

DALLAS COUNTY
SAFETY HANDBOOK

Approved
April 6, 2004

DALLAS COUNTY MANAGEMENT SAFETY POLICY STATEMENT

It is the policy of Dallas County that every employee is entitled to work under the safest conditions possible. To this end, every reasonable effort will be made to promote accident prevention for protection and health preservation.

It is our belief that accidents which injure people, damage machinery and destroy materials cause needless personal suffering, inconvenience and expense. We believe that practically all accidents can be prevented by making common sense precautions.

Dallas County will endeavor to maintain a safe and healthful work place. The county will Provide safe working equipment, necessary personal protection, and in the case of an injury, provide the best first aid and medical services available.

Due to the large number of county activities in progress at one time, the varied nature of the work and the widespread location of such activities, we must “formalize” our safety program. We must utilize written reports and records to achieve the maximum use of our loss control information.

A Safety Coordinator, appointed by the Board of Supervisors will head the county safety program. The Safety Coordinator will communicate pertinent information to all departments and will undertake such duties as may be required in the day-to-day operation of the safety program.

It is believed that many accidents are avoidable and need not happen. If all of us do our part, including action and talking safety at all times, and having a healthy attitude towards accident prevention and loss control, improved safety on the job can be achieved.

Dallas County Supervisors

ORGANIZATION AND RESPONSIBILITY

DALLAS COUNTY EMPLOYEES WILL:

1. Support and abide by this safety policy.
2. Follow all safety procedures as posted, instructed, or discussed. Maintain safety equipment in good condition and utilize appropriate personal protective equipment when required or directed. Each employee is responsible for maintaining personal protective equipment to applicable standards.
3. Render first aid when required, if trained. If uncertain call for assistance.
4. Report all accidents and injuries to their supervisor or department head immediately or as soon as possible. Fill out Employee's First Report of Injury within 72 hours of the incident.
5. Refrain from any unsafe acts that might endanger themselves and/or other workers.
6. Report any unsafe situation or act to their supervisor or department head as soon as possible.
7. Be a safe worker off the job as well as on the job.

These are only guidelines. On the following pages you will find more detailed safety rules. Rules and policies concerning specific department operations will be explained to you by your supervisor or department head.

Employees are expected to observe all safety rules and regulations in the performance of their various duties. From time to time, new rules and regulations will be established. You will be notified in writing of any changes.

DALLAS COUNTY BOARD OF SUPERVISORS WILL:

1. Provide the means to accomplish this policy.
2. Enforce this policy and recommend, through the appropriate chain of command, discipline for any supervisor or department head that is willfully disregarding or violating it.
3. Strongly recommend employees attend safety meetings.
4. Advise all prime contractors and sub-contractors of this policy and request them to abide by it.
5. Appoint a safety committee.

THE SAFETY COMMITTEE WILL:

1. Develop and enforce the county's safety regulations and procedures.
2. Identify and cause corrective action on safety hazards.
3. Be familiar with laws pertaining to safety and health on the job.
4. Instruct supervisory personnel that safety practices and procedures are to be followed and safe conditions maintained throughout the job.
5. Review accidents and see that corrective action is taken.
6. Assure employee safety training is conducted.
7. Recommend corrective actions to the Board of Supervisors.

DALLAS COUNTY DEPARTMENT HEADS AND SUPERVISORY PERSONNEL WILL:

1. Be familiar with laws and recommendations pertaining to safety and health on the job.
2. Enforce federal, state, and county safety regulations.
3. Advise all prime contractors and sub-contractors of this policy and request them to abide by it.
4. Report all safety hazards to the County Safety Committee along with corrective actions taken. If no action was taken, explain why.
5. Investigate and document any and all accidents as well as maintain copies of all accident investigations and corrective actions taken. Send copies to the Safety Committee.
6. Provide safety training, safety equipment, job safety materials, necessary first aid equipment, and emergency telephone numbers to employees.
7. Periodically inspect any and all safety equipment for availability and serviceability.
8. Instruct all employees in safe working habits and procedures, follow-up to ensure compliance, especially with new employees.
9. Carry out county's injury reporting and treatment program.
10. Prohibit employees from taking unnecessary or unsafe chances,
11. Discipline any employee who willfully disregards or violates county safety policy and/or procedures.
12. Recommend changes as needed in safety policy and/or corrective actions to the safety committee.

MEDICAL TREATMENT PROCEDURES

If an employee is injured on the job, these procedures shall be followed:

1. Contact the Operations Administration Office to have an appointment scheduled at Lakeview Medical Center Occupational Medicine Clinic, the County's designated medical center for treatment and evaluation. If advanced care is necessary, the employee will be referred by Lakeview to a specialist. The employee will only be sent to a specialist on the recommendation of Lakeview.
2. If the injury is life threatening, the employee should be taken to the nearest hospital emergency room. If the employee is unconscious, having chest pains, difficulty breathing, uncontrollable bleeding, or if other life threatening situations should occur, an ambulance should be called.

ACCIDENT REPORTING PROCEDURE

All on-the-job injuries will be reported immediately by the employee to their immediate supervisor. An Employee First Report of Injury form must be filled out for all injuries and work related illnesses and forwarded to the Operations Administration Office within two (2) workdays after the injury. Forms are available from the Operations Administration Office. Also, the immediate supervisor is responsible for contacting the Operations Administration Office the same day of the accident and notifying the office of the injury or illness.

FIRST AID TREATMENT

First aid is defined as the immediate and temporary care given to a victim that is injured or has suddenly taken ill.

C.P.R. Rescue Breathing:

The most current Red Cross or American Heart Association procedures will be followed when doing C.P.R.

Bleeding:

1. Apply direct pressure to the wound.
2. Elevate the wounded area if possible, unless a fracture is suspected.
3. If severe bleeding does not stop from an arm or leg, apply pressure to the main artery supplying blood to the wound.
4. Calm and reassure the victim.
5. Blood borne pathogen cleanup kits are provided in accordance with the IOSHA regulation 1910-1030.
6. Arrange emergency transportation to a hospital as quickly as possible.

Burns:

First degree burns usually have reddened skin.

Second degree burns have blisters.

1. Apply cool applications or submerge the burned areas in cool water.
2. Do not break blisters or remove skin tissue.
3. Cover the burned area with sterile gauze or a clean cloth.
4. Obtain medical aid if required.

Third Degree burns have charred skin.

1. Cut away clothing around burned area, but do not remove clothing that is adhered to the victim's skin.
2. Cover burns with thick sterile dressing or a clean cloth.
3. Keep the victim's legs elevated.
4. For facial burns, have the victim sit up.
5. Arrange emergency transportation to a hospital as quickly as possible.

Chemical Burns

1. Remove victim from environment without becoming contaminated yourself.
2. Identify chemical and if **NOT** dry lime, phenol, or sodium metal, wash chemical away with large amounts of water for 20 minutes, if possible, particularly if victims face and eyes are involved.
3. Apply a sterile dressing and get emergency medical aid.

Foreign Objects in Eyes:

1. Keep victim from rubbing their eye/eyes.
2. If object can be seen and it is free floating, pull eye lid back and use a clean handkerchief or paper tissue to lift the object out of eye. If object is embedded in the eye do not remove. Leave the object in and seek medical attention.
3. An alternate method is to pull lid back and flush the eye with water.

Shock:

1. Keep the victim lying down.
2. Cover only enough to keep from losing body heat.
3. Get medical help as soon as possible.

Back Injuries:

In a severe accident involving the back, injury to the spinal cord can be assumed to have occurred. The Victim should not be moved until trained personnel with necessary equipment arrive, unless the patient's life is threatened because of existing conditions (e.g. fire)

If your department has an Infection Reporting Policy, follow the outlined procedures and take action as required. If your department does not have a policy, please report any possible contamination to your department head immediately.

HAZARDS/WORK SITE AND EQUIPMENT

Purpose:

The purpose of this part of the program is to eliminate unsafe structures, installation, shop facilities, working conditions, and equipment.

Procedure for Locating Hazards:

Periodic inspections shall be conducted to recognize and correct unsafe acts and environmental hazards on and about county facilities.

Supervisory personnel and department heads must maintain a continuous visual inspection of locations, equipment, tools, personal protection devices, and working conditions under their supervision.

Procedure to Eliminate or Correct Hazards:

1. The responsible supervisory personnel shall make corrections whenever it is within their authority to do so.
2. If corrections are beyond the authority of the responsible supervisor, they shall prepare a request for correction and submit it to Department Head.
3. If correction cannot immediately be made and danger to human life and property is imminent, the equipment shall be taken out of service under "Lock-out Tag-out" procedures to prohibit its use or operation until the hazard is eliminated.

SAFETY REGULATIONS

FIRE SAFETY

Flammable Handling and Storage:

1. Practice good house-keeping
2. Quantities of flammable liquids shall be handled only in approved locations and stored in approved cabinets or safety containers.
3. Keep all flammable liquids or other hazardous materials away from open flames and other sources of ignition.
4. Never toss matches or cigarette butts into trash containers.

Fire Extinguisher – Application and Use:

1. Familiarize yourself with the proper procedure for reporting fires and the location of fire fighting equipment in your work area.
2. Fire fighting equipment should not be used for any purpose other than fighting fires.
3. Fire extinguishers are classified according to the type of fire they are to be used on:
 - Class A – wood, rubbish, combustibles
 - Class B – Oil and other flammable liquids
 - Class C – electrical
 - Class D – Combustible metal
4. Always remember to point the fire extinguisher nozzle and discharge contents at the base of the fire.
5. Any extinguisher that has been used shall be immediately serviced.
6. Fire extinguishers are not to be blocked by storage or by other equipment.
7. Fire extinguishers must be inspected and tagged annually by a certified inspector.
8. Fire extinguishers must be visually checked monthly for proper pressure.

Sidewalk Safety:

1. Snow cover must be removed from all sidewalks before start of the business day.
2. Ice melting chemicals or sand shall be applied as conditions warrant.

General Safety Rules:

1. Fighting and horseplay are prohibited.
2. Unsafe conditions or practices should be reported immediately to supervisory personnel.
3. Injuries occurring on the job must be reported immediately to supervisory personnel.
4. Running, except in an emergency is prohibited.
5. All warning signs are to be obeyed. They are for your protection.
6. Working areas are to be kept clean and in an orderly condition.
7. Wet floor signs must be prominently displayed.

Office Safety:

1. Use a chair properly, and be sure it is in position before sitting down. Do not use a chair for a ladder.
2. Keep all file drawers closed when not in use.
3. Pull out only one file drawer at a time and slide drawers out gently.
4. Adequate hand protection shall be used by all employees who are allergic to carbon, toner, ink, solvents, and ink eradicators.
5. Keep hands and fingers clear of moving parts in office machines.
6. Razor blades are to be used only with suitable holders and must be stored in protective containers.
7. When not in use, sharp, pointed scissors should be kept in a protective scabbard.

Personal Protective Equipment:

1. Clothing appropriate for the work shall be worn.
2. Wrist watches, metal bands, rings, or other jewelry shall not be worn while working near moving parts of machines or energized electrical circuits.
3. Clothing saturated or impregnated with flammable liquids, corrosive substances, toxic materials, irritants, or oxidizing agents should be removed and not be worn until properly cleaned.

Head Protection (hard hats):

Head protection is defined as helmets (hard hats) for protection against penetration from falling and flying objects, and exposure to limited electrical shock and burns. Such protection should meet the specifications contained in *American National Standard Safety Requirements for Industrial Head Protection, Z89.1—1969*, or the latest revision. Each employee provided with head protection should use such equipment as directed. This should, in general, be when performing the work activities listed below. Other activities may require the use of hard hats and should be at the direction of the foreman.

1. While towing or pulling objects with chain and/or cable.
2. While doing sign work with tools and materials overhead.
3. When working under bridges.
4. Work activities using a dragline, hi-reach, or backhoe.
5. When erecting and removing fence of any kind, hauling or driving posts.
6. When involved in brush cutting and chipping or tree cutting and trimming operations.
7. Work activities requiring the use of a jackhammer or air drill, mudjack, wheel saw, core saw, or loader handling materials.
8. When working with other workers using shovels, rakes, or axes.
9. When working on the road bed (shoulder to shoulder); except when the road is closed.
10. When working in any area where there is potential for the occurrence of head injury from impact or from falling or flying objects, or from electrical shock burns.
11. When operating or working around the Hydrajet cleaning system.
12. When present at any work activity where the authority having jurisdiction or control of the premises requires that hard hats be worn by all personnel.
13. Hard hats need not be worn when operating or riding inside a vehicle cab or under a canopy. However, hard hats must have a secure place in the vehicle so they will be available upon dismounting.
14. Because work assignments may change during the day, each employee who is required from time to time to wear a hard hat should carry their hard hat when leaving the office or garage to begin the day's work. This will ensure that the hard hat is available if needed.
15. Employees present as observers under the work conditions outline in this policy should also adhere to its provisions even though no physical work is being performed.

Eye and Face Protection:

Eye and face protection is defined as goggles, spectacles, filters, eye shields, face masks, or similar devices which provide protection for the face and eyes and meet the requirements specified in the *American National Standard for Occupational and Educational Eye and Face Protection, Z87—1968*, or the latest revision.

1. Eye and face protection shall be used whenever employees are working in or around areas where eye and face injury hazards exist. Such hazards included: flying particles, intense light or heat, liquids, and chemicals that can splash into the eye, or other conditions which could result in injury to the eye or face.
2. Employees shall be required to wear eye and face protection equipment when working under equipment; when striking metal against metal using an emery or grinding wheel; while breaking rock, concrete, or any substance that is likely to break, shatter, or splinter; or when working with or around welding equipment that requires direct eye contact with the welding arc or welding joint site.
3. Employees shall wear appropriate eye and face protection equipment when exposed to dry cement, excessive dust, or splashing concrete; drilling, grinding, shaping, or reaming; wire brushing; picking frozen ground; feeding a crusher; using compressed air or power actuated tools; working near gunite and sand blasting operations; brush cutting and tree trimming; driving metal posts; mudjacking; and when involved in or near similar operations.
4. Employees shall wear appropriate eye and face protection equipment when they are engaged in laboratory or field testing; any operation where there is a hazard; splashing liquids, oils, or chemicals; or intense light which could be injurious to the eyes or face.
5. The county will stock or keep on hand a sufficient quantity of nonprescription industrial safety glasses, goggles, filters, eye shields, and face masks necessary to protect employees required by this policy to wear eye and face protection equipment.
6. Employees of the Sheriff's Department shall be required to wear ear and eye protection during any phase of firearm training or qualification. Eye protection shall be worn any time chemical agents are being used.
7. Employees shall be trained in the proper use of eye and face protection.

Respiratory Protection:

Protection shall be furnished and must be worn where excessive amounts of harmful dust, fumes, mists, vapors or gases are present in the worker's breathing zones. Employees shall use the proper respiratory protection in accordance with the County's written program governing the use of respiratory protection (1910.133). Only employees trained in the proper use of respirators should use a respirator.

Hand Protection:

Employees whose work exposes their hands to hazardous chemicals, cuts, or burns shall wear appropriate hand protection.

Safety-Toed Footwear:

Safety-toed footwear shall meet the requirements specified by American National Standards Institute, Z91.1-1967. Employees shall wear safety-toed footwear when engaged in construction type projects, mechanical work on large equipment, or moving heavy material that could crush an employee's feet. Safety-toed footwear shall be worn during mowing operations and when using chain saws.

Ear Protection Devices:

Protection against the effects of noise exposure shall be provided for personnel whenever sound levels exceed permissible levels. Ear protection devices shall consist of earplug or ear muffs that have been tested in accordance with ANSI 224.22. These devices shall be used whenever the noise exposure levels exceed 85 DBs.

1. The county will stock or keep on hand a sufficient quantity of earplugs and ear muffs necessary to protect the hearing of all employees required by these safety rules and regulations who wear ear protection devices.
2. All employees should have a set of earplugs available for use whenever conditions require an ear protection device.
3. Earplugs are considered a personal protective device and for hygienic reasons should not be used by anyone other than the person to which they were originally issued.
4. Ear protection devices shall be used when engaged in the following activities: operation of equipment with open cabs or when windows or doors are open; operation and/or working near an air compressor; operation and/or working near air tools, impact wrenches, and high speed grinders; operation and/or working near brush chippers or chain saws; anytime a member of the Sheriff's Office uses firearms in training or in the line of duty. Any other activity that is determined to produce noise levels in excess of those permitted which is 85 DBs over an 8 hour period.

VEHICLE SAFETY

Motor Vehicle Operation:

1. Only properly licensed county employees are permitted to operate county owned motor vehicles. Exception: County owned motor vehicles may be operated by non-county employees while being serviced or repaired or during emergency situations by a designated driver.
2. All persons riding within the confines of a vehicle **MUST** use safety belts.
3. Vehicles shall be properly stopped and engines turned off when leaving the vehicle, except emergency vehicles in certain situations as directed by the department.
4. Employees shall use the three point of contact method when exiting or entering a vehicle.
5. All employees who drive county vehicles or drive their own vehicles for county purposes must have the appropriate valid Iowa Driver's License.
6. Employees are required to obey all traffic regulations and are responsible for any fines levied by law enforcement.
7. Never demand the right of way.
8. Adjust speed for adverse visibility and weather conditions.
9. When driving be alert for mistakes or the unexpected actions of others. Keep alert for pedestrians.
10. The use of cell phones is discouraged while driving.
11. Never use a cell phone while fueling a vehicle.
12. Always drive defensively.

Heavy Equipment Operations:

1. Do not attempt to operate any power equipment, such as cranes, rollers, graders, bulldozers, or dump trucks without proper instruction or licensure.
2. Make sure loads are properly secured and do not project where they can strike other objects.
3. Do not ride on trucks or other equipment unless they are designed for this purpose.
4. Do not overload vehicles.

Vehicle Pre-check and Fueling:

1. Vehicles shall not be operated with inadequate brakes, horn, lights, windshield wipers, unsafe tires, or faulty steering.
2. It is the responsibility of the driver to check the condition of the oil, water, brakes, steering, lights, tires, and all supplied accessories before leaving on the first trip of the day.
3. It is the responsibility of the driver to report to the supervisor any defects in equipment to which the employee is assigned.
4. When fueling vehicles, the engine shall be turned off and vehicles should be properly parked.
5. Gasoline may be carried or stored only in approved safety containers.

SHOP EQUIPMENT

Hand Tool Safety:

Chain Saws:

1. Do not wear loose clothing, jewelry, or dangling items that might catch in the saw.
2. Carry the saw with motor stopped, blade to the rear, and muffler away from body.
3. When starting a saw, never brace the saw against your leg.
4. Warn others around you before starting a saw and making cuts.
5. If possible, when working on a hillside, stand on the uphill side.
6. Make sure the engine is off and the saw is cool before refueling.
7. While operating chain saws or, if near chain saw operation:
 - Must wear hard hat with face shield
 - Must wear eye protection
 - Must wear ear protection
 - Must wear chain saw chaps
 - Must wear safety toed shoes
8. While operating chipper or if near chipper:
 - Must wear hard hat with face shield
 - Must wear eye protection
 - Must wear ear protection
 - Must wear chain saw chaps
 - Must wear safety toed shoes
9. Chain saw chaps must be worn anytime an employee is operating a chain saw.

Manual Hand Tools:

1. Hand tools are to be used only for the purpose for which they are designated. They should be inspected regularly.
2. Chisels with burs, cracks, mushroomed heads, and tools with broken, loose, or splintered handles should not be used.
3. Never leave tools lying around where they may create a tripping hazard.
4. Do not carry an edged or pointed tool in pockets or belts unless the point or edge is protected.
5. Carry tools in a tool box.
6. Hand tools are not to be used on moving objects or machinery in motion.
7. Avoid using excessive pressure with hand tools.
8. Keep hands and fingers away from sharp cutting edges.

Pneumatic Power Tools:

1. Cleaning of the body or clothes using compressed air or gases is prohibited.
2. Use of compressed air or gases for blowing dust or chips from the work area is prohibited.
3. Attach air hose only to compressed air lines, not oxygen lines.
4. Valves on air lines and tools should be turned off when not in use.
5. Frequent inspection shall be made of all air lines and their connectors to insure that they can withstand rated pressure. Defective air lines and connectors shall be removed from service.

Portable Electrical Hand Tools:

1. Portable electric equipment should never be used unless it is in good condition.
2. Portable power tools shall be double insulated or provided with a suitable grounding device.
3. Electric cords should be protected from damage and will not be left in aisles where they may be run over by trucks or other equipment or cause a tripping hazard.
4. Extension chords shall not be used as permanent wiring.
5. Avoid using electrical power tools in wet locations.
6. Keep your fingers and clothing away from revolving machinery.
7. Be sure that all bits and cutters are held tightly in the chuck.
8. Portable electric tools shall not be used without a guard if one has been provided.

Power Mowers:

1. Read the operating instructions carefully.
2. Always disengage the clutch before starting self-propelled units.
3. Do not operate mowers without guards.
4. Do not leave running equipment unattended.
5. Do not refuel a running or hot engine.
6. Keep children and pets away from running equipment.
7. When operating riding mowers, use extreme caution to avoid overturning on steep slopes and when making turns. Do not permit others to ride with you.
8. Safety shoes must be worn while engaged in all power mowing situations.
9. Hearing protection and safety glasses must be worn while engaged in all power mowing situations.

Machinery**Drill Press:**

1. Change belt speeds only when the machine is stopped.
2. Use correct speeds for all operations.
3. Use clamps or fixtures to hold work.
4. Hold table securely while making table adjustments.

Grinders:

1. The tool rest should be kept adjusted to within 1/8 inch of the wheel.
2. The side guard should cover the spindle, nut, and flange and 75% of the wheel diameter.
3. Bench and pedestal grinders shall be permanently mounted.
4. Goggles or face shields should be worn when grinding.
5. Never grind material on side of the abrasive wheel unless the wheel is designed to do so.
6. The breaker bar should be kept adjusted to within 1/4 inch of the wheel.

Sanders:

1. Belt sanders should be properly aligned to keep the belt on the rollers.
2. When using the disk sander, sand on the downward rotation.
3. Do not use torn belts or disks.
4. Care should be exercised when sanding splintered stock.

MATERIAL HANDLING

Compressed Gases:

1. Gas cylinders shall not be stored in direct sunlight or in hot locations.
2. Cylinders shall be stored only in an upright position and adequately secured to prevent accidental tipping or falling.
3. Oxygen will not be used to purge equipment or to clean clothing.
4. When not in use, the cylinder's protective cap shall be secured in place. When being transported, gages and regulators are to be removed and cylinder's protective caps shall be in place.
5. Using cylinders as rollers, supports, or in any other way than that for which they are intended is strictly forbidden.
6. Oxygen shall never be used as a substitute for compressed air.
7. Leaking cylinders shall be removed from service.
8. A regulator must be used on all gas cylinders.
9. When hoisting compressed gas cylinders, they shall be secured in a suitable skip box or cradle.

HOUSEKEEPING

OFFICE:

1. Floors shall be kept clean and clear.
2. Rugs and mats shall be kept in good repair so as not to cause a tripping hazard.
3. Carts, stools, wastebaskets, and other objects shall be kept out of aisles, exits and kept from obstructing fire fighting equipment.
4. Materials placed on shelves must be stored in a manner which will prevent their falling. Place heavy objects on lower shelves.
5. Floors shall be kept free of tripping hazards such as telephone cords, extensions cords, and boxes.

HOUSEKEEPING

SHOP:

1. Floors, working areas, and platforms shall be kept free of dangerous projections or obstructions and shall be maintained in good repair and free from oil, grease, and water.
2. Oil-soaked rags shall be kept in metal containers with tight fitting lids.
3. Containers shall be labeled as to their contents.
4. Scrap metal shall be placed in separate but appropriate containers.
5. Gasoline shall not be used for cleaning purposes.
6. Mops, brushes and pails should not be left in halls, driveways, or on stairs where they could become a trip hazard.
7. Gloves shall be worn to protect hands when moving furniture or handling sharp materials.
8. When mixing or using strong cleaners, wear rubber gloves.
9. Cords on sweepers, scrubbers, or polishers are to be kept in good condition.
10. Broken glass and metal chips should be picked up with a brush and pan, not with bare hands.
11. Do not try to carry too many cleaning tools up and down stairs. Keep one hand free for the handrail.
12. Never mix a cleaning product with another product unless the labels allow it. Always read the label.

LADDERS

Portable Ladder Inspection:

1. Ladders shall be inspected before each use.
2. Each department shall be trained and responsible for the inspection of portable ladders.
3. Rubber non-skid feet shall be replaced if worn or rivets extend beyond surface of feet.

Ladder Procedures:

1. Portable metal ladders must not be used near energized electrical equipment.
2. Ladders shall not be used as guys, braces, skids, or scaffold jacks.
3. Rungs should be free of grease and oil.
4. Ladders should not be placed on boxes, barrels, or other unstable bases to obtain additional height.
5. Tops of stepladders shall not be used as steps.

Scaffolds:

1. Scaffolds will be provided for all work that cannot be done safely on ladders.
2. Only employees skilled in the erection of scaffolds should build or assemble them.
3. A safe and unobstructed means of access, such as a walkway, stair, or ladder should be provided to all scaffold platforms.
4. All scaffolds should be securely tied to the building or structure. As an alternative, guy wires or outriggers may be used when allowed by IOSH.
5. Lean-to or jack scaffolds, shore scaffolds, nailed brackets, loose tile, bricks, blocks, stilts, or other similar unstable objects should not be used as working platforms nor as support for such platforms.

LIFTING

1. Do not try to lift objects that are bulky or too heavy to lift comfortably. Get help.
2. Use the following technique to lift:
 - a. Get a firm footing.
 - b. Bend at the knees to grasp the object.
 - c. Keep the back straight and as nearly upright as possible.
 - d. Lift gradually by straightening the legs, keeping the back straight and upright.
 - e. Reverse the procedures when putting a load down.
 - f. Never carry loads which prevent you from seeing where you are going.

REMEMBER TO LIFT PROPERLY

OTHER SAFETY PRACTICES

Electricity:

If you are not an electrician, do not try to make electrical repairs. Only qualified personnel are allowed to work on electrical equipment or energized line. Treat every electric wire as a live one. If you come across any dangling wires, **DO NOT TOUCH THEM.** Report them to a supervisor or department head.

Water and electricity can be a fatal combination. Do not use portable electrical equipment if your hands are wet or if you are standing on wet ground. Sparks or smoke from a motor or other electrical equipment can mean a shock or fire hazard. Turn off the power at once and report the condition promptly.

Electrical cords are so common that they are often overlooked as a source of electrical shock. Look for worn insulation and exposed strands. **DISCARD WORN EXTENSION CORDS, DO NOT REPAIR THEM.** Be sure extension cords and cords for portable equipment have a three prong (grounding plug and receptacle. **NEVER** under any circumstances, cut the third prong off of any plug. Report any equipment or cords with the third prong missing to your supervisor.

Avoid rough treatment and kinking of electrical cords. Do not drag them across sharp edges or run them across an aisle where they can become damaged or a trip hazard. To disconnect a cord, pull on the plug instead of yanking the cord. Remember less than 110 volts can kill you, so treat all electrical equipment with respect.

POLICY FOR HANDLING SUSPICIOUS MAIL

Government agencies, as well as private institutions, have been threatened with biological agents/weapons. The most common scenario has been an envelope or package with either powder inside and/or a note stating that anthrax was enclosed and the reader has been exposed. The following is meant to provide guidelines for the appropriate response in these situations.

Identifying Suspicious Packages and Envelopes

Some characteristics of suspicious packages and envelopes include the following: Inappropriate or unusual labeling such as excessive postage, misspellings of common words, strange return address and/or no return address, incorrect titles or title without a name, marked with any threatening language, postmarked from a city or state that does not match the return address, marked with restrictions such as “Do not x-ray” or “Personal.”

A suspicious letter or package may exhibit the following characteristics: containing a powdery substance, have oily stains, discolorations, or odor, is lopsided or an uneven envelope, excessive packaging material such as masking tape, string, etc. Other suspicious signs may include excessive weight, a ticking sound, or protruding wires or aluminum foil.

If you receive a letter or package containing a threat or a powdery substance:

1. **DO NOT** shake or empty the contents. Without further disturbance of the envelope and letter or package, set it down on the nearest surface. **DO NOT** carry the package or envelope, show it to others, or allow others to examine it. **DO NOT** sniff, touch, taste, or look closely at it or at any contents which may have spilled.
2. Alert others in the area about the suspicious package or envelope. Immediately leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system. Remember just being exposed, even if the threat is real, does not mean you will become ill, and you are not contagious to others at this point.
3. **WASH** hands with soap and water to prevent spreading potentially infectious material to face or skin.
4. Notify your supervisor.

5. Call 911 or the Sheriff's Office. State that you have received a potential biological threat. **DO NOT** evacuate the building. Local law enforcement will contact the Department of Emergency Management, the Department of Public Safety and a HAZMAT team as per their protocol.
6. While you wait for the responders, write down the names, addresses and home phone numbers of everyone who was in the immediate area when the envelope/package was opened.
7. The proper authorities will remove the letter/package. Usually this should be done by having a gloved and masked person place the letter/package in a plastic bag within another plastic bag.
8. Wait to leave the building until you are released by the proper authorities. The amount of time that you may need to stay in the building depends upon the nature of the incident and may be hours. **BE PATIENT**

Guidelines recommended by the Center for Disease Control (CDC) and Iowa Department of Public Health (IDPH)
Approved: Dallas County Board of Supervisors 4/6/2004

DISCIPLINARY ACTION

THE IMMEDIATE SUPERVISOR OR DEPARTMENT HEAD WILL DISCIPLINE EMPLOYEES FOR VIOLATION OF ANY SAFETY RULES AND/OR POLICIES. THE SAFETY COMMITTEE MAY RECOMMEND DISCIPLINARY ACTION TO THE DEPARTMENT HEAD FOR VIOLATION OF SAFETY RULES. SUCH DISCIPLINE WILL BE FOR JUST CAUSE AND, WHERE APPROPRIATE, FOLLOW THE PROGRESSIVE DISCIPLINARY PROCEDURE.

DEPARTMENT RULES AND REGULATIONS

IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAKE THEMSELVES FAMILIAR WITH AND TO FOLLOW ANY AND ALL DEPARTMENT SAFETY AND HEALTH RULES AND REGULATIONS. PLEASE CHECK WITH YOUR INDIVIDUAL DEPARTMENTS FOR ADDITIONAL SAFETY RULES NOT FOUND IN THIS BOOKLET.

COMPLIANCE AGREEMENT

This acknowledges my receipt of the Dallas County Safety Policy Handbook. I have read and am familiar with the requirements of said Safety Policy Handbook. I agree to abide by all provisions of said Safety Policy Handbook.

Signed: _____

Print Name: _____

Date: _____