

# **MONO COUNTY**

## **INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)**

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## **SAFETY POLICY MISSION STATEMENT**

It is the policy of the County of Mono to provide a work place environment free from recognized hazards and with the safest working conditions possible. It is the County's desire to provide a safe work environment, compliance with all federal, state and local safety regulations, and an atmosphere that promotes the health and safety of all employees.

The Board of Supervisors has adopted a County Safety Program that will be implemented, followed, and maintained by all employees. This Safety Program outlines the intention of the Board of Supervisors to provide all reasonable safeguards for employee health and safety. The health and safety of all employees, and the success of the County Safety Program, depends on the vigilant effort of each elected official, department head, and employee. It shall be the responsibility of each elected official and department head to direct and ensure that employees perform their assigned tasks in a safe working manner, and to develop and encourage awareness in all employees of the importance of workplace safety and of a healthy work environment. Safety awareness, through training, supervision, and ongoing communication, is a key component of a successful Safety Program.

By working together, the County can reach its goal of providing the safest and healthiest workplace and working conditions possible.

## SECTION I

### RESPONSIBILITY FOR SAFETY

The safety and health of the public and employees of the County of Mono is of primary importance. As such, the Mono County Board of Supervisors pledges to ensure diligent and conscientious elimination of unsafe and unhealthy conditions throughout all County facilities, and expects equal diligence from all employees in the elimination of unsafe and unhealthy acts and conditions.

Success in all safety and health matters depends upon cooperation among the Board of Supervisors, elected officials, department heads, employees, and also between each employee and his or her fellow workers. Only through such cooperation can a Safety Program work to the highest benefit of each employee.

#### 1. RESPONSIBILITIES

##### A. The Board of Supervisors shall:

1. Require a safe and healthy workplace for all county employees
2. Develop, adopt, and implement an effective Injury and Illness Prevention Program (IIPP).
3. Require and expect full compliance with all safety and health laws, rules, and regulations from every Mono County employee.

##### B. The Mono County Risk Manager shall:

1. Ensure a safe and healthy workplace for all county employees.
2. Be responsible for the implementation of an effective IIPP for Mono County and communicate changes in the IIPP.
3. Establish and support a Countywide Safety Committee ("Safety Committee") comprised of department safety representatives and the loss prevention specialist.
4. Ensure that periodic safety and health inspections are performed to identify or eliminate unsafe and unhealthful working conditions and/or practices.
5. Ensure prompt and thorough investigation of every accident to determine the cause and implement appropriate corrective action to prevent recurrence.
6. Monitor the effectiveness of the County's Safety Program and make recommendations for change when appropriate.
7. Monitor each department's compliance with the IIPP.
8. Conduct and participate in regular Safety Committee meetings.
9. Ensure that orientation is provided to all new employees entering County service regarding the County's Injury and Illness Prevention Program and general workplace safety.
10. Ensure that employee and supervisory safety training is provided on an on-going basis.
11. Be responsible for ensuring proper and thorough documentation of all matters relating to safety and health.

C. Loss Prevention Specialist shall:

1. Assist the Risk Manager in all aspects of safety and compliance.
2. Keep updated files of all Department Safety Meeting Records, Countywide Safety Committee meetings, Leadership Supervision Training Programs, etc.
3. Recommend and assist in the development, coordination and documentation of safety training as necessary.
4. Participate in the Countywide Safety Committee.

D. Department Heads shall:

1. Ensure a safe and healthy workplace for all employees in their department.
2. Require, expect and ensure compliance with the IIPP from all employees within their department.
3. Develop general and specific safety guidelines for their department.
4. Require and ensure that all employees within their department know, understand, and follow established safety guidelines.
5. Participate in Safety Committees, as appropriate.
6. Actively participate and cooperate in department related safety investigations.
7. Develop and encourage proper attitudes towards health and safety matters in themselves and all employees within their department.
8. Correct unsafe conditions and practices immediately upon becoming aware of such conditions and practices.
9. Assist in the proper, thorough and timely documentation of all matters relating to safety and health or delegate the duty to document to a supervisor within their department.
10. Actively contribute to the continued success of the Safety Program by recommending appropriate changes.
11. Hold employee's under their supervision accountable for safety and loss control, and take appropriate disciplinary action when necessary.
12. Ensure that all employees are properly trained to safely perform their assigned tasks.

E. Supervisors and Managers shall:

1. Ensure a safe and healthy workplace for employees.
2. Be familiar with the IIPP and maintain a copy of the IIPP for employees to review upon request.
3. Ensure that employees under their supervision receive appropriate safety orientation and training.
4. Ensure that employees under their supervision understand and follow established safety guidelines.
5. Ensure that safety inspections of their work areas are conducted regularly.
6. Ensure that materials and equipment are maintained in good condition.
7. Ensure that employees under their supervision are provided with necessary personal protective equipment and trained in its use.
8. Conduct investigations immediately upon notification of an accident, injury, or near-miss incident, contact the Risk Manager, and contact or notify their department head.
9. Respond to each report of an incident or hazard within appropriate time frames and contact the Risk Manager.
10. Take appropriate action to abate hazards and to correct unsafe practices.

F. Employees shall:

1. Cooperate in all aspects of safety in the workplace, including compliance with all rules, regulations and the IIPP.
2. Notify their department head in the event of an observed unsafe or unhealthy condition or practice.
3. Report to their supervisors all accidents, injuries, or near-miss incidents; and all hazardous conditions or unsafe practices.
4. Be vigilant and aware of safe and healthy work practices and remind fellow employees about safe and healthy work practices, whenever appropriate.
5. Continuously and conscientiously perform their duties in a safe and healthful manner, using safe work practices at all times.
6. Participate in ongoing training sessions and other safe workplace programs.

G. Department Safety Representatives shall:

1. Conduct monthly department safety meetings.
2. Forward department safety meeting records to the Loss Prevention Specialist.
3. Report all identified hazards.

## **SECTION II**

### **SAFETY COMMUNICATION PROGRAM**

The County of Mono believes in active, ongoing communication between management and employees. The continued success of the County's Safety Program is only possible with active communication between staff, supervisors, the Loss Prevention Specialist and the Risk Manager. Although effective communication can take many forms, documentation of communication is crucial to maintaining a formal safety program. The County's communication system will include, but is not limited to:

#### **1. ORIENTATION**

All new employees will be trained on the County's written Injury and Illness Prevention Program. Employee orientation will be provided at the time of hire and will stress the importance of safety in the workplace. Orientation will be a combined effort of the Risk Manager, the department head and personnel.

#### **2. MEETINGS**

##### **A. Departmental Safety Meetings**

1. Departmental safety meetings are to be held at least once each month, in accordance with the Trindel Insurance Fund By-laws.
2. Departmental safety meetings may be held in conjunction with regularly scheduled staff meetings and should be properly documented. A copy of the minutes or notes and roster from the safety meeting shall be sent to the Loss Prevention Specialist.
3. Departmental safety meetings shall provide an opportunity for all employees to talk about safety related topics, exchange ideas, and recommend potential solutions to potential or existing safety issues.

##### **B. Countywide Safety Committee Meetings**

1. The purpose of the Countywide Safety Committee ("Safety Committee") is to identify safety management issues and develop or approve recommendations for solving them. The Countywide Safety Committee for the County of Mono shall reflect a balance of labor and management, north and south county and shall be comprised of the following:
  - a. Risk Manager.
  - b. Loss Prevention Specialist.
  - c. Department Safety Representatives.
2. The Safety Committee shall meet every other month and not less than quarterly. Notice of Safety Committee meetings will be distributed to each department. The Safety Committee shall address the following topics:
  - a. Review of accidents and investigations with discussion and recommendation of solutions to prevent recurrences.
  - b. Review results of periodic, scheduled worksite inspections.

- c. Discussion and review of alleged hazardous conditions brought to the attention of any Safety Committee member. When determined necessary by the Safety Committee, the Safety Committee may conduct its own inspection and investigation to assist in remedial solutions.
  - d. Safety training needs with recommendations of how training can be designed and accomplished.
  - e. Review and discussion of employee safety suggestions, with recommendations to assist in the evaluation and implementation of the employee safety suggestions.
  - f. Review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances, and where appropriate, submit suggestions to the county management for the prevention of future incidents.
  - g. Any other safety issues that have been brought to the attention of Safety Committee members.
  - h. If the County has been cited by Cal OSHA, the Safety Committee may, upon request from Cal OSHA, verify abatement action taken by the County.
3. Recommendations from the Safety Committee will be presented to the County Administrative Officer for consideration and possible implementation, as appropriate. Written minutes of the Safety Committee meetings shall be on file with the Loss Prevention Specialist.

### **3. SAFETY COMMUNICATION (OTHER)**

#### **A. General Safety Communication**

- 1. Safety Committee meeting minutes will be provided to any employee requesting a copy.
- 2. Safety and health information may also be disseminated through emails, memos and paycheck inserts.
- 3. Information about safety training and other safety-related information will be disseminated to all employees when applicable. Employees are encouraged to inform the Risk Manager or department head of any safety-related information that may be of interest to all employees.

### **4. DOCUMENT AVAILABILITY**

#### **A. Copies of the written Injury and Illness Prevention Program will be available to all employees as follows:**

- 1. A copy will be included in each New Employee Orientation Binder.
- 2. Copies will be given to all department heads and elected officials and maintained for use within their departments.
- 3. Copies will be provided to members of the Board of Supervisors.
- 4. Copies will be provided to any employee upon request.

#### **B. The master copy will be maintained in the Mono County Risk Manager's office for maintenance and updates.**



## **SECTION III**

### **HAZARD IDENTIFICATION & CORRECTION**

It is the County's policy to ensure that a safe workplace is maintained at all times. Formal periodic safety inspections, as described below, are a part of the County's effective accident prevention program.

Each employee is encouraged to report any unsafe or unhealthy condition in the workplace, and to make suggestions to improve the safety of working conditions. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety. Notification by employees about workplace hazards may be made anonymously to the Risk Manager.

#### **1. HAZARD IDENTIFICATION**

- A. Trindel Incident/Hazard Report Form (Attachment D):** All hazards shall be documented on the Trindel Incident/Hazard Report Form once employee safety is ensured by properly abating the hazard. After the hazard has been identified, the correction procedures below shall be followed.
- B. Routine Inspections:** Routine inspections will be conducted within each department as appropriate to ensure that personal protective equipment, vehicles and heavy equipment are in safe operating condition, that the workplace is maintained and operated in a safe and healthful manner, and that all employees are complying with safe work practices. Any noted deficiencies shall be brought to the immediate attention of the department head and/or the Risk Manager for corrective action.
- C. Semi-Annual Scheduled Inspections:** Scheduled inspections will be conducted twice a year to identify and evaluate workplace hazards and unsafe work practices using the applicable checklist (Attachment C). One of the inspections will be performed by the department head and/or their designee, and one will be performed by the Risk Manager with the department head. The inspection will be documented by the Risk Manager in accordance with existing laws and Cal OSHA regulations. The documentation will be maintained by the Risk Manager. The Risk Manager is responsible for making recommendations for necessary corrective action where deficiencies exist. The Risk Manager will create a yearly inspection schedule (Attachment E).

#### **2. HAZARD CORRECTION PROCEDURES**

Work place hazards, unsafe and unhealthy work practices shall be corrected as soon as they are identified. A target date for correction will be established by the department head, based on the following criteria:

- A. Imminent Hazard:** *Any hazard that presents an Imminent Danger to Life and/or Health "IDLH" to any employee or member of the public. Upon recognition of an imminent hazard:*
  - 1.** *Discontinue all activities related to Imminent Hazard*
  - 2.** *Evacuate vicinity of imminent hazard*
  - 3.** *Immediately notify emergency response personnel if necessary*
  - 4.** *Immediately notify immediate supervisor, department head and risk manager.*

5. *Employees necessary to correct the imminent hazard shall be provided with all necessary safeguards included training and PPE (personal protective equipment)*
- B. **Serious Hazard:** Any hazard where there is a substantial probability that an employee will suffer physical harm. Upon recognition of a serious hazard:
1. Discontinue all activities related to serious hazard
  2. Vicinity shall remain “off limits” until corrected
  3. Notify immediate supervisor, department head and risk manager.
  4. Serious hazards shall be corrected within three days, or as soon as reasonably possible
- C. **General Hazard:** Any hazard which may affect the safety and health of employees or the public. Upon recognition of a general hazard:
1. All efforts shall be made to mitigate and minimize the general hazard until the condition has been corrected.
  2. Notify immediate supervisor, department head and risk manager.
  3. General hazards shall be corrected within fourteen days.

The department head will be responsible for ensuring that all hazards are corrected within the time frame indicated above. Departments may work directly with Public works if the necessary corrections require. The Risk Manager shall be responsible for noticing other employees/departments of hazardous conditions.

## SECTION IV

### ACCIDENT INVESTIGATION

Effective investigation of all incidents is an important part of the County's IIPP. The main objective in conducting an investigation is to identify the cause and make any changes necessary to prevent the incident from happening again. Incident investigation is fact-finding, not faultfinding. The County's thorough incident investigation procedure includes:

- A. Collecting the facts.
- B. Determining the sequence of events that resulted in the incident.
- C. Identifying action needed to prevent recurrence
- D. Providing follow-up to ensure that corrective action was taken.

#### 1. ACCIDENT INVESTIGATION

- A. The first concern after an accident has occurred is for the comfort and treatment of any injured worker(s). After the affected employee(s) have received medical treatment, investigation of the accident can be initiated.
- B. The department head and the Risk Manager should work together to determine the extent of investigation needed (depending on the severity of the accident), and shall conduct the investigation promptly after the accident.
- C. Fact-finding should be thorough and objective and shall include:
  - 1. A complete description of the accident.
  - 2. A discussion with employee(s) and any witnesses to determine events leading up to the accident.
  - 3. The reason(s) the accident occurred or the cause of the unsafe or unhealthy condition.
  - 4. Photographs or videotape of the location of the accident.
- D. A summary of the accident investigation shall be prepared using the **Trindel Incident/ Hazard Report Form** (Attachment D).
  - 1. The summary shall also document preventative measures planned or taken to prevent recurrence. This should include measures to correct unsatisfactory conditions and/or performance.
  - 2. The **Trindel Incident/Hazard Report Form** (Attachment D) will be maintained in the Risk Manager's office after all corrections have been made. The Risk Manager and department head are responsible for monitoring remedial actions.
- E. Accidents and corresponding investigations will be presented in summary at the Countywide Safety Committee meetings. All efforts should be taken to ensure confidentiality of the injured worker whenever possible.

## **SECTION V**

### **SAFETY RECOGNITION & COMPLIANCE**

#### **1. EMPLOYEE SAFETY RECOGNITION**

The County of Mono has established a Safety Recognition Program to formally acknowledge employee contributions toward maintaining a safe workplace. The County is proud of those employees who maintain good safety records and will recognize their achievements in the following manner:

##### **A. Annual Performance Evaluation**

1. Department heads will have the opportunity to recognize the outstanding safe work habits of their employees during the employee's annual performance evaluation.

##### **B. Annual Safety Award**

1. In November of each calendar year, individual employees may be nominated to the Safety Committee by department heads or fellow employees for outstanding safe work habits or other contributions to the County's Safety Program. From those employees nominated one will be selected for recognition. The recognition will be placed in the employee's permanent personnel file.
2. Nominations for outstanding workplace safety will be for the period of January 1 to November 1, and should be submitted on a **Trindel Annual Safety Award Nomination Form** (Attachment B).

##### **C. Special Departmental Recognition**

1. Employees may be recognized individually by department heads for outstanding safe work practices or other contributions to departmental safe work practices in the form of a memo that will be placed in the employee's permanent personnel file.

#### **2. SAFETY COMPLIANCE**

- A. Poor or unsatisfactory safety practices will be reflected in the employee's annual performance evaluation.
- B. It is the County's intent to ensure a safe work environment and safe work practices for all employees. Failure to observe the requirements of the County's Injury and Illness Prevention Program (Safety Program) may result in disciplinary action up to and including termination.
- C. It is the department head's responsibility to ensure that their employees know, understand, and follow established safety guidelines described in this Safety Program.

- D. Depending on the severity of the safety violation, disciplinary action may include, but is not limited to: documented verbal warning; written warning; suspension without pay; demotion; and termination from employment.

## **SECTION VI**

### **SAFETY TRAINING**

A fundamental requirement for the development of an effective formal workplace health, safety and accident prevention program involves the training of new employees, ongoing training for all existing employees, and special training for those employees assigned to new job duties. The purpose of conducting safety training for employees is to teach them new or advanced skills that enable them to perform their tasks in a safe, efficient, and productive manner. The County shall provide training on general and job-specific safety practices and procedures with the goal of reducing or eliminating unsafe acts that could result in employee injury or illness.

#### **1. GENERAL SAFETY TRAINING**

The IIPP and the required training are provided:

- When the program is first established and annually thereafter.
- To all new employees prior to job assignments.
- To all employees prior to new job assignments for which training has not previously been received.
- Whenever new substances, processes, procedures or equipment are introduced into the workplace and represent a new hazard.
- Whenever the employer is made aware of a new or previously unrecognized workplace hazard.
- For supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed and how to communicate information about those hazards effectively.

#### **2. JOB-SPECIFIC SAFETY TRAINING**

This training shall be designed with the particular needs of each department in mind, and includes, but is not limited to:

1. Proper Equipment Use And Handling
2. Proper Use of Personal Protective Equipment
3. Specialized Operation Procedures
4. Workplace Violence
5. Office Ergonomics
6. Sexual Harassment

#### **3. RETRAINING**

Departments shall provide ongoing training as necessary to ensure a safe and healthy workplace. Guidelines for retraining shall be developed for each department by the department head with recommendations from the department's staff, Risk Manager, and Countywide Safety Committee.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job safely, it is their duty to ask a qualified person for assistance.

## **SECTION VII**

### **INJURY AND ILLNESS REPORTING PROCEDURES**

Despite an effective safety program and the safety awareness of employees in the performance of their job, accidents do happen. The first concern is for the comfort and treatment of any injured worker(s).

#### **1. INJURY AND ILLNESS REPORTING**

The following procedures should be followed any time an employee receives an injury or illness as a result of performing their normal work duties.

##### **A. Notification and Reporting of Work-Related Injury and Illness**

1. All employees are required to report injuries, even minor injuries, immediately to their department head.
2. The employee and/or department head will complete the **Trindel Incident/Hazard Report Form** (Attachment D) and once completed forward to the Risk Manager.
3. It is the responsibility of the Risk Manager to immediately notify the Administration Office of employees who are off work due to illness or injury for purposes of Family and Medical Leave Act (FMLA) notice.

##### **B. Formal Notification of Hazards**

###### **Trindel Incident/Hazard Report Form** (Attachment D)

1. If a Hazard is identified the primary action is to ensure employee safety.
2. Employee or department head completes the form and submits to the Risk Manager within 24-hours of incident, observation or complaint.
3. This form is used to determine the action (urgent, immediate) and implement corrections or investigation, as appropriate.
4. A copy of the completed form is submitted to the Countywide Safety Committee for consideration.
5. Send original to the Risk Manager for permanent safety files.
6. Forms may be submitted confidentially or anonymously to the Risk Manager.

## **SECTION VIII**

### **RECORD KEEPING REQUIREMENTS & INSTRUCTIONS**

Maintaining thorough records relating to implementation of the safety program is critical to ensuring successful monitoring, evaluation and updating of the County's Injury and Illness Prevention Program.

#### **C. Safety Meeting Record (Attachment A)**

##### A. Required Action:

1. Countywide Employee Training
  - a. Original roster documenting employee attendance to be retained as a permanent document by the Loss Prevention Specialist.
2. Departmental Employee Training
  - a. Maintain a copy of the completed form in the departmental safety binder.
  - b. Send original to the Loss Prevention Specialist for permanent safety files.

#### **D. Trindel Annual Safety Award Nomination Form (Attachment B)**

##### A. Required Action:

1. Employee or department head submits nomination during the open nomination period.
2. The Countywide Safety Committee determines an employee to be submitted for recognition.
3. Copy of the completed form is sent to employee after recognition.
4. Copy of the recognition award is maintained in the employee's permanent personnel file.

#### **E. Inspection Forms (Attachment C)**

##### **[Office Walkthrough Inspection Form or Maintenance Shop Safety Inspection Form]**

##### A. Required Action:

1. Completed by the Risk Manager as inspection is being performed in consultation with the department head or supervisor.
2. Corrections are noted on the inspection checklist and are submitted to the Risk Manager when completed.
3. Send original to the Risk Manager for permanent safety files.



**F. Trindel Incident/Hazard Report Form (Attachment D)**

A. Required Action:

7. If a Hazard is identified the primary action is to ensure employee safety.
8. Employee or department head completes the form and submits to the Risk Manager within 24-hours of incident, observation or complaint.
9. This form is used to determine the action (urgent, immediate) and implement corrections or investigation, as appropriate.
10. A copy of the completed form is submitted to the Countywide Safety Committee for consideration.
11. Send original to the Risk Manager for permanent safety files.
12. Forms may be submitted confidentially or anonymously to the Risk Manager.

**G. Inspection Schedule (Attachment E)**

A. Required Action:

1. Scheduled inspections will be conducted twice a year to identify and evaluate workplace hazards and unsafe work. The Risk Manager will create a yearly inspection schedule (Attachment E).

**H. Other Forms**

Other forms or documentation to be maintained by the Risk Manager and/or Loss Prevention Specialist include, but are not limited to:

- A. Vehicle Incident/Accident Report Form
- B. Pre-Job Safety Planning Form
- C. Indoor Air Quality – Initial Assessment
- D. Individual Workstation Evaluation Form
- E. Hearing Conservation Program
- F. Department Specific Codes of Safe Practices

## **COUNTYWIDE CODE OF SAFE PRACTICES**

A. General Safety Rules: For the protection and safety of all employees, the County of Mono has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory.

1. All accidents and injuries must be reported at the time of occurrence.
2. Failure by an employee to comply with the safety rules will be grounds for corrective disciplinary action.
3. Report all unsafe conditions and equipment to the supervisor or department head.
4. Report all accidents, illnesses, and injuries to the supervisor and/or Risk Management.
5. In the event of fire, sound the alarm and evacuate along established escape routes.
6. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit. Gather at the designated assembly area.
7. Only trained employees may attempt to respond to a fire or other emergency.
8. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.
9. Materials, including flammables and combustibles, and equipment shall not be stored under or in front of doors, stairways, exits, or fire extinguisher locations.
10. All spills shall be wiped up promptly, using appropriate materials.
11. Work areas including areas under or around desks shall be kept free of boxes or debris, and trash shall be placed in appropriate receptacles.
12. Adequate aisle space shall be maintained, and storage of materials on the floor shall be avoided.
13. File cabinet drawers shall be opened one at a time and closed when work is finished.
14. All electrical equipment shall be plugged into appropriate wall receptacles or into appropriate power bars. Three-pronged plugs should be used to ensure continuity of ground.

15. Care will be taken to properly secure electric cables and cords to avoid trips and falls.
16. All equipment such as fans, paper cutters, and shredders shall have built in guards to prevent cuts and abrasions.
17. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
18. Use of ladders or step stools shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working conditions.
19. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior are not allowed at the workplace.
20. VDT work stations, including monitors, chairs, and keyboards, shall be adjustable.
21. VDT work stations should be adjusted as appropriate for employee comfort and to relieve physical strain and unnecessary exertions, to the extent possible.
22. VDT monitor background and screen lighting should be compatible.
23. Use rest periods provided to relax eyes and body to prevent conditions associated with intensive VDT use.
24. Files, materials, and supplies shall be stored in such a manner to prevent damage to the articles or injury to personnel when they are moved.
25. Equipment such as scissors and staplers should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
26. Chemicals will be properly labeled and stored to prevent accidental misuse and spills.
27. Employees shall use hand carts and other mechanical material handling devices for heavy loads.

28. Use proper lifting and carrying techniques and equipment. Do not attempt to carry or move more than can be safely handled.
29. Employees must wear a seat belt and shoulder harness while operating vehicles, including cars, trucks, and field equipment. Observe proper speed limits and practice defensive driving.
30. Employees working in hot environments shall drink plenty of fluids and take frequent breaks to avoid heat stress.
31. Employees working in cold environments shall wear appropriate clothing and protective devices.
32. No open flames in work area unless associated with task.
33. The County prohibits smoking in any County owned or leased facility or vehicle.
34. All employees will comply with posted "No Smoking" areas.