stage of hazardous materials use: production, storage, transportation, use and disposal.

In-place sheltering provides refuge for staff and the public within government building(s) during an emergency usually involving hazardous materials spills or gaseous releases in the atmosphere. Sheltering (safe) areas should be in locations that maximize the safety of inhabitants. Safe areas may change depending on the type of emergency.

Before a disaster strikes, department heads should identify safe area(s) inside each office or facility. These should be an interior room, or interior areas of exterior rooms, away from outside windows and doors.

If a hazardous materials incident occurs at or near a County facility:

1. The commissioners or other emergency officials will order visitors and staff to assemble in safe areas. Bring all persons immediately outside the facility inside.
2. If appropriate, advise all persons to cover mouth and nose with handkerchief, cloth, towel, paper towels or tissues.
3. Collect visitor and staff Accountability Summaries and post them on an exterior door or window, whichever is appropriate.
4. Ensure all exterior doors and windows are closed.
5. Maintenance personnel should turn off all heating and cooling systems or ventilation systems leading outdoors.
6. Facility cooks should ensure food items in kitchens, not in containers, are covered, or put away in a refrigerator.
7. All persons should remain in safe areas until notified by emergency officials to evacuate (see Evacuation/Relocation checklist) or resume normal operations.
8. Emergency officials will continue to advise the commission of the facility status and will notify you when to return and/or resume normal operations.

SEVERE STORMS

Severe wind, snow, rain, hail, thunder storms and flash floods are not uncommon in Utah. Tornadoes, while not common, do occur as well. Procedures for dealing with these threats are similar.

Employees should:

1. Stay calm.
2. Be alert for weather warnings or notifications.
3. Monitor Emergency Alert Stations (See Emergency Preparedness and Response Procedures EAS Checklist), tone alert weather radio, or NOAA Weather Stations (National Weather Service, or Weather Channel), if possible.
4. Contact the Commission (843-3150) or Emergency Management Department (833-8100) for instructions or information.
5. Bring all staff inside buildings. Move to safe areas away from glass or objects that could fall, including unsecured bookshelves. Review [Duck and cover](#) procedures (see (See Emergency Preparedness and Response Procedures Earthquake Checklist), if tornadoes threaten.
6. Close windows and blinds and avoid outside walls.
7. Collect Accountability Summaries for all visitors and staff. Post on an outside door and window.
8. Keep visitors and staff in safe areas until emergency officials direct evacuation (See Emergency Preparedness and Response evacuation checklist procedures) or early dismissal; or until warning(s) expire and emergency personnel have issued [All-clear](#) advisories.

TERRORISM

A terrorist attack can take several forms, depending on the technological means available to the terrorist, the nature of the political issue motivating the attack, and the points of weakness of the terrorist's target. Bombings are the most frequently used terrorist method in the US. Other possibilities include an attack at transportation facilities, an attack against utilities or other public services or an incident involving chemical or biological agents.

A commissioner, department head, or designee may implement lock-down procedures in situations involving dangerous intruders or other incidents or acts of terrorism that may result in harm to persons in or around the government buildings. If a lock-down is directed:

An in-office official will issue a lock-down directive by utilizing a warning [Code Red](#), utilized for all government offices (See Emergency Preparedness and Response Procedures Warning Codes & Notification of Authorities Checklist).

Call Dispatch at extension 8300, or phone 911 if outside the county phone system, as soon as possible. Ask them to notify the Commissioners. Work with the chief law enforcement official to alleviate problem.

An emergency official will notify other offices by utilizing a phone notification (a [call-down](#) capability located in Emergency Management); or by sending a law enforcement officer to each office.

Direct all administrative staff and visitors into pre-designated [safe](#) locations.

Keep all persons away from the risk area and out of sight from doors and windows, if possible.

Begin office accountability procedures.

Allow no one outside of designated areas until the situation is under control or has been alleviated. If evacuation of the building is required, a law enforcement official will direct the evacuation of each office when it is appropriate to leave.

Emergency officials will notify you when to return and/or resume normal operations.

UTILITIES DISRUPTION

Facilitating emergency restoration of vital public utilities to the residents and workers in Tooele County disrupted by a catastrophic earthquake, natural disaster or other significant event will be a high priority matter. Public utilities include all publicly and privately owned natural gas distribution and storage facilities; electrical power plants, plant capabilities, electrical transmission and distribution lines and capabilities; and telephone services normally provided to a community.

The provision of emergency power and fuel to support emergency response operations and to normalize community functioning may become critical. Emergency restoration of essential public utilities disrupted by disaster will be a high priority matter and will probably require the joint efforts of both local and State government, and if need be, federal support will be requested.

If the county building experiences utility failure and our emergency generators are not enough to keep the utilities running, a determination will be made by the commission whether employees will shelter-in-place until more information is known or, if it appears that there will be a prolonged utility outage, whether to relocate the employees to a shelter being managed by the Red Cross or other appropriately trained staff or agency until the problem can be resolved and employees will be returned to work and/or sent home until situation resolved.

WALKING/WORKING SURFACE SAFETY

Thousands of workers are injured every year due to slips, trips, or falls generated by improper walking and working surfaces. The Occupational Safety and Health Administration (OSHA) estimates that most of these accidents can be prevented if proper safety precautions at job sites are initiated. This poses a serious problem for exposed workers and their employer. The OSHA Walking and Working Standards establish uniform requirements to ensure that the associated hazards in U.S. workplaces are evaluated, safety procedures implemented, and that the proper hazard information is transmitted to all affected workers.

Tooele County will ensure that all walking and working surfaces within our facility(s) are evaluated. This standard practice instruction is intended to address comprehensively the issues of; evaluating and identifying potential deficiencies, evaluating the associated potential hazards, communicating information concerning these hazards, and establishing appropriate procedures, corrective measures, and protective measures for employees.

Tooele County Maintenance Director will be responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program.

Tooele County Walking/Working Surface Safety Program

Tooele County will review and evaluate this standard practice instruction on an annual basis, or when changes occur to 29 CFR 1910.21-23 that prompt revision of this document, or when facility operational changes occur that require a revision of this document. Effective implementation requires a written program for job safety and health, that is endorsed and advocated by the highest level of management within this facility and that outlines our goals and plans. This written program will be communicated to all required personnel. It is designed to establish clear goals, and objectives.

All facilities owned by Tooele County will be maintained in a safe and healthful manner. Certain environments within the facility(s) of Tooele County may contain a reasonable probability of injury that can be prevented by proper maintenance and supervision. Tooele County shall do all things possible to ensure the safety of our employees. No employee shall knowingly be subjected to a hazardous condition without all possible protective measures first being implemented. Measures for the control of toxic materials are considered to be outside the scope of this instruction.

Housekeeping (General Facility Policy).

- 3.1 All offices, work stations, work areas, passageways, storerooms, restrooms, and service rooms shall be kept clean , orderly, sanitary, and free of known hazards.
- 3.2 The floor of every workroom shall be maintained in a clean and, so far as possible, a dry condition. Where wet processes are used, drainage shall be maintained, and false floors, platforms, mats, or other dry standing places will be provided where practicable.
- 3.3 To facilitate cleaning, every floor, working place, and passageway shall be kept free from protruding nails, splinters, holes, or loose boards or other hindrances that would prevent efficient maintenance.
- 3.4 Sufficient illumination will be provided in all areas at all times.
Employees discovering lighting deficiencies will report them to the Maintenance Dept. for correction.
- 3.5 Work areas. All employees are responsible for maintaining their immediate work areas in a clean and orderly manner, and for notifying maintenance of conditions beyond their control.
- 3.6 Machines and equipment. Supervisors will ensure that machines and

equipment under their control area maintained in a clean and orderly manner. Crowding should be avoided where ever possible.

- 3.7 Aisles. All employees are responsible to ensure that aisles are kept clean, free of material, finished parts, scrap, or any type of debris.
- 3.8 Floors. Maintenance will ensure that all floor spaces are maintained in a clean and orderly manner.
- 3.9 Walls and ceilings. Maintenance will ensure that all wall spaces are properly painted, and maintained in a clean and orderly manner. Postings will be confined to bulletin boards and other appropriate areas.
- 3.10 Storage facilities. Appropriate procedures will be followed based on the type of storage facility.
- 3.11 Employee facilities. Lockers may be used to protect personal belongings from theft. Locker areas will be kept clean and orderly. Belongings found insecure will be turned over to management for disposition.
- 3.12 Emergency exit doors will be kept free of any obstacles at all times. Any employee finding an emergency door blocked should immediately report the condition to a supervisor for correction. Exit lights and signs will also be maintained in proper condition at all times, and immediately reported if deficient.
- 3.13 Spills. Spills of non-hazardous materials will be cleaned up immediately by the employee responsible for such, or reported immediately to the Maintenance Department. If the spill

cannot be removed immediately then warning signs or barricades sufficient to warn personnel will be installed.

Aisles and passageways.

Where mechanical handling equipment is used, sufficient safe clearances will be maintained for aisles, at loading docks, through doorways and wherever turns or passage must be made.

Aisles and passageways shall be kept clear and in good repairs, with no obstruction across or in aisles that could create a hazard.

Part V

ACCIDENT/INCIDENT REPORT FORM

(to be used for all incidents and accidents for non-employees)

NOTICE OF CLAIM

DATE OF OCCURRENCE _____ TIME _____
COUNTY DEPT. INVOLVED: _____ DEPARTMENT CONTACT _____
LOCATION of OCCURRENCE: _____
DESCRIPTION of OCCURRENCE: _____

AUTHORITIES CONTACTED: Yes No IF YES, REPORT NUMBER: _____

VEHICLE and DRIVER INFORMATION

YEAR: _____ MAKE: _____ MODEL: _____
VIN: _____ PLATE# _____ STATE: _____
TITLED OWNER: _____
DRIVER'S NAME: _____
DRIVER'S ADDRESS: _____
DRIVER'S PHONE: _____ DRIVER'S LICENSE NUMBER: _____
STATE: _____ DATE of BIRTH _____
PURPOSE of USE: _____ USED with PERMISSION: Yes No

DESCRIBE DAMAGE: _____

OTHER DRIVER INFORMATION

Owner's Name _____ Address: _____ Phone: _____
Driver's Name: _____ Address: _____ Phone: _____

DESCRIBE PROPERTY DAMAGED _____

INJURED NAME: _____ ADDRESS _____

PHONE: _____

AGE: _____ SEX: Male Female OCCUPATION: _____

DESCRIBE INJURIES: _____

WITNESS' NAME: _____

ADDRESS: _____ PHONE: _____

ADDITIONAL REMARKS: _____

SIGNATURE: _____ DATE: _____

Return to: Marilyn K. Gillette, Tooele County Clerk 47 South Main, Suite #318 Tooele, UT 84074
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PART VI - WORKERS' COMPENSATION REPORTING

1. In the event of an emergency requiring immediate medical attention, call Dispatch at Ext. 8300 (inside the county building) or dial 911. Inform the HR Dept. of the incident when it occurs. **Forms need to be turned in within 24 hours.**
2. Employees must notify their supervisor immediately. Supervisors must contact the Human Resource Department immediately at (435) 843-3157 if the claim appears to be suspicious or questionable.
3. If the injury is determined to be First Aid and requires no formal medical treatment, you must still complete the Form 122 and return to the Human Resource Department.
4. If medical treatment is necessary, supervisors or designee should escort the employee or volunteer to the appropriate medical facility. For treatment during the day, supervisors should, whenever possible, escort the employee to the Mountain West Medical Center WORX CLINIC. **DO NOT USE THE EMERGENCY ROOM UNLESS AFTER HOUR CARE IS NECESSARY OR TREATMENT IS LIFE THREATENING.** For medical treatment outside the Tooele area (Wendover, Ibapah, etc), employees should be escorted to the nearest medical facility.
5. Give the medical provider the following billing information:

Workers Compensation Fund (WCF)
PO Box 57929
Salt Lake City, UT 84157-0929
801.288.801
800.446.2667
6. Assist the injured employee or volunteer in completing their portion of the Form 122. **Complete all sections!** Volunteers must be on the approved volunteer tracking list and filed with Human Resources in order to be covered by Workers Compensation.
7. Follow-up with the employee on the results of their medical evaluation to determine if they will be able to return to work. Notify the Human Resource Department if there is any lost time off or modified duty requirements.
8. If out of the area, contact your office and the Human Resource Department to report the incident immediately. Keep track of receipts for any expenses incurred as the result of the incident for reimbursement and give the medical provider the same workers compensation information listed above.
9. For more detailed instructions, please refer to the Tooele County *web site at: <http://www.co.tooele.ut.us/hr.html>.*
10. *For Bloodborne Exposures refer to your "Checklist for Blood Exposures", see the Tooele County Exposure Control Plan, Attachment E, and notify Human Resources immediately. http://www.co.tooele.ut.us/PDF/HR/exposure_plan.pdf*

WORKERS COMPENSATION CLAIM (FORM 122)

THIS FORM MUST BE FILLED OUT COMPLETELY.
USE BACK OF FORM, IF ADDITIONAL SPACE IS NEEDED.

IF THIS FORM IS COMPLETED BY SOMEONE OTHER THAN THE EMPLOYEE, PLEASE PROVIDE A SEPARATE EMPLOYEE/VOLUNTEER STATEMENT WITH SIGNATURE AND DATE.

EMPLOYEE/VOLUNTEER INFORMATION

NAME: _____
HOME PHONE: _____ ADDRESS: _____
CITY, STATE, ZIP CODE: _____
SOCIAL SECURITY #: _____ MARITAL STATUS: _____ # OF DEPENDENTS: _____
DATE OF BIRTH: _____ JOB TITLE: _____ DEPARTMENT: _____
SUPERVISOR'S NAME: _____ PHONE: _____
OF DAYS WORKED PER WEEK: _____ # OF HOURS WORKED PER WEEK: _____ LAST DAY WORKED: _____

DESCRIPTION OF ACCIDENT

DATE OF ACCIDENT: _____ TIME OF ACCIDENT: _____ TIME WORK BEGAN: _____
DATE AND TIME EMPLOYER WAS NOTIFIED: _____ NAME OF PERSON NOTIFIED: _____
IF NOTIFICATION OR REPORT WAS DELAYED, DESCRIBE THE REASON: _____

LOCATION AND ADDRESS WHERE ACCIDENT OCCURRED: _____

DESCRIBE HOW THE ACCIDENT OCCURRED: _____

DESCRIBE THE WORK BEING PERFORMED: _____

WAS THE WORK BEING PERFORMED THE EMPLOYEE'S REGULAR DUTY? _____
IF NO, WAS THE EMPLOYEE TRAINED? _____ IF YES, WHO PROVIDED THE TRAINING? _____
WAS SAFETY EQUIPMENT PROVIDED? _____ IF YES, WHAT WAS THE SAFETY EQUIPMENT? _____

WAS THE SAFETY EQUIPMENT USED? _____ IF NOT, EXPLAIN WHY: _____

LIST THE NAME(S) & PHONE NUMBER(S) OF OTHERS INVOLVED: _____

DESCRIPTION OF INJURY

NO INJURY _____

MARK THE BOXES COORESPONDING TO THE INJURY AND SPECIFICALLY DESCRIBE THE INJURY IN YOUR OWN WORDS:

- | <u>PART(S) OF BODY</u> | <u>TYPE OF INJURY</u> | <u>CAUSE</u> |
|---|---|--|
| <input type="checkbox"/> HEAD <input type="checkbox"/> WRIST | <input type="checkbox"/> PUNCTURE WOUND | <input type="checkbox"/> FALL |
| <input type="checkbox"/> EYES <input type="checkbox"/> HAND | <input type="checkbox"/> FOREIGN BODY | <input type="checkbox"/> SLIP |
| <input type="checkbox"/> NOSE <input type="checkbox"/> FINGER | <input type="checkbox"/> SPRAIN/STRAIN | <input type="checkbox"/> SPILL-SPRAY |
| <input type="checkbox"/> MOUTH <input type="checkbox"/> HIP | <input type="checkbox"/> HERNIA | <input type="checkbox"/> STRUCK BY PERSON |
| <input type="checkbox"/> EAR <input type="checkbox"/> THIGH | <input type="checkbox"/> LACERATION | <input type="checkbox"/> STRUCK BY EQUIPMENT |
| <input type="checkbox"/> NECK <input type="checkbox"/> KNEE | <input type="checkbox"/> FRACTURE | <input type="checkbox"/> STRUCK BY OBJECT |
| <input type="checkbox"/> LEG <input type="checkbox"/> SHOULDER | <input type="checkbox"/> DISLOCATION | <input type="checkbox"/> PULLING/PUSHING |
| <input type="checkbox"/> ANKLE <input type="checkbox"/> BACK, UPPER | <input type="checkbox"/> INFECTIOUS DISEASE | <input type="checkbox"/> LIFTING |
| <input type="checkbox"/> FOOT <input type="checkbox"/> BACK, LOWER | <input type="checkbox"/> BURN/SCALD | <input type="checkbox"/> BENDING/REACHING |
| <input type="checkbox"/> CHEST <input type="checkbox"/> TOES | <input type="checkbox"/> IRRITATIONS | <input type="checkbox"/> EXPOSURE |
| <input type="checkbox"/> ARMS <input type="checkbox"/> INTERNAL | <input type="checkbox"/> RESPIRATORY | <input type="checkbox"/> OVEREXERTION |
| | <input type="checkbox"/> EXPOSURE | <input type="checkbox"/> OTHER |

INDICATE IF INJURY WAS ON:
 RIGHT OR LEFT

EXPLAIN: _____

EMPLOYEE/VOLUNTEER SIGNATURE: _____ DATE: _____

MEDICAL TREATMENT

- NO TREATMENT; FIRST AID REPORT
- MINOR TREATMENT BY EMPLOYER
- TREATMENT BY PRIVATE PHYSICIAN
- WORX CLINIC
- EMERGENCY CARE
- HOSPITALIZED MORE THAN 24 HOURS
- MAJOR MEDICAL

PHYSICIAN INFORMATION

NAME: _____ PHONE: _____

ADDRESS: _____ CITY, STATE, ZIP CODE: _____

SUPERVISOR STATEMENT

Include the employee's duties as they relate to the incident. If there was an occupational exposure to blood or other potentially infectious materials, as defined in the Tooele County Bloodborne Pathogens Exposure Control Plan, document the circumstances under which exposure occurred and complete the BLOOD EXPOSURE PACKET.

NAME OF SUPERVISOR: _____ PHONE: _____

DEPARTMENT: _____

NAME OF INJURED WORKER: _____

DATE OF ACCIDENT: _____

DESCRIBE WHAT HAPPENED: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

WITNESS STATEMENT(S)

WITNESS NAME: _____ PHONE: _____

ADDRESS: _____ CITY, STATE, ZIP CODE: _____

NAME OF INJURED WORKER: _____

DATE OF ACCIDENT: _____

DESCRIBE WHAT HAPPENED: _____

WITNESS SIGNATURE: _____ DATE: _____



WITNESS NAME: _____ PHONE: _____

ADDRESS: _____ CITY, STATE, ZIP CODE: _____

NAME OF INJURED WORKER: _____

DATE OF ACCIDENT: _____

DESCRIBE WHAT HAPPENED: _____

WITNESS SIGNATURE: _____ DATE: _____

SAFETY COORDINATOR COMMENTS

SAFETY COORDINATOR SIGNATURE: _____ DATE: _____



**IF ACCIDENT INVOLVED COUNTY PROPERTY OR EQUIPMENT, AN INCIDENT REPORT
MUST BE SUBMITTED TO THE COUNTY CLERK'S OFFICE.**



TO BE COMPLETED BY THE HUMAN RESOURCE DEPARTMENT:

STATE OF HIRE: _____ DATE HIRED: _____ EMPLOYMENT STATUS: _____

RATE OF PAY: _____ DATE RETURNED TO WORK: _____

DATE REPORT FILED WITH UCIP: _____ BY: _____

H.R. DEPARTMENT SIGNATURE: _____ DATE: _____

SUPERVISOR'S STATEMENT

Name of injured worker: _____

Date of accident: _____

Name of Supervisor: _____

Department: _____

What happened: (Include their duties as they relate to the incident, the route of Bloodborne Exposure and circumstances under which exposure occurred.

Signature: _____

Date: _____

WITNESS STATEMENT(S)

WITNESS NAME: _____ PHONE: _____

ADDRESS: _____ CITY, STATE, ZIP CODE: _____

NAME OF INJURED WORKER: _____

DATE OF ACCIDENT: _____

DESCRIBE WHAT HAPPENED: _____

WITNESS SIGNATURE: _____ DATE: _____

