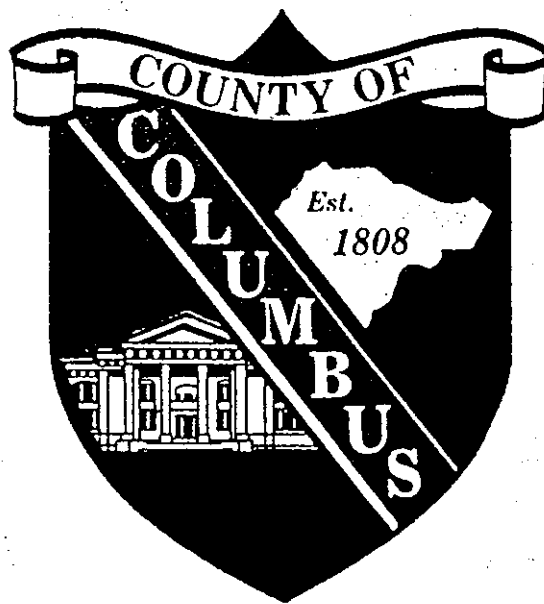


**COLUMBUS COUNTY
SAFETY MANUAL
AND
RULES AND POLICIES**



MEMO

January 11, 2010

To: Department Managers

From: Stuart Carroll, Safety Manager

Subject: Revised Safety Manual

On July 20, 1992, the Board of County Commissioners unanimously adopted the Columbus County Safety manual, Rules and Policies. Our current Safety Committee has reviewed and with only some minor revisions, like changing name titles and typographical errors, has approved and recommends the Safety Manual be reviewed by each employee on an annual bases.

As Safety Manager, it is my responsibility to administer a total safety effort at a staff level and to coordinate these efforts with you to ensure that safety standards are met throughout the County.

The attitudes which shall guide our efforts are as follows:

1. Accidents are caused and can be prevented.
2. Safety is a mark of skill and of good sense.
3. The County is sincerely interested in safety and is willing to put forth the effort to prevent accidents.
4. Safety is a personal responsibility.
5. No job is so important and no service is so urgent that we cannot take time to perform our work safely.
6. We owe a moral obligation to each other to do everything possible to prevent accidents.
7. Management interest in preventing accidents is sincere. Neither the employer nor the employee can afford the losses that accompany an accident.

8. The work areas and equipment will be kept safe as possible. As new hazards are discovered, corrective measures will be taken.
9. Each employee should report all unsafe conditions encountered in his/her work.
10. No employee is expected to undertake a job until he/she has learned to do it and is authorized to do so by his/her Supervisor.
11. All injuries must be reported immediately.
12. Compliance with all safety rules is a condition of employment.

We will achieve a good, a mediocre, or a poor occupational safety record in direct proportion to the amount of effort we are willing to put into it. Mere wishful thinking or talking about it will not produce the results we must achieve.

Make safety your way of Life.

MEMORANDUM

Date: July 15, 2008

To: Department Managers

From: William S. Clark
County Manager

In Re: Management Safety Message

The County of Columbus places a high value on the safety and health of its employees. Management is committed to providing a safe workplace for all employees and has developed a safety program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process. It is the basic safety policy of the County that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

The County of Columbus believes that taking a proactive approach to safety and health is a prudent way to manage public funds. Management should make every effort to devote the necessary resources to implement and maintain these safety policies and procedures. The County of Columbus also recognizes that the responsibilities for safety and health are shared. All employees have the responsibility to perform their own work in a safe and efficient manner.

Members of the Safety/Health Committee help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety/health program. Therefore, members of the Safety/Health Committee should be allowed reasonable time to perform the duties of the committee per the safety manual.

Management/Supervisors are responsible for the safety of their employees and as a part of their daily duties must routinely inspect their workplace for unsafe conditions, observe employees for unsafe actions and take prompt action to eliminate any hazards. Employees are required to comply with all County safety rules and are encouraged to actively participate in identifying ways to make our County a safer place to work.

Failure to perform assignments safely should result in unsatisfactory job performance at all levels of the organization. Any employee of the County who violates a safety/health policy should be subject to the disciplinary procedures as described in Section II, Policy #250 of the Columbus County Personnel Manual.

I ask that you join me in making a commitment to safety and health in the workplace so that we may fulfill our respective duties to the citizens of Columbus County by eliminating unnecessary injuries, thereby managing public funds.

WSC/sc

Columbus County Commissioners

ADMINISTRATIVE BUILDING

111 WASHINGTON STREET - WHITEVILLE, NORTH CAROLINA 28472 - PHONE 919-642-5700

September 10, 1992

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Zone 4

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Zone 5

E. Hill, Jr.
County Attorney

Roy L. Lowe
Administrator

Ida L. Smith
Clerk to Board

TO: County Department Heads
FROM: Roy Lowe 
SUBJECT: Columbus County Safety Manual, Rules and Policies

I am very pleased to announce that on July 20, 1992, the Board of County Commissioners unanimously adopted the Columbus County Safety Manual, Rules and Policies.

As stated in the Safety Manual, it is the objective of this County to conduct all operations as safely and efficiently as possible.

To accomplish this, we are assigning the responsibility, authority and accountability for safety to all department heads and supervisory personnel within their individual area of operations.

Each department head and supervisory personnel will need to make sure every employee reads this material.

Our approach to accident prevention cannot be simple or basic - it is the responsibility of all County employees to contribute to a safe working environment.

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INTRODUCTION

This manual is issued to inform County employees about the management policies that are the basis for our occupational safety program, to establish uniform safety procedures for tasks that are performed in more than one public service division. Safety procedure for specialized tasks performed solely by one particular unit should be prepared by the Department Manager concerned and, after approval, issued only to employees performing those tasks. It should be emphasized that all employees should comply with these specialized rules whether they are included here or not.

The manual is divided into sections, each concerned with a particular type of task, equipment, operation, or hazard so that they will be easy to read, understand and follow. As new sections or amendments are published, they shall be distributed to you for addition to your manual. That is the reason it is bound in loose-leaf form.

All supervisors will study this manual. Also, supervisors will on an annual basis, require each employee to read the Safety Rules and Policies and then sign the "Statement of Awareness".

Department Managers should make safety a matter of continuing concern, equal to importance to all other operational considerations. They should develop and administer an active department safety program. The program sets standards every employee must accept if it is to be successful. All employees are charged with responsibility for cooperating with, and supporting the safety program objectives. Every employee is expected, as a condition of employment, to concern them self with their own safety, the safety of the fellow workers, and the safety of the general public affected by County functions. This means willing acceptance and active support of approved safety rules or safety procedures. It is important that employees be constantly on the alert for injuries or property damage. Where potential hazards are thought to exist, employee shall use all known precautionary measures, and when in doubt as to the procedure to follow, shall consult their supervisor before proceeding with the work. Safety is a way of life. Most people endorse it, many talk of it frequently, but all of us fail in varying degrees to live up to the commitment we mechanical skill or problems; or when we fail to recognize a hazard; or when we just get in too big of a hurry to get the job done take unnecessary risks.

Experienced professional in any occupation recognize that you cannot afford to ignore safety. Accidents are too costly. They cost employees physical pain, possible disability, and potential loss of income of future earning power. Workmen's Compensation, no mater how liberal, will never equal the cost of injuries to employees. It is certainly small consolation to the spouse and children of an employee who suffers fatal, or severely crippling injuries. Accidents cost employers money and lost time for Worker's Compensation, medical treatment, repair of damaged equipment and many hidden costs that are not so easily measured. Accident prevention is just plain common sense self-

insurance. Safe operating procedures are a demonstration of a job skill. Safe performance is efficient performance.

AN ACCIDENT IS ANY UNPLANNED EVENT THAT INTERRUPTS PRODUCTION.

When we use the term “production”, we are talking about the successful completion of any work tasks. The remark, “We almost had an accident”, is usually understating the situation because, even though no one was injured or no property was damaged, there is always some cost involved. It may be merely a slow-down in production or work performed. The lesson that is most important to heed is that the so called “near misses” are warning signals something is wrong. It should be identified and corrected before someone is injured. A careful study of accidents over the years proved a simple, basic law governing human behavior: If an unsafe condition is allowed to exist long enough, it will eventually result in an accident. Just how long it will take may vary, but an accident is bound to occur sooner or later. Accidents don’t just happen. They are caused because someone failed to do something he should have done. Human failures can be controlled. By exercising self-control, every employee has an opportunity to demonstrate job skill. By passing on this knowledge to others, an employee demonstrates team work. By demanding safe performance and enforcing approved safety procedures, a supervisor demonstrates concern for his employees’ welfare. Accident prevention can be the most important employee benefit any of us have. What does all this add up to?

Here is a positive side of Safety:

Safety is a matter of COMMON SENSE acceptance of procedures developed through experience for your self protection.

The SAFE WAY to do job is the most efficient way to do it.

SAFE performance – a good safety record is a mark of JOB SKILL.

Shortcuts that ignore safety usually take more time than they save.

TRAINING AND JOB INSTRUCTION

All supervisors should be expected to study the application of safety engineering principles to supervision techniques. Supervisors should conduct on the job training, to help their employees learn how to adapt their present skills to some of the unique requirements of County employment. Supervisors should conduct training sessions, plan and layout daily work assignments, and make frequent individual contacts emphasizing potential hazards and safety procedures to avoid them. Supervisors should observe employees performance and take corrective action where necessary to insure that safe job procedure are followed. When accidents occur, supervisors should investigate them. While an employee may have to accept responsibility for deliberate, wanton acts, the main purpose for the early investigation is fact finding, not fault fining. The objective, of course, is to determine how and why the accident happened so that we can prevent it from happening again. There should be a constant program of job safety analysis to

identify hazards and eliminate them before accidents happen. You may be called upon to help make such analysis.

Responsibility for Safety

The Department Manager may and usually does delegate authority and assign responsibilities for most areas in his control. The Department Manager cannot delegate or sign away his/her responsibilities for accident prevention, however. The result from this program are expected to be in direct proportion to the interest and guidance provided by the Department Manager.

Supervisors should assume the responsibility of thoroughly instructing their personnel in the safe practices to be observed in their work situations. They will consistently enforce safety standards and requirements to the utmost of their ability and authority. Supervisors will act positively to eliminate any potential hazards within the activities under their jurisdiction, and they will set the example of good safety practice in all spheres of their endeavors.

Safety records shall be measured along with other phrases of supervisor performance. Therefore, it is absolutely essential that such records be complete and accurate and that all accidents be fully reported.

All employees should be responsible for compliance with safety procedures, standards, and rules established by management or other applicable directives that are established to prevent injury to themselves, other persons or damage to equipment and property. They should also be responsible for promptly reporting to their supervisor any hazardous conditions or procedures that affects them, their fellow workers, or the general public.

The Safety Manager is responsible for the organization, coordination, and implementation of programs and safety education, hazard inspections/elimination and accidents/injury reporting. The Safety Manager will advise the County Manager, Department Managers, and supervisory personnel on problem areas. However, the Safety Manager is not expected to exceed his staff administrative responsibility to perform line functions that are properly a responsibility of management and supervisors. The Safety Manager does not relieve Department Managers and intermediate supervisors of a basic responsibility; that of expanding their management and supervisory practices to incorporate safety engineering principles in all supervisory efforts.

SAFETY POLICY

It is the objective of this County to conduct all operations as safely and efficiently as possible.

To accomplish this, we are assigning the responsibility, authority and accountability for safety to all Department Manager and supervisory personnel within their individual area of operations.

The Safety Manager will have responsibility to administer a total safety effort as a staff level and to coordinate these efforts with all departments to insure that safety standards are met throughout the County.

Each employee will have the responsibility of performing his/her own work in a safe and efficient manner and to report unsafe conditions to their department manager or supervisor for prompt correction.

In case of vehicle operations, County drivers will be expected to follow the principles of "Defensive Driving" to drive so as to prevent accidents in spite of the incorrect action of others and in spite of adverse driving conditions.

ADMINISTRATIVE PROCEDURES

Under the direction of the County Manager there is:

1. An active Safety Committee, consisting of department managers and/or other designated persons, meeting on a scheduled basis.
2. A thorough and effective Accident Investigation to include recording and reporting procedure, and a written report on actions taken to prevent recurrence of accidents including action taken against individual violators of safety rules and practices.
3. A training program for employees and supervisory personnel directly related to avoiding a possible injury or illness in the area of assigned operations.
4. A periodic audit of all premises, equipment, and materials so that recommendations can be developed to obtain compliance with established standards.
5. A communications system established and maintained to insure that all personnel responsible for safety matters are kept abreast of new standards or procedures as they are published by the Department of Labor.
6. Specific measurable goals established for safety programs.

COUNTY MANAGEMENT

Management will demonstrate support for the Safety Program through every visible means, including:

1. Providing a safe and healthful work place.
2. Providing personnel protective equipment as well as machine guards and safety devices commensurate with the state of the art.
3. Reviewing accident records and accomplishments of the County Safety Program with the County Safety Manager.
4. Evaluating effectiveness of the Safety Program.
5. Participating directly and/or indirectly in safety activities as may be required to maintain the enthusiasm and interest of all concerned.
6. Abiding by County safety rules and policies when exposed to conditions governed by the rules.
7. Directing that any flagrant disregard of safety rules and regulations by employees be grounds for dismissal as outlined in the Personnel Policy.

SAFETY COMMITTEE

The Safety Committee provides the important function of improving employee participation in the safety program, by tying the knowledge of employees with the experience of Department Managers and Supervisors.

The committee provides a channel for action on suggestions and ideas submitted by the new employees. It encourages a closer relationship between management and employees, improving attitudes toward safety and understanding the problems.

The Safety Committee is an excellent means for maintaining good employee and public relations and for keeping morale on a high plane.

The "on-the-job" experience of the committee members is valuable in determining hazardous conditions and methods of work, suggesting corrective measures, and obtaining participation of all personnel.

By its observation, thinking, and discussions, the Committee provides the stimulation and suggestions necessary to maintain safe conditions and safe workers.

COUNTY MANAGER

Responsibility:

The County Manager is directly responsible for all safety efforts in the County. The Managers enthusiasm and faith in the work must be such as to maintain the interest and support of all department managers and supervisors. His/her attitude is reflected down through the department managers and supervisors to the individual workers. The specific accident prevention duties include the following:

1. Active participation and direction in the planning of details for accident prevention which will bring the best results for County employees. Extension and adoption of county wide programs and procedures to meet the needs of the County.
2. Demonstrated support of the program through personal participation and through approval of necessary expenditures for such items as personal protective equipment, mechanical guards, good lighting, good ventilation, and other physical improvements to the working environment, as well as expenditures for safety training materials, awards and incentives.
3. Continuing review of the effectiveness of accident prevention efforts in various sections and departments of the County, with necessary follow up and bolstering of efforts when required.

SAFETY MANAGER

RESPONSIBILITY:

1. Implement and administer the Safety Program.
2. Maintain records as necessary to comply with laws and objectives of the Safety Program.

These records should include:

- a) Required OSHA forms
 - b) Employer's Report of Injury to Employee (Form 19)
 - c) Supervisors Accident Investigation Report for Non Employees
 - d) Accident Investigation Report by Committee Member
 - e) Minutes of all Safety Meeting
3. Analyze accident reports and investigations as they are reported
 4. Act as Chairman of the Safety Committee.
 5. Promote "Safety Awareness" to all employees through educational and training programs.
 6. Compliance with OSHA, State and Local laws.
 7. Assist Department Managers and Supervisors in all matters pertaining to safety.
 8. Make periodic visits to all locations to assist and consult with the Safety Committee Member's in developing safe work methods, accident investigation, training and other technical assistance.

AUTHORITY

1. Recommend immediate corrective action in cases of hazardous operations.
2. Represent management in the implementation of the Safety policy.
3. Represent County Manager at Safety Conferences and meetings.

DEPARTMENT / SUPERVISORS

Because of the close relationship with the employees and intimate knowledge of operating procedures, Department Managers and Supervisors are key persons in the scheme of accident prevention.

Department Managers and Supervisors of each department are charged with the responsibility for the work conduct of their area. Supervisors should be afforded the necessary knowledge to carry out their duties with efficiency and safety.

RESPONSIBILITY:

1. Have a thorough knowledge of the safety program and policies.
2. Provide instruction and training to workers so that they may fulfill their job in a safe manner.
3. Make daily inspections of the department to insure that no unsafe conditions or unsafe practices exist.
4. Initiate immediate corrective action where unsafe conditions or practices are found. When a capital expenditure is required to make necessary corrections, a written report shall be submitted to the County Manager and Safety Manager.
5. Properly complete accident reports and investigate all accidents to determine what must be done to prevent recurrence of similar accidents.
6. Be familiar with procedures which must be followed in the event of an emergency.
7. Enforce County safety rules and policies.
8. Provide good example by safe work habits.
9. Require each employee to read the Safety Rules and Policies annually and sign the "Statement of Awareness".

EMPLOYEES

RESPONSIBILITY:

1. To abide by the County Safety rules and policies.
2. To regard the safety of fellow workers at all times.
3. To report any unsafe conditions to the Department Manager or Supervisor.
4. To contribute ideas and suggestions for improving the safety of conditions or procedures to the Department Manager or Supervisor.
5. To use individual knowledge and influence to prevent accidents.
6. To attend safety training sessions.
7. To report accidents and injuries immediately.
8. To read the Safety Rules and Policies annually and sign the "Statement of Awareness".

SAFETY COMMITTEE

Responsibility:

1. The Committee shall consist of:
 - a. Safety Manager
 - b. Department Manager and/or designated person from each department or County occupied building
2. The Committee shall meet at least quarterly.
3. Its primary purpose is to assist the Safety Manager in the maintenance of the Safety Program.

To accomplish this, the Committee shall:

- a. Draft changes to the safety rules and policies and recommend approval for adoption by management
- b. Devise methods of promoting safety among all employees.
- c. Review accident reports in order to discover trends and to gauge effectiveness of the Safety program.
- d. Discuss difficult accident problems and make suggestions for preventive measures.
- e. Conduct Inter-departmental inspections
- f. Conduct monthly inspections of fire prevention and suppression equipment.
- g. Assist with Employee Training programs
- h. Review Inter-departmental safety rules and policies, and recommend updates and changes as necessary.

c. Is additional guarding needed?

4. Hand Tools:

a. Are the right tools for the job used?

b. Are tools in good working condition?

c. Are cutting edges sharp?

d. Watch for mushroomed heads, split handles and other defects.

5. Housekeeping:

a. Is the department clean and orderly?

6. Storage of Materials:

a. Are materials and supplies properly stacked within recommended heights?

b. Are flammable materials properly handled and stored?

c. Are materials properly labeled?

7. Electrical:

a. Is electrical equipment, wiring and fusing up to standard?

b. Are portable electrical tools grounded?

8. Lighting:

a. Is lighting in work and storage area, passageways and stairways satisfactory?

b. Check for burned out bulbs or bad ballast.

c. Check light guarding and reflectors.

9. Ventilation:

a. Is there good general ventilation?

10. Failure to use personal protective equipment.
11. Repairing or adjusting machinery in motion, or equipment that is under pressure or energized.
12. Horseplay.

3. Other items to look for during an inspection:

1. Fire extinguishers
2. Ladders
3. Forklifts
4. Vehicles

4. Additional Inspection Procedures

- a. Well planned safety inspections help in detecting hazards before an accident occurs.
- b. Approached properly, they help to convince employees of your concern for their welfare and are an indication that with you, safety is not an off-again-on again proposition.
- c. Removing hazards increases operating efficiency because safety and efficiency go hand in hand.
- d. A record should be kept by the Director of Maintenance of periodic inspections required by the state and local laws and usually made by other than County personnel. This usually applies to elevators, boilers, unfired pressure vessels, and possibly some other equipment. Supplementary inspections should be scheduled and made by qualified County personnel.
- e. The Director of Maintenance will schedule periodic inspections by qualified personnel for hoisting equipment, automatic devices, conveyors, pumps power trucks, and other equipment requiring special knowledge.
- f. Pay particular attention to material handling procedures. This continues to be industry's biggest accident producer.
- g. Make department safety inspections part of your regular routine.

DEPARTMENTAL SAFETY INSPECTIONS

1. How to plan them....what to look for...

Departmental safety inspections are an important part of any organized effort to control accident exposures and prevent personal injuries. They should be routine with every supervisor.

Here are some tips on how to plan for inspections and what to look for:

- a. Look at the record.

Before the inspection, analyze past accidents to determine specific causes and high hazard area or operations. Give special attention to these during the inspection.

- b. Unsafe conditions and unsafe acts.

Both unsafe conditions and unsafe acts are contributing factors in most accidents. An unsafe condition, in addition to being a direct cause of accident itself, often requires, or at least suggests, an unsafe act.

2. Check the following for unsafe conditions:

1. Floors and floor openings:

- a. Are concrete floors in good condition, free of broken and pitted surfaces?
- b. Are floor openings properly protected?
- c. Check floors for slippery conditions – a major cause of falls.

2. Aisles and passageways:

- a. Are aisles and passageways kept clear?
- b. Are they free of tripping hazards?

3. Machines:

- a. Are belts, pulleys, gears, chains and sprockets guarded?
- b. Are effective point of operation guards in use?

HOW CAN THE SUPERVISOR MAKE THE JOBS UNDER HIS/HER AUTHORITY "SAFE" JOBS?

1. HERE ARE SOME TIPS AND SUGGESTIONS:

a. Take positive action.

The first essential in making any job safe is the supervisor's enthusiastic determination to stop accidents. Their supervisor must have accepted the well established fact that accident prevention is an operating principal; that performance of the job with a high degree of safety as well as efficiency is their own responsibility. The supervisor must discard the standard excuses for inactivity and indecision, and proceed to take positive action to eliminate the causes of accidents!

b. Provide a safe work place.

Accidents are caused by unsafe conditions and by the unsafe acts of employees. If employees are to be expected to avoid unsafe acts and follow established safe practices, they must first be given a safe place in which to work. Employees cannot be convinced of the supervisor's genuine concern for their safety when no effort is being made to remove the obviously unsafe conditions.

Good physical surroundings, including inadequate space, air, and light are essential to accident free jobs.

c. A fundamental approach towards making any job a "safe" job is to plan it free of conditions which may cause accidents. When layout and design, production methods, maintenance and housekeeping are pre-planned with accident prevention in mind, hazardous conditions are eliminated before the job starts - and consequently before accidents occur. Pre-planning is particularly important when new jobs are being established.

d. Analyze the job.

Many of the supervisor's accident prevention problems are centered about existing jobs which "have been done that way" for a long time. An analysis of these will help to detect hazards which cause injuries and reduce operating efficiency.

As a preliminary step, analyze the accidents which have occurred to determine what "caused" them. Next observe each step of the job as it is being done. Look for all possible accident causes - the "things that could happen". Then, having identified the actual and possible causes of accidents, decide upon a realistic way

Although OSHA requires employers to provide and employees to use personal protective equipment, it should be emphasized, however, that personal protective devices do not reduce or eliminate the hazards. They merely set up a barrier against them - a barrier which must be constantly maintained and supervised.

2. ACCIDENT PREVENTION PAYS OFF

The supervisor's job is to get results! This includes turning out a sufficient quantity of good quality work, according to schedule and within estimated costs. Furthermore, these results must be obtained on a continuing basis. To assure success, attention must be given to all of the many factors relating to efficient production. Among these, are the reasonable care of equipment, the conservation of materials, as well as prevention of accidents and the accompanying losses.

It is an accepted fact that efficient production and accident prevention go together. The results which the supervisor is expected to get are obtained easier and better when accidents are prevented. One of the reasons for this is that accidents stem from lack of control over employees, materials, methods, and equipment, and this lack of control also spells inefficiency. In other words, the same things that may eventually cause accidents are continuously reducing operating efficiency. When the cause of accidents are eliminated, operating efficiency increases.

Obviously enough, accident prevention is good business. Actually, it takes less time, and costs less money to prevent accidents than to have them. Coupled with the humanitarian aspects of job safety, these are impelling reasons for making every job a "safe job".

TRAINING NEW EMPLOYEES

When a new employee comes to work, they immediately begin to learn things and form attitudes about their company, job, and fellow employees. They do so whether or not the employer makes an effort to train them. So that new employees may form good attitudes, it is desirable for the employer to give them the right kind of start.

At the beginning of employment, each employee should know the County's safety policies, but the amount learned during the introduction procedure is limited. Unfamiliarity with surroundings, interest in many matters of seemingly more immediate concern, the detailed procedure of getting onto the payroll - all make it difficult for the employee to absorb and retain all the safety instructions. It is necessary, therefore, to consider what safety information must be first, and the best way to present it.

On-the-job training is the most effective method of setting efficient and safe work patterns for employees to follow. Too much emphasis cannot be given to the importance of job training, as too often, it is done inadequately. Supervisory performance is directly related to the degree to which knowledge and skill has been acquired by the people who work for a supervisor, permitting them to work with the best possible effectiveness and the least disturbance in the work activity. If training is ineffective or incomplete, or if instruction is improper, results will show in poor work and accidents. To be effective, job training will include safe procedures - the recognition of/and how to avoid hazards - as an integral part of work methods.

Supervisors should be well versed in how to apply the following methods of job instruction for all employees.

RECOMMENDED TECHNIQUES FOR TRAINING NEW EMPLOYEES

1. Get ready before job instruction is started.
 - a. Breakdown the job into the important steps of operations stressing the key points one of which must be SAFETY
 - b. Have proper tools, materials, and supplies available.
 - c. Arrange the workplace the way the worker is expected to keep it.
2. Prepare the Employee to learn.
 - a. Put employee at ease.
 - b. Create interesting training procedures
 - c. Find out what the employee already knows about the job.
 - d. Put the employee in the best position to see and to learn.
3. Present the operation.
 - a. Demonstrate with tools or equipment on the job, giving complete explanation of each step.
 - b. Take important steps or operations one at a time.
 - c. Explain, clearly and completely, and actually show the how and why of each step or operation.
 - d. Emphasize hazards and how to avoid accidents.
 - e. Repeat demonstrations as often as necessary.
4. Let the Employee try.
 - a. Have the employee do the operation and correct any errors immediately.
 - b. Have the employee repeat the operation and explain the what or why of each step.
 - c. Question the employee on the hazards of the job and be sure they are understood.

- d. Have the employee repeat the operation until you are completely satisfied.
5. Follow – up.
 - a. Check back to see if employees need further instruction and encourage them to ask questions.
 - b. Gradually lessen close observation, but let employee know hwlp is available at any time.

Each employee should completely understand the following in order to have a good foundation in safety training:

1. Management is sincerely interested in preventing accidents.
2. Accidents may occur, but it is possible to prevent them.
3. Safeguarding equipment and the workplace has to be thoroughly done, and management is willing to go further as needs and methods are discovered.
4. Each employee is expected to report all unsafe conditions which are encountered in the workplace to the Supervisor.
5. The Supervisor will provide job instructions. No employee is expected to undertake any job until authorized to do so by the Supervisor.
6. If an employee suffers an injury, even a slight one, it must be reported to the Supervisor immediately.

In additions to these points, any safety rules which are conditions of employment, such as wearing eye protections or safety hats, etc., should be understood and enforced at once. They should also be told that any flagrant violation of safety rules would result in immediate disciplinary action.

ACCIDENT RECORDKEEPING

The purpose of recordkeeping is to discover patterns and trends of occurring accidents, in order to direct risk control efforts in the right direction. Effectiveness of the County Risk Control Program can be gauged by keeping accurate statistics.

The following recordkeeping procedures will be used in the County Safety program:

1. Accident Report

- a. All accidents shall be reported immediately to the Supervisor. The Supervisor or the designee, will prepare Form Number 19, "North Carolina Industrial Commission", if the person is a County employee. One copy of this form will be sent to the Safety Manager, one to Human Resources and a copy given to the employee after they sign the form. This report is due 24 hours after the accident, if at all possible.

If a person that is not an employee has an accident in your area, the Supervisor or designee, will fill out the "Non-Employee Injury Report" before they leave your area. A copy of this form will also be sent to both the Safety Manager and Human Resources.

- b. The Supervisor shall investigate all accidents immediately to determine what corrective action should be taken to prevent further similar accidents. Notes of this action will be documented by the Safety Committee member also.

2. OSHA Recordkeeping

- a. Safety manager shall maintain OSHA Form 300, Log of Work Related Injuries and Illnesses.
- b. Safety Manager shall maintain OSHA Form 300A, Summary of Work-Related injuries and Illnesses. This form must be posted from February 1st to April 30th of the year following.
- c. Safety Manager shall maintain OSHA Form 301, Log of Injury and Illness Incident Report for all recordable work-related incidents
- d. Safety manager shall maintain a record of the NC Form 19, for all incidents which are entered in on the OSHA Form 300.
- e. OSHA poster shall be posted and maintained.

TIPS ON ACCIDENT INVESTIGATIONS

1. When should accidents be investigated?

Every accidental injury should be investigated just as soon as possible. The longer you wait, the harder it is to get the facts. As time passes, evidence is lost and important details are quickly forgotten. Prompt investigation assures more complete and useful information.

2. Why should they be made?

Accidents do not just happen – they are caused.

One of the purposes of accident investigations is to find out what causes them. Once this has been determined, action to eliminate or control the cause can be taken.

Even minor injuries should be investigated, for the seriousness of an accident is frequently a matter of luck. Eliminating the cause of a minor injury today may prevent a serious accident tomorrow.

3. Who should make them?

The Supervisor should conduct an investigation. While others will probably want to look into the situation too, here are three good reasons why the Supervisor should personally get the facts:

- a. Employees under supervision are basically the Supervisor's responsibility. This includes responsibility for their safety and welfare.
- b. Supervisors know the employees and the job better than anyone else. They are in the best position to bet the facts and find a practical solution to the problem, or recognize those problems needing the attention of technical personnel.
- c. Supervisor's investigation of the accident can help to promote better relations with employees by demonstrating concern for their safety and proving that management is sold on accident prevention.

4. How should accident investigations be made?

Skill in conducting effective accident investigations increases through experience. A good basic approach is to get the answers to these two questions:

- a. What or who caused the accident?
- b. What can be done to prevent a recurrence of a similar accident?

Here are some suggestions which will aid you ascertaining the facts and reaching a logical conclusion:

- a. Check the site and circumstances of the accident thoroughly before anything has been changed.
- b. Discuss the accident with the injured employee, but only after first aid or medical treatment has been given. Talk with those who saw the accident and other familiar with conditions immediately before and after it occurred.
- c. Really “dig” for information. Remember, the smallest detail may point to the real cause.
- d. Reconstruct the event which resulted in the accident. Consider all of the possible causes. Look for the unsafe acts and unsafe conditions which separately or in combination were contributing factors.
- e. If help is needed in determining the cause, ask for it. County technical personnel, safety specialists and your insurance carrier are all good sources of assistance.
- f. Be objective throughout the investigation. Its purpose is to find the cause of the accident, not to place blame or embarrass anyone.

5. You have found the cause – now what?

Take action! Be sure that the condition which caused the accident is eliminated or controlled at once.

Time has been wasted if the results of the accident investigation are not used to devise ways of preventing more accidents.

Share the investigation results with others.

Here is a proven procedure to follow:

- a. If employee failure was involved, be sure the employee is properly instructed and that the instructions are followed. Also, that all employees involved in similar operations receive the same instructions.

- b. Where the operation can be changed to eliminate the hazard, make the change if it is within your authority to do so. If it exceeds your authority, get approval from management.
- c. When equipment changes or guards are necessary, decide exactly what is needed. Then discuss it with management. Here it may be helpful to get advice from safety specialists, either in the County or from the insurance carrier. They have probably encountered and solved similar problems before.
- d. Last, but of considerable importance, make a written report of the findings, the action taken, and recommendations to management. Use accident investigation forms.

If it happened once, prevent it from happening again.

- a. Get the facts
- b. Decide on the method of prevention.
- c. Take action, within authority.
- d. Confirm recommendations to management.

GENERAL RULES

Safety means efficient performance. Safety must, therefore, be a part of the planning for every job, equal in importance to all other operational considerations. Observing safety procedures will make County operations safer, for every employee must be alert to the possibility of improvement. People are constantly finding new ways to do things. The new ways are not always safer, or even an improvement in any sense perhaps, but it is possible to find safer ways to do things that are improvements of work conditions and work procedures are welcomed, in fact invited. Changes must not be made, however, until suggestions have been evaluated and revision of the current procedure has been approved.

Unsafe conditions and unsafe procedures must be identified before they can be corrected. The employee should be responsible for immediately reporting those that are recognized. All accidents should be reported, whether personal injury or property damage is involved, or not. Remember – the “near misses” are danger signals. The accident you prevent may be one that could have injured you. (Remember- an accident is an unplanned event that interrupts production.)

The following general safety procedures should be established:

1. Annually each employee is required to read the Columbus County Safety Rules and Policies and then sign the “Statement of Awareness”.
2. Report all personal injuries, no matter how minor, to your immediate supervisor as soon as possible. This must be done whether the injury resulted in lost time from work or required medical attention or not. Prompt reporting of accidents is a requirement under Federal and State OSHA Laws and the Worker’s Compensation Law.
3. The County does not expect you to take any unnecessary chances or to work under hazardous conditions. Learn the right way to do your job. That will be the safe way. If you are sure you thoroughly understand the job, ask your supervisor for further instructions.
4. Avoid horseplay and practical jokes on the job. Any employee participating in such activities will be subject to disciplinary action.
5. Drinking of alcoholic beverages and/or use of illegal drugs on the job, or during working hours, is prohibited. Any employee reporting to work under the influence of alcoholic beverages or “drugs” during working hours shall be subject to disciplinary action.

6. Work at speed consistent with Safety. "Foolish Hurry" such as running in passage ways or on stairs is dangerous.
7. Keep yourself in good physical condition to do a days work.
8. Use the hand rails on stairs or on elevated places.
9. Jumping from an elevation such as a table, bench, or platform is liable to result in injury. **"Don't Do It"**.
10. Always inspect tools and equipment before use. Report defects to supervisors and other potential users. Do not use tools and equipment that are defective to an unsafe degree.
11. Remove splinters from work benches, tables, bins, shelves, or chairs before someone is injured.
12. Remove, cut off, or hammer down protruding nails, staples, or steel straps.
13. Work clear of suspended loads; if a load is moved above where you are working, stand aside until it has passed by.
14. Obey warning tags and signs. They are posted to point out hazards.
15. Operate only the machinery or equipment you have been authorized and trained to operate safely.
16. Remove jewelry such as rings, identification bracelets, etc., in work involving climbing, materials handling, or operating mechanical equipment.
17. Never reach over moving parts of machinery or equipment.
18. Never operate machinery or equipment with guard removed.
19. Report to work in appropriate clothing suitable for the type of work you perform. This includes footwear. Avoid wearing loose clothing or personal equipment near machinery or equipment with moving parts.
20. Wear protective equipment as required. Its use should be enforced.
21. Common sense, health, and sanitation rules, must be observed for the welfare and consideration of other employees.
22. Repeated violations of safety rules and procedures should be subject to dismissal.

OFFICE SAFETY

Office work is more dangerous than is commonly supposed and many accidents occur during ordinary office routine.

1. Every employee should be responsible to see that their desk and work area is clean and orderly. Pick up items such as pencils or paper clips and wipe up any spilled liquids. Good housekeeping is the key to a safe environment.
2. Keep an eye open for loose or rough floor covering.
3. Be extra cautions when you come up to a door that can be pushed toward you. Take it easy when pushing one open and slow down when coming to a blind corner.
4. Haste when walking between desks results in bruises and falls. Watch out for electrical cords and keep them out of aisle ways.
5. All file, desk, and table drawers shall be kept closed when not in use. If you leave them, close them. Never open more than one file drawer at a time.
6. Overloading the top drawer of unsecured file cabinets has caused many an injury and damage. If unfamiliar with the file cabinet, test the drawers and be careful not to pull them out too far if there is no locking device on them.
7. Furniture such as tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.
8. Titled chairs can be hazard when improperly used and care should be taken to assure that they are in good condition. Learn the limits. Be sure your chair is behind you before you sit down.
9. Never use chairs, desks or other office furniture as a make-shift ladder. Use a step ladder. Don't overreach and lose your balance.
10. Message spindles are a frequent source of puncture wounds to hands and other parts of the body. When used, the point shall be protected by a suitable blunt cover or preferably the point should be bent at a horizontal angle.
11. Keep the blades of paper cutter closed when not in use.
12. Pencils are safest when carried point down in pockets.

13. Scissors, paper cutters, glass, and razor blades can cause painful injuries. Report such injuries at once to protect yourself from infection.
14. Keep your hands clear of electric typewriter carriages while they are in motion.
15. Paper can cut and it hurts. Use a sponge or other wetting device for envelopes. Use rubber finger guards when working with stacks of paper.
16. Keep paper clips, thumb tacks, and pins in a place where they can't bite and keep razor blades covered. Even a little scratch can get infected.
17. Be sure equipment is grounded and that the cord is in good condition. If a machine gives you a shock or starts smoking, unplug it and report it.

HOUSEKEEPING

Many painful and sometimes disabling injuries are caused when employees are struck by falling objects, or striking against or tripping over objects over objects they did not see. Many injuries and much property damage stems from fires caused by poor housekeeping practices and improper storage of flammable materials. The best protection against these hazards is good housekeeping.

When materials are stored properly with adequate space to move through the storage area, or with adequate clearance to work within the storage area, accidents are prevented. With some planning before laying out a job, tripping hazards can be avoided and many sprains, fractures, and bruises that result from falls can be prevented.

Aside from the accident prevention benefits, good housekeeping means efficient performance. When materials, tools, and equipment all have a place for orderly storage, and are returned to the proper place after use, they are easier to find and easier to inspect for damage and wear.

The following safety procedures should be established:

1. Keep work area and storage facilities clean, neat and orderly.
2. All aisles, stairways, passageways, exist and access ways to building shall be kept free from obstructions at all times. All grease and water spills shall be removed from traffic areas at once.
3. Do not place supplies on top of lockers, hampers, boxes, or other moveable containers at a height where they are not visible from the floor.
4. When piling materials for storage, make sure the base is firm and level. Cross tie each layer. Keep piles level and not stacked too high. Keep aisles clear and with adequate space to work in them.
5. When storing materials suspended from racks or hooks, secure it from falling, and route walkways a safe distance from the surface beneath.
6. When storing materials overhead on balconies, provide adequate toe boards to prevent objects from rolling over the edge.
7. Do not let soft drink cans, soiled clothes, etc., accumulate in lockers and work space.

8. Tools, equipment, machinery and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions shall be reported to your supervisor.
9. Return tools and equipment to their proper place when not in use.
10. Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc., in such a way as to minimize tripping hazards or obstructions to traffic.
11. Clean up spills immediately to avoid hazards. In the event the removal cannot be done immediately, the area must be appropriately guarded, signed or roped off.
12. Nail points, ends of loop or tie wires, etc., must not be left exposed when packing and unpacking boxes, crates, barrels, etc. Nails are to be removed as soon as lumber is disassembled.
13. Sharp or pointed articles should be stored as to prevent persons from coming in contact with the sharp edges or points.
14. All packing materials should be properly disposed of to prevent fires.
15. Waste baskets are to be emptied into approved containers.
16. Oily and greasy rags shall be put in metal container for that purpose.
17. Adequate lighting in obscure areas shall be secured for the protection of both employees and the public.
18. Employees should not handle food, tobacco, etc., with residue from any lead based product (such as leaded gasoline) on their hands.
19. Employees whose hands are cut or scratched should not handle any lead based product.
20. All switches or drives on machinery shall be shut down and locked out before cleaning, greasing, oiling, or making adjustments or repairs.
21. Control or fuse boxes should be kept closed at all times and clear of coats, rags, bottles.
22. Extension cords should not be run across aisles or through oil or water. Cords should be inspected for kinks, worn insulation, and exposed strands of wire before use.
23. When fuses blow continually it is an indication of an overload or short. This condition should be reported to your supervisor immediately.

24. Keep electrical equipment properly oiled, free of grease and dirt.
25. To prevent static sparks, keep drive belts dressed. Also check belts for proper tension to prevent overloading motors.
26. Fire inspections and prevention measures shall be maintained.

FIRE PREVENTION

One of the most fearsome and damaging disasters that can occur in work activities is fire. In the variety of activities performed in County operations, there are shops and job sites in which potential fire hazards exist. Fires can be prevented by orderly planning, sensible arrangement of fire-producing activities in relation to combustible materials, good housekeeping, and observance of practical controls of smoking habits when flammable substances are present.

The following safety procedures should be established:

1. Fire extinguishing equipment shall be prominently displayed, labeled for usage, and kept clear for easy access at all times.
2. Know the location of fire extinguishers and how to use them. After use of an extinguisher, report such immediately to your supervisor so a replacement may be obtained or the extinguisher recharged.
3. Do not use water-type extinguishers on electrical fires because the danger of electrocution and damage to equipment. They are intended for use on Class "A" fires only (flammables such as wood, paper, rags, etc.).
4. Oily rags and other flammable wastes shall be kept in covered metal containers. Such debris shall be removed from shop building as soon as possible and, in no case, shall be left unattended in a building overnight.
5. Cleaning solvents that have flammable properties (a flash point below 140) shall be kept in U.L. Listed or Factory Mutual Approved safety containers having spring-lift caps. Each container shall be labeled as to its contents. Use of gasoline is prohibited for cleaning purposes, but only in an outside area, and then with permission of the Department Head.
6. Gasoline utilized in small quantities in shops for fueling engines being repaired, tested, adjusted, etc., shall be handled and dispensed in the smaller (one gallon) approved safety containers. Containers must be labeled as to contents.
7. The fueling of any type of motorized equipment while the engine is running is prohibited. When transferring flammable liquids, make sure the filler nozzle touches the equipment or can being filled in order to guard against the build-up of static electrical charge.
8. Never overfill a tank but rather, under-fill it to allow room for expansion of the liquid.

9. NO artificial light, except UL Listed electric flashlights will be used near escaping gasoline or other flammable vapors or when entering an enclosure suspected of containing gas. Stay out of area completely and call Fire Department. Check atmosphere with hydro-carbon sniffer or explosive meter.
10. Dark places, basements or cellars must not be entered without proper light. The use of matches is strictly forbidden.
11. The use of fuel oil or kerosene for starting fires is allowed only in outside areas. Caution must be observed. Fuel oil or kerosene will not be used for starting fires in stoves. Under no circumstances will gasoline be used for starting fires, unless authorized by Fire Chief.
12. "No Smoking" shall be enforced in all areas where hazardous substances are stored or used and all other areas where "No Smoking" signs are posted.
13. Exits shall not be locked (chained or otherwise) at any time when people are inside the building.
14. All motorized equipment will have an appropriate fire extinguisher.
15. Personnel should be responsible for inspections of fire extinguishing equipment on a regular schedule.

It is necessary that shops and fixed activities that contain potential fire hazards have a fire plan to combat fire if it should occur. The plan must include: adequate warning measures for alerting all persons in the area of the existence of a fire; rapid reporting to the Fire Department; evacuation of affected personnel from areas involved in fire; procedures for containing the fire in so far as it is safe to do so and, particularly only to the extent that it is possible to maintain safe exit for personnel so engaged; instruction of personnel who regularly work there in the duties they are to perform in any given fire situation; and adequate fire extinguishing equipment that is regularly inspected by a responsible authority.

Each county building should have an Emergency Action Plan.

MATERIAL HANDLING

Many injuries have occurred in the process of handling materials.

The types of injuries that have been experienced are strains and sprains, crushing, hernia and rupture, fractures, lacerations, bruises, and contusions.

Accidents of this nature can be avoided by taking a little time to plan ahead, using mechanical equipment whenever possible, and thinking about the proper way to do the task, and the proper tools to use for performing it.

The single and most important preventative safety measure a supervisor should keep on his mind is the four step lifting process. The technique, putting aside considerations of costly hospital and medical bills, will save you pain and suffering that may extend into your retirement years.

Therefore, it is essential that you carefully read and implement the following lifting process:

1. **Get Ready....**Size up the load. If it is too heavy or bulky, play it smart – get help. Check the load and remove protruding nails, splinters, sharp edges, oil, grease or moisture. If the surface is rough—wear gloves. Wear safety shoes to help prevent foot injuries. Know where the load is going and where you are going to put it down. Be sure the path you take is clear of obstacles.
2. **Pick It Up...** Get a firm footing and good balance; have your feet about shoulder width apart. If the load is below waist level, bend your knees to get into position. Keep your back as straight as possible. Grip the load firmly. Lift the object to carrying position, keeping it close to the body. Let the leg and arm muscles do the work.
3. **Carry It Carefully...** Be sure you can see where you are going. When changing directions, be careful not to twist your body – turn your body with changes of the position of your feet. Use extra caution in tight places so as not to smash your fingers or hands.
4. **Put It Down...**If the receiving surface is about your waist high, use the edge to take part of the load. Then push it forward. If you lower the load to the floor, bend your knees, keep your back straight as possible and the load close to your body.

Beyond knowing the proper technique for lifting, employee should follow established material handling rules:

1. Four-wheel hand trucks with swivel axles and tongue are to be pulled; all other trucks are to be pushed.
2. Use the right type of hand truck for the materials you are handling. If there is a special truck, for example a drum or drawbar truck, it should be used.
3. Watch where you are going when pushing or pulling a hand truck, and slow down at corners.
4. Allow clearance for your hands when moving through doorways or past other objects. Use truck handles.
5. Secure help in getting hand trucks up or down inclines to prevent item from getting away from you.
6. When using trucks stop at all blind intersections before passing area.
7. Always park trucks at a spot where people will not stumble over them; leave handles in a vertical position.
8. Report hand trucks with broken wheels or splintered handles.
9. All hand truck operators are advised to wear steel toed shoes.
10. When using hand trucks, be sure to watch the floor ahead to avoid bumps, cracks, uneven surfaces, etc.
11. Pile loads evenly. An unbalanced load may shift causing the hand truck to overturn.

PROTECTIVE CLOTHING AND EQUIPMENT

The variety of work operations performed by County employees involve many industrial hazards. The tasks performed, range from custodial services to heavy construction activities. In all tasks, however, there are counterparts in private industry where much research has been done to develop measures to protect employees from accidental injury. Where possible, this is done by "Engineering Out" the hazard. Most commonly, this is done by providing guards for various types of machinery. All machine guards shall be kept in place while machinery is in operation. Tampering with machine guards is prohibited and any removal requires the prior approval of the supervisor. All guards are to be properly replaced after the repair work that necessitated their removal has been completed. When necessary to work on electrically driven machinery, the disconnect switch for controlling the machinery shall be secured in the open or off position by worker or workers performing the job. The securing device should not be removed until the work has been completed and the area has been cleared.

When it is impractical or impossible to place a guard over the source of the hazard, then it becomes necessary to place the guard on the worker. This is done by wearing approved personal protective apparel such as hard hats, safety belts, safety goggles, traffic vests, face shields, gloves, aprons, toe guards, respirators, etc. Supervisors should insure that all their employees are properly protected. Local dress codes may be established within a particular department, division, or work area, and each employee is expected to know and follow these codes where applicable.

Every possible effort will be made by management to select protective clothing and equipment that is acceptable for comfort, appearance, and utility and still afford the desired protection. It is sometimes less comfortable to wear than ordinary dress, however, and this creates a temptation for some individuals to lay it aside when the "boss isn't around". That employee become a gambler who is betting his life, eyesight, or other physical well being, by thinking that "it won't happen to me". Losing that bet becomes quite uncomfortable for a lifetime than wearing the equipment for the duration of the job. Safety, in this instance, is a knowledge of the hazards, knowledge of the protection available, and a frame of mind that makes use of available protection a safe work habit.

GENERAL CLOTHING

1. For your safety and comfort, invest in work clothes that are sturdy, that fit well, and are washable.
2. The wearing of loose clothing on or near moving machinery or equipment is prohibited.

3. Short sleeve shirts should be worn for operating machinery. Rolled up sleeves are dangerous because they have flapping ends and the added thickness of the cloth can pull your arm into a machine before the cloth tears.
4. Long sleeve shirts, buttoned at the wrist, should be worn for all work other than machine operation.
5. Pant leg should be cut to ankle length and cuffs sewn up. Rolled up cuffs collect dirt and are likely to come down and cause you to fall.
6. Steel toe safety shoes should be worn in all jobs involving handling or moving heavy material. Otherwise wear sturdy, comfortable work shoes. Excessively high heeled shoes may create a tripping hazard and soft soles shoes (such as tennis shoes) do not afford protection from puncture wounds.
7. Shoes with run down heels or torn soles are hard on the feet and can cause falls. Keep your shoes in good repair.
8. The safe worker does not wear rings, medals, identification bracelets, and other jewelry. Jewelry increases the danger of electric shock and can cause fingers to be badly injured.
9. Work clothes should be washed frequently as a safe guard against skin infections and irritations.
10. Smocks, overalls, and aprons should be worn wherever possible to keep work clothes clean.
11. For outdoor work in winter weather, it is best to wear loose, warm fairly lightweight clothing. Wear layers of clothing... so you can peel it off for inside work and put it back on when you have to do outdoors.
12. Oil soaked clothes are serious fire hazard. Keep your clothes free from oil.

HEAD PROTECTION

The many construction and maintenance activities performed by County employees involve movement of materials, or working near construction machinery. In such operations, the loads being moved by machinery constantly exist. Hard hats should be provided to prevent head injuries from falling objects or bumps against objects when working in confined spaces. The construction and shape of hard hats shall not be altered in any manner by employees. Hard hats shall not be painted because it alters the dielectric properties of the hat. Metal hard hats are not permissible, a hard hat is a personal item and should be for individual and for the exclusive use of the person to whom it is issued. The Department Head is responsible for designating the areas where hard hat usage is required.

FACE AND EYE PROTECTION

Hazards involving the possibilities of injuries to the face and eyes exist in both indoor and outdoor tasks. They range from dust blown into eyes on a windy day, to particles of steel, sand, concrete, etc., propelled into eyes with considerable force by power tools and machinery, or splashes of corrosive dust and liquid chemicals.

There are many types of safety glasses, goggles, shields, etc., made of glass or plastic to protect the worker from these hazards. The loss of one or both eyes can have extremely serious consequences to an employee. Yet individuals often vigorously resist efforts of management to require this vital protection with no better excuse than the slight discomfort or false pride. This is probably one of the most important protective features of any safety program, yet one of the most difficult to sell.

Face and eye protection should be provided for any task where there is any probability that an injury may occur without such protection. Employees assigned to perform tasks which require eye protection should wear the protector provided.

Safety glasses, goggles, and other eye protective equipment offer a vital protection. If sufficient care is not exercised to maintain them properly, dirty or scratched lenses may provide another hazard from reduced visibility.

The following safety procedures should be established:

1. Safety goggles or safety glasses with temple shields shall be worn when:
 - Grinding, cutting, milling or drilling with power tools
 - Using impact wrenches and compressed air tools
 - Chipping, scrapping, or scaling paint, rust, carbon or other materials
 - Using punches, chisels, or other impact tools
 - Cutting or breaking glass
 - Chipping or breaking concrete
 - Pipe cutting, threading
 - Using paint remover
 - Using power activated tools
 - Soldering
 - Cleaning dust or dirt from vehicles, machinery, etc.
 - Sand blasting or air cleaning operations
 - Using metal cutting lathes, sharpeners, drill press, power hack saw and other metal working tools.
 - Using power woodworking machinery, both fixed and portable.
 - Tree trimming, brush chipping, street cleaning, or stump removal.
 - Using brush cutters
 - Steam cleaning
 - Washing under vehicles

- Using push and riding type rotary lawn mowers
2. A full plastic face shield shall be worn when handling acids, caustics, and other harmful dusts, liquids, or gases.
 3. Spectacle type safety glasses shall be worn when performing electrical switching operation or activating high voltage circuits where arcs may occur.
 4. A face shield with the proper filter lens, or welders' lens, or welders' goggles, shall be worn in all welding and cutting operations.

ELECTRIC ARC WELDING

- A. Welders helmets with proper filter lenses shall be worn.
- B. Portable welding screens shall be used to protect the eyes of others in the vicinity whenever potential exposure to other exists.
- C. Helpers and observers shall wear safety glasses, goggles, or hand held shields with the proper filter lenses.

GAS WELDING AND CUTTING

- A. Welders goggles with proper filter lenses shall be worn
- B. Portable welding screens shall be used to protect the eyes of others in the vicinity whenever potential exposure to others exists.

Eye protection may be required on other jobs not listed, if so designated at the time by your supervisor. Beyond this, you are encouraged to wear eye protection at all times.

REMEMBER--- YOU HAVE BUT ONE PAIR OF EYES – THEY CANNOT BE REPLACED—PROTECT THEM.

HEARING PROTECTION

In the variety of activities conducted by County work crews, there are some machines or equipment that may produce sounds levels in the frequencies which cause hearing loss. When employees are subjected to excessive sound levels, attempts should be made to use engineering controls. If the sound level cannot be reduced within tolerable range, then personal protective equipment shall be provided and shall be worn by employees so exposed. Ear protection may consist of ear muffs, ear plugs, or some of the newer disposable materials. They type most acceptable to employees shall be provided whenever possible, as long as it achieves sufficient reduction of noise exposure. Cotton or waste will not be used as ear plugs.

FOOT PROTECTION

Many tasks involve manual lifting or handling of heavy tools and materials. Foot injuries frequently occur when heavy objects are dropped, resulting in bruises, dislocations, fractures or crushes. Shoes, rubber boots, etc., reinforced with steel toes or soles will prevent foot injuries from impacts of falling objects, stepping on sharp objects, or exposure to blades of power tools. These items of foot wear are available in a variety of attractive styles as comfortable as any pair of properly fitted shoes can be.

The wearing of sandals or canvas sneakers (tennis shoes) in County work areas (where the chances of foot injuries are greatest) is prohibited.

Foot protection is a sound investment for any employee—not only for work activities, but for many off the job tasks as well. The Department Head is responsible for designating the need for safety shoes.

MOTOR VEHICLES AND MOBILE EQUIPMENT

County vehicles are easily identified as such and thus constitute a traveling advertisement seen by many citizens. They have what advertising men call high exposure. In our relationship with other motorists and pedestrians while operating County vehicles, we control an important influence upon good or bad public relations with the County. By courteous, considerate driving habits we should build good public relations if we apply the principles of defensive driving to avoid accidents. The following safety procedures should be established.

1. All employees should be responsible for a safety check EACH DAY of any vehicle or mobile equipment he is assigned to drive.
2. Safety checks shall include:
 - Lights
 - Horn
 - Directional signals
 - Brakes and brake fluid
 - Motor oil
 - Power steering & fluid reservoir
 - Windshield washers & wipers
 - Tires
 - Clutch
 - Hydraulic systems

(Brakes shall be tested by putting the vehicle in gear and applying the brakes to bring it to a stop.)

3. Position all adjustments for safe driving before putting the vehicle into gear such as seat, inside and outside mirrors, and sitting positions.
4. Drivers of County vehicles must possess a valid North Carolina Drivers License and they must be thoroughly familiar with the state and local regulations governing motor vehicle operation. The fact that an employee is operating an emergency vehicle does no absolve him from criminal liability for the consequences of wantonly reckless driving. The driver must be in the position to satisfy a jury that he used reasonable care and prudence in operating emergency vehicles. Even though emergency equipment has warning devices, the drivers are expected to **PROCEED WITH ALL CAUTION.**

5. All slow-moving equipment operating in public right of ways should be equipped with a triangular shaped reflecting sign in accordance with the North Carolina occupational Safety and Health Standards.
6. Load Security
 - A. Supplies transported in motor vehicles should be secured in such a manner that they will not be dislodged or all out or forward during transit or sudden stops.
 - B. Drawers in moveable trucks should always be secured before the truck is driven.
 - C. All tower equipment (ladder trucks, aerial buckets, etc.) will be checked and secured prior to the movement of the vehicle.
 - D. Only materials and equipment necessary to carry on County work will be transported in or on County vehicles.
7. Never take drugs or strong medication before operating a vehicle. Remember that drugs, illnesses or extreme fatigue may affect your ability to judge distance, speed, and driving conditions.
8. All persons who drive or ride in County vehicles will, in all cases wear the installed seat belts.
9. Supervisors are responsible for insuring that their entire employees are utilizing the installed seat belts.
10. Not more than three persons should be permitted to ride in the front of a driver's seat of any vehicle. Persons should not be transported in any vehicle unless safe and secure seating is provided for each person.
11. Parking vehicles:
 - A. Except when working conditions require otherwise, parked vehicles must have motor stopped, key removed and emergency brakes set, and be left in gear.
 - B. If on downgrade, turn front wheels towards the curb. If on an upgrade, turn front wheels away from the curb. Set brakes and leave vehicle in gear.
 - C. Vehicles will not be parked on the wrong side of the street facing traffic except in case of an emergency.
 - D. When trucks or vehicles must be stopped on streets or highways, adequate warning signals must be used and also a flagman if traffic warrants.

FIRST AID

While emphasis is placed on the prevention of accident and injuries that often result, accidents do occur. Prompt, knowledgeable treatment of wounds or other physical results of accidents will, in many cases, prevent minor injuries from becoming major ones, and sometimes save lives.

The following first aid rules are established:

1. Each Department Manager or Supervisor should receive American Red Cross first aid training.
2. First aid cabinets or kits should be maintained in County buildings. First aid kits should also be carried on all County vehicles.
3. Supervisors are to check first aid supplies on a periodic basis. Each department is responsible to ensure kits are stocked adequately.
4. Minor medical treatment for cuts, scratches, etc., should be given by the supervisor. Always be sure that open wounds are thoroughly cleaned with soap and water to prevent infection.
5. There may be cases in which an injured employee, while needing professional attention, could be transported to the hospital by County car. There may be cases, however, in which it is important that the injured employee be transferred by ambulance as a stretcher case with a qualified attendant available. But if there is any doubt in mind of the supervisor or person in charge, it should be resolved by calling for ambulance service. As an example, the following conditions would definitely indicate ambulance service:
 - A. Employees unconscious or apparently in shock.
 - B. Any hemorrhaging.
 - C. Severe abdominal cramps and/or vomiting.
 - D. Any apparent fracture.
 - E. Other symptoms of internal injury.
6. The rescue squad or an ambulance should be obtained. Personnel in vehicles equipped with two way radios may utilize this means to call for assistance as required.

7. All animal bites, because of the possibility of rabies, should receive prompt medical attention by a physician. If someone is bitten, an attempt should be made to confine the animal.
8. All injuries, no matter how minor, are to be reported to the County Safety Manager. Injury report forms should be made available by the supervisors and the report must be on the Safety Manager's desk in 2 working days.

EMPLOYER'S REPORT OF EMPLOYEE'S INJURY OR OCCUPATIONAL DISEASE TO THE INDUSTRIAL COMMISSION

The filing of this report by an employer is required by law. It does not satisfy the employee's obligation to file a claim.

The I.C. File # is the unique identifier for this injury. It will be provided by return letter and is to be referenced in all future correspondence.

This form MUST be transmitted to the Industrial Commission through Your Insurance Carrier.

The use of this form is required under the provisions of the Workers' Compensation Act.

Employee's Name		Employer's Name		Telephone Number	
Address		Employer's Address		City	State Zip
City	State	Zip	Insurance Carrier	Policy Number	
Home Telephone	Work Telephone	Carrier's Address	City	State	Zip
	<input type="checkbox"/> M <input type="checkbox"/> F	/ /	()	()	
Social Security Number	Sex	Date of Birth	Carrier's Telephone Number	Fax Number	

Employer	1. Give nature of employer's business
	2. Location of plant where injury occurred County _____ Department _____ State if employer's premises _____
Time And Place	3. Date of injury / / 4. Day of week _____ Hour of day : <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
	5. Was employee paid for entire day 6. Date disability began / / <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
	7. Date you or the supervisor first knew of injury / / 8. Name of supervisor _____
Person Injured	9. Occupation when injured _____
	10. (a) Time employed by you _____ (b) Wages per hour \$ _____
	11. (a) No. hours worked per day _____ (b) Wages per day \$ _____ (c) No. of days worked per week _____ (d) Avg. weekly wages w/ overtime \$ _____ (e) if board, lodging, fuel or other advantages were furnished in addition to wages, estimated value per day, week or month. \$ _____ per _____
Cause And Nature Of Injury	12. Describe fully how injury occurred and what employee was doing when injured _____ (Statement made without prejudice and without vouching for correctness of information)
	13. List all injuries and specify body part involved (e.g. right hand or left hand) _____
	14. Date & hour returned to work / / at : .M. 15. If so, at what wages \$ _____ per _____
	16. At what occupation _____ 17. Employee's salary continued in full? _____
	18. Was employee treated by a physician _____
Fatal Cases	19. Has injured employee died 20. If so, give date of death (Submit Form 29) / /

Employer name _____ Date Completed / /

Signed by _____ Official Title _____

OSHA 301 Information:

Case Number from Log: _____	Date Hired: / /	Time Employee began work on date of incident : <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	If off-site medical treatment provided, answer entire next line.	
Name of facility: _____	Address: Street/City/Zip/Telephone _____		ER visit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Overnight stay? <input type="checkbox"/> Yes <input type="checkbox"/> No

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

For IC use ONLY

Nature _____
Body _____
Cause _____
SIC _____
Coder _____

FORM 19

**SELF-INSURED EMPLOYER OR CARRIER MAIL TO:
NCIC - STATISTICS SECTION
4334 MAIL SERVICE CENTER
RALEIGH, NORTH CAROLINA 27699-4334
MAIN TELEPHONE: (919) 807-2500
OMBUDSMAN: (800) 688-8349**

County of Columbus
Supervisors Accident Report: Please Type or Print

Report Date: _____	Accident Date: _____	Time of Accident: _____
Department: _____		

Personal Injury (WC)	Vehicle Accident	Property Damage or Liability
Complete Sections I, IV, V	Complete Sections I, II, III, IV, V	Complete Sections III, IV, V

Section I - Employee Information

Employee Name: _____ Home Phone # _____
Last First Middle

Address: _____
Street Address Mailing (If different) City State Zip Code

Employee # _____ Date of Birth _____

Date of Hire _____ Sex: M ___ F ___ No. of Dependents _____

Job Title: _____ Hours worked before incident ___ after ___

Where did accident occur? _____

Complete Only if Employee Was Injured

Did employee leave work? _____ If Yes, date and hour returned to work? _____

Did injury require outside medical attention? _____ If Yes, who was the provider? _____

Describe Injury: _____
Describe injury with Detail: Use extra paper if needed.

Section II - Vehicle Accidents

Vehicle #1	Vehicle #2
Driver's Name _____	Driver's Name _____
Driver's Address _____	Driver's Address _____
Owner's Name _____	Owner's Name _____
Owner's Address _____	Owner's Address _____
Driver's License # _____ State _____ Expires _____	Driver's License # _____ State _____ Expires _____
D.L. Endorsements/Restrictions _____	D.L. Endorsements/Restrictions _____
Type Vehicle _____	Type Vehicle _____
Tag # _____ Mfg. _____ Year _____	Tag # _____ Mfg _____ Year _____
VIN # _____ City Vehicle ID # _____	VIN # _____ City Vehicle ID # _____
Describe Damage _____	Describe Damage _____
Was an occupant injured? _____ If so, who _____	Was an occupant injured? _____ If so, who _____

Section III - Property Damage or Liability

Responsible Parties Name: _____ Phone # _____

Responsible Parties' Address: _____

Affected Parties Name: _____ Phone # _____

Affected Parties Address: _____

Describe Damage: _____

Was county vehicle involved? Was Police Report Completed? If Yes, who investigated? _____

Section IV - Supervisor's Investigation
(Must be completed on all accidents/incidents)

Primary Cause of the accident: _____

Secondary Cause of the accident: _____

Names of persons interviewed: _____

Corrective Action taken to prevent recurrence: _____

Was employee trained to do this job safely? Date of last training on this specific job task: _____

Countywide recommendation to prevent recurrence: _____

Section V - Supervisor's/Department Head Review
(Must be completed on all accidents/incidents)

I have investigated this incident and have taken the necessary corrective actions in an attempt to prevent this from recurring.

Supervisor: _____ Date: _____

I have reviewed this accident report completely. We consider this accident to be **Preventable** or **Non-Preventable**.
(circle one)

Department Head: _____ Date: _____

Routing/Tracking

Initial	Date	Tracking
		Supervisor's Initial Investigation
		Safety representative notified
		Employee Statement of Fact Completed
		Supervisor's Accident Report Completed
		Department Head/Supervisor's Review
		Report Forwarded to HR & Safety Manager

Affected Employee Statement of Facts
(To be completed on all accidents/incidents)

Describe the events leading up to, during, and proceeding the accident/incident.

Describe the condition of any work surfaces, tools, equipment, or other physical elements involved in the accident/incident.

Describe all injuries you sustained. Please detail the description as clearly as possible.

Is there anything the County could have done to prevent this accident/incident?

What could you have done to prevent this accident/incident?

What can be done to prevent this accident/incident from ever recurring?

Employee Signature

Date

Supervisors Investigations Notes
(To be completed on all accidents/incidents)

Affected Employee/Property _____ Department _____

Age of Affected Employee/Property: _____ Was the Employee/Property in a normal job function/mode: _____

If not, describe: _____

What happened? _____

Why did it happened? _____

What have you done to prevent this from happening again? _____

What needs to be done Countywide to prevent this from happening in other departments? _____

Other Interviews/Statements

Person Interviewed: _____ Date & Time of Interview: _____

Findings: _____

Person Interviewed: _____ Date & Time of Interview: _____

Findings: _____

Person Interviewed: _____ Date & Time of Interview: _____

Findings: _____

Supervisor Signature

Date

County of Columbus Inspection Report

Department _____

Date of Inspections _____

Locations _____

Respond by _____

Inspector/s _____

Copy received by _____

Electrical

- 36" clearance around electrical panels 1910-303(g)(1)(i)
- Defective or misused extension cords 1910-334
- Strain relief (wires exposed) 1910.305(g)(2)(iii)
- Insulation on cord damaged 1910.305(g)(2)(ii)
- Ground pin missing on plug 1910.304(f)(4)
- Outlets not covered 1910.305(b)(2)
- Disconnecting means not identified 1910.303(f)
- Lack LOTO procedures for maint/repair task 1910.333

Fire Prevention and Egress

- Fire extinguishers not checked, initialed and dated monthly 1910.157(e)(2)
- Exits not properly labeled 1910.37(q)
- Exit lights not operating NFPA 101.5-10.3.1
- Free and unobstructed route to egress not provided 1910.36(b)

Flammable Liquids

- Flammable material not stored in proper storage cabinet 1910.106
- Liquids not stored in flammable storage container
- Lack of a hazardous placard on building/tank

Housekeeping/walking surfaces

- Water on floor 1910.22(a)(2)
- Cluttered workspace/unsanitary conditions 1910.22(a)(1)
- Ladders inspections not documented 1910.25(d)(1)(x)
- Electrical cords improperly placed
- Walkways obstructed

Forklift Trucks

- Employee training not documented
- Daily inspections not documented 1910.178(q)

PPE

- Employee not wearing approved PPE 1910.132
- PPE dirty/cracked/damaged 1910.132
- Safety shower/eyewash not checked weekly ANSI Z358.1
- Safety devices not being used

Hazard Communication

- Unlabeled containers 1910.1200(f)(5)
- Lack of MSDS sheets 1910.1200(g)(8)
- Lack of training on MSDS 1910.1200(h)

Office Safety

- improper seating/moving in chair
- Improper lifting
- Improper use of chairs/furniture
- File drawers lift out
- Doors opening into passageway not labeled
- Approved small appliances
- Emergency Action Plan in place

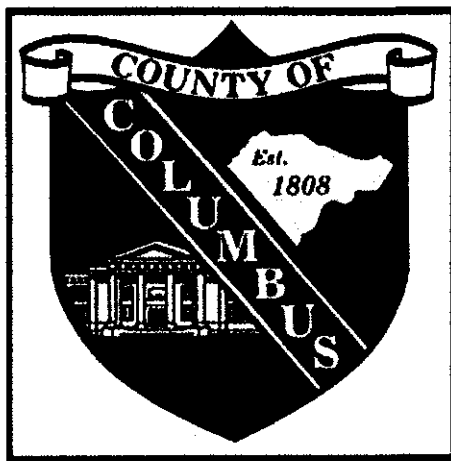
Vehicle Safety

- Inspection out dated
- Tires appear inadequate for use
- Fire extinguisher on board
- First aid kit on board
- Appears clean and well maintained
- Wipers appear inadequate for use
- Windshield damaged/broken

Miscellanies

- _____
- _____
- _____

Additional Comments: _____



ACKNOWLEDGMENT

OF

SAFETY MANUAL

REVIEW

I have reviewed the Columbus County Safety Manual and I acknowledge that this manual, located in my department's office and the Columbus County web site, is available for my review at any time.

(Signature)

(Date)