

SAFETY MANUAL

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**MORROW COUNTY
LOSS PREVENTION PROGRAM
MANAGEMENT STATEMENT**

Morrow County holds in high regard the safety, welfare, and health of our employees. We have a responsibility to make every reasonable effort to maintain a safe and healthful working environment. No job will be considered so important or urgent that we cannot take time to perform our work safely.

This safety manual will be used as a tool for more effective safety and claims management. A safety committee has been established to coordinate the safety programs and assist the County's management staff in promoting safe working conditions.

Morrow County is establishing a loss prevention program that emphasizes the integration of safety and health measures into each job task so that safety and job performance become inseparable. We expect our employees to respond to all safety efforts and to perform their jobs in the safest possible manner. The Safety Committee shall evaluate the County's accountability system and make recommendations to implement supervisor and employee accountability for safety and health. Our safety and loss prevention effort will be accomplished through the cooperative efforts of all employees who will work together to obtain the lowest possible workplace accident rates.

We are committed to making our loss prevention program a success, and we expect all employees to assist in this effort. To fulfill this obligation, safety orientation for new and transferred employees, timely and appropriate training, management/employee safety committee, an active self-inspection program, proper mechanical guards, and personal protective equipment will be some of the tools used to maintain a safe work environment.

The County's Safety Committee will make regular inspections to evaluate and detect physical and chemical hazards. In addition, it will investigate losses and loss trends. Written reports will be prepared that include recommendations for corrective action. The Safety Committee will be available to provide loss prevention assistance for all employees.

The County is responsible for evaluating and obtaining personal protective equipment. Additionally, we will instruct employees in the proper use and maintenance of this equipment. All employee requests for personal protective equipment will be made to the Department supervisor.

On job sites where harmful plants, animals, toxic material or any other condition exists which may be harmful, the County will inform employees about these identifiable potential hazards. Additionally, we will instruct employees regarding appropriate controls, necessary personal hygiene, and personal protective measures required to reduce or eliminate the

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Safety Goals & Objectives



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Safety Committee Charter



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General Safety Policy and Rules



4

**Evacuation, Fire & Medical
Emergency Plan**



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**Hazardous Communication Program
and Chemical Hazards**



6

Lockout-Tag out Program



7

**Bloodborne Pathogen Exposure
Control Plan**



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SECTION 1.

SAFETY GOALS & OBJECTIVES

Morrow County's primary goal is '0' accidents and '0' incidents.

1. Management Commitment

Morrow County regards employee safety and health as fundamental to our County. County management is committed to employee safety and health protection. Our County Commissioners, Elected Officials and Department Heads will provide the motivating force and the resources for organizing and controlling safety activities for all of our employees.

2. Accountability & Responsibility

All our employees are accountable for meeting their safety responsibilities. Authority and resources have been provided so that all assigned safety responsibilities can be met.

Morrow County's overall safety program is managed by the Safety Committee as authorized by the County Commissioners, administered through supervisors, Elected Officials and Department Heads. These safety responsibilities include:

Management Staff

- Ensuring that safety and health regulations are observed.
- In cooperation with the Safety Committee and County Commissioners, developing and implementing the safety program and recommending revisions as needed.
- Implementing and enforcing the safety rules.
- Monitors their facility for safety and health hazards.
- Investigations of accidents, and assessment of near misses, and hazardous conditions.
- Establishes or approves procedures for hazardous operations.
- Complies with state and federal injury reporting requirements.
- Retains safety training records

Employees' Role

The Employees' role in safety is critical. Employees are responsible to follow proper safety and health practices. It is important that everyone report unsafe conditions to their supervisor so that the condition or facility can be corrected. Safe work practices are for all our employees' benefit.

Safety Committee

The Safety Committee reports to the County Commissioners and its role is advisory. The Safety Committee Charter is defined in detail in Section 2.

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3. Hazard Identification and Control

Hazard Identification will be specifically done by our Safety Committee and our management. This involves:

- Conducting periodic comprehensive worksite surveys for safety and health hazards.
- Evaluating and reviewing our facilities, processes, materials, and equipment for proper safety features.
- Assuring that routine equipment maintenance is performed and that inspections are done to ensure that machinery is functioning properly and safely.

The Safety Committee will conduct regular safety inspections so that new or previously missed hazards or failures in hazard controls are identified. These hazards are to be reported to the appropriate Elected Officials/Department Heads for correction. The Safety Committee's role and procedures are defined in Section 2 of this manual. Management's first priority will be to ensure hazard correction and compliance with OSHA regulations.

Employees are required to report unsafe conditions to their supervisor. Employees are also to submit recommendations for improved safety or efficiency of any operation to their supervisor.

Hazard Control When hazards are identified, the supervisor will work with staff to prevent the conditions by effective design of the job process or operations. Where it is not feasible to eliminate the hazards, they are to be controlled using various procedural and personal protective equipment methods. Once a hazard or potential hazard is recognized, elimination or hazard control will be accomplished in a timely manner.

4. Safety and Health Training

Training Our safety and health training addresses the safety responsibilities of all personnel at the County's facilities. It is essential that employees understand the hazards and necessary controls for the chemicals and equipment with which they are working, know what hazards are involved in the operations, and how those hazards are controlled.

Equipment Training Due to the variety of operations of the County, our employees are required to use a variety of tools and machines. This equipment, if handled improperly, can cause serious injury. In order to eliminate any such injuries, the County will train employees in the correct and safe operation of the tools and equipment used in their job.

Upon satisfactory completion of training, the supervisor will approve and record the training. This record will be kept in the employee's personnel file.

Our employees are not to use equipment which can result in safety hazards without training or prior approval. If for any reason an employee is asked to use any equipment that they have not received training approval for, they must inform their supervisor.

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Fire Safety Supervisors will give new employees a tour of the areas before starting work to show them where each fire extinguisher is located, where the fire exits are and where the first aid supplies are kept. The Safety Committee may provide periodic training on how to operate a fire extinguisher.

Chemical Hazards Supervisors are responsible for assuring that employees are trained in the safe handling of chemicals, such as Chlorine, before any employee is assigned responsibility to work around or with those chemicals.

5. Accident Reporting

All accidents and minor incidents (such as those needing only first aid) are to be reported to the supervisor. Reporting of accidents must follow the County's Loss Prevention Program procedures. This requires that all employees and supervisors submit all completed accident and injury records, to the Human Resources Director.

Required Reports The following forms and/or reports are required:

Incident Form The County's Incident/Accident Report is to be completed and returned as soon as possible. The reports must be submitted to your supervisor within 72 hours for work related injuries.

801 Form The 801 Form must be completed and sent to the Human Resources Director's office within 72 hours from the date of the injury or the known date of an occupational disease or injury. If the injured worker is not available to sign the 801 Form within the 72 hour submission requirement, the form still needs to be sent to the Human Resources Director.

Accident Reporting All of our employees need to understand our accident reporting procedures and the legal requirements involved in injury and illness reporting and proper filing of a workplace claim. Accident investigations will be done on all reportable accidents requiring an 801 Form by the supervisor.

First-aid-only or other minor safety incidents shall be investigated by the supervisor to help determine if there is a greater injury potential or it is reflective of an accident trend.

If an employee is injured, the following procedures apply:

- A. All injuries are to be reported to the employee's supervisor. Injuries/illness requiring medical treatment will require 801 Forms and other reporting forms as listed above.
- B. An injured employee who requires immediate medical attention by a physician shall be promptly sent to a specified facility for appropriate medical treatment.

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- C. Minor first aid injuries, such as small cuts and scratches requiring simple cleaning and bandaging, shall be handled appropriately by the employee.

The need for and urgency of medical treatment shall be left up to the discretion of the employee with assistance from management staff.

Legal Reporting Oregon Safety Rules require that the Employer notify Oregon OSHA within 8 hours of an accident involving multiple injuries of three or more employees requiring hospitalization or one or more fatalities. Oregon OSHA must also be contacted within 24 hours of an injury that results in hospital admission. The Department Head or Human Resources Director will be responsible for notifying the agency by calling the Oregon OSHA Salem Central Office.

6. Accident Investigations

All injuries that result in medical treatment or time loss shall be investigated by the Supervisor and reviewed by the safety committee. They must identify the causes and means for their prevention. Medical treatment, as defined in OSHA injury and illness record keeping regulations, is any treatment other than first aid treatment administered to the injured employees. Essentially, medical treatment involves the provision of medical or surgical care for injuries that are not minor through the application of procedures or systematic therapeutic measures.

The supervisor's accident investigation should focus on 'What were the unsafe acts and/or conditions present? Why were the unsafe actions and/or conditions present?' With this approach to accident investigation, positive corrective changes to the problem conditions or acts are controlled or eliminated.

Supervisors will receive training on proper accident investigation techniques in order to enable them to reveal the root causes of accidents.

The National Safety Council studies have found that the common real causes of accidents fall into the following categories:

- Inadequate training
- Poor enforcement of safety rules
- Failure to inspect the workplace
- Lack of written job specifications
- Poor equipment purchasing decisions
- System design flaws
- Poor employee selection procedures

Step 1 - Investigation of accidents that involved serious injuries need to begin before any cleanup, repair, or "start-up" of the operation is undertaken. The supervisor should try to view the accident site as it was at the time of the event. This may involve taking photographs, making drawings, interviewing the witnesses, and taking samples or

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measurements of the conditions that led to the accident.

Note: Do not enter an area where dangerous conditions may still be present until authorized management staff have approved the entry.

Step 2 - After preliminary measurements have been taken, any damaged tools or machinery parts should be removed for further study and analysis.

Step 3 - Interviews with employees who were present at the accident scene are key sources of information about accidents. Proper interview techniques need to be used because it is often difficult to get the accident witnesses to freely talk about the incident.

Preliminary interviews should be conducted on an easy, informal conversation basis, preferably in private. Aggressive questioning is not appropriate.

Step 4 - An accident investigation report with recommendations will be written and submitted by the supervisor to the Safety Committee for final review. Necessary corrective actions, if any, need to be determined and specific actions need to be assigned with due dates. The Safety Committee may review these to assure that recommended corrections are implemented.

7. OSHA Recordkeeping & Posting Requirements

Each Oregon employer has an overall responsibility to provide a safe and healthful workplace. The basic program record keeping requirements include:

Recordkeeping: The types of records that are required to be kept include:

- A. **Injury and Illness Logs:** OSHA Form 300, supplement injury forms (Form 801) and other related data is kept by the Human Resources Director as a centralized program.
- B. **Hazard Exposure** information including all hazards associated with chemical or toxic substances used by the County. These records under Oregon OSHA rules for Access to Medical and Exposure Records include:
 - Results of workplace air monitoring or measuring of a toxic substance and relevant data as to the interpretation of the results.
 - Biological monitoring results which directly assess the absorption of toxic substance or physical agent which include hearing tests or levels of a chemical in the blood, urine, breath, hair, fingernails, etc.
 - Safety data sheets, or in absence of previously used chemical SDSs, a chemical inventory or any other record which reveals where and when used, and the identity of the toxic substance.

- C. **Medical Records** including employee medical examinations and test results, work histories, and workers' compensation claims.

These records are kept in confidential employee medical files and/or the Worker=s Compensation files in the Human Resources Office.

- D. **Supervisors Accident Investigation Reports:** These reports are kept in the employee medical file and / or the Worker's Compensation file.
- E. **Minutes of Safety Committee:** These records are retained for three years by the Secretary of the Safety Committee. Minutes will be posted at each Building's employee Bulletin Board.
- F. **Training Materials:** Records of attendance at training programs will be kept by the Safety Committee Chairperson and/or the supervisor.

Posting All required posting will be on the employee bulletin boards at each of the Department offices.

- A. Injury and Illness Summary Report on the OSHA 300 shall be posted and shall comply with state and federal posting requirements.
- B. Any citation or variance will be posted and shall comply with state and federal posting requirements.
- C. The Oregon-Safety and Health Poster shall be continuously posted.

NOTICE

This manual is not intended to outline every specific rule requirement that may apply to our operations, but is to establish the basic safety rules and procedures. Please refer questions about specific rules to your supervisor.

SECTION 2.

SAFETY COMMITTEE CHARTER

Oregon OSHA adopted rules that require all employers with 10 or more employees establish an employee/management safety committee. The specific Charter of the committee follows this introduction. The current committee meets the regulations and has been established to promote workplace safety and health and assist in the overall safety program by making safety/health recommendations.

Functions of the committee include:

- Holding joint employee and management safety meetings.
- Conducting worksite inspections.
- Making recommendations on creating a safe work environment.
- Developing specific safety operating procedures.
- Review of supervisors incident and accident reports

The members will be trained in the function of the safety committee, the overall rules governing safety committee activities under Oregon OSHA, how to make workplace inspections and in the techniques regarding the conduct of effective accident and incident investigation.

The membership shall be made up of one (1) representative of each of our three (3) unions, and an equal number of supervisors for a total of six (6) members. The General Maintenance Supervisor and Human Resources Director shall be Ex-Officio members.

The purpose of this Charter is to identify the safety committee's responsibilities. This Charter also details the committee's organization, operations, meetings, and follow-up activities.

1. Safety Responsibilities and Organization

The responsibility for workplace safety and health by law is delegated to the employer. The management of Morrow County is committed to safe operation from both a legal and ethical basis.

The Safety Committee's responsibility is to advise management on work practices for safety, and to provide leadership in protecting the safety and health of all employees. The County's Safety Committee plays an important role and facilitates the exchange of information regarding safety issues.

2. Role of the Safety Committee

The following activities have been assigned to the Safety Committee:

- Recommending programs for the safety and health of employees.
- Make recommendations on changes in policy or procedures to the Commissioners or supervisors as needed.
- Monitoring the programs and work procedures designed for employee safety and health.
- Dealing with employee complaints and suggestions on safety and ensuring timely response to our employees.
- Monitoring employee hazard reports and recommending action.
- Promoting health training and education of employees.
- Conducting investigations of safety hazards.

The committee provides a means for our employees to work together on identifying hazards and developing acceptable solutions for safety problems.

3. Selection of Committee Members

Morrow County's committee membership is equally composed of employee and management representatives.

Employee members are selected on the basis of their interest in, or commitment to, safety and health matters as well as their familiarity with the work processes. Employees will be volunteers who are genuinely concerned and motivated to keep their workplace safer. Members will have staggered terms so that all new members will not start at the same time. After the initial staggered terms each member will serve-three (3) year minimum terms.

The committee will elect a chairperson to conduct the meetings. The secretary will write and distribute the minutes, and assist with the preparation of agendas and reports, as well as facilitate mailings of forms and correspondence.

4. Safety Committee Operations

Specific provisions need to be made for the following:

- Frequency of meetings (at least monthly).
- A quorum must be present to have a meeting.
(51% of voting membership)
- Special meetings.
- Members' training plans to meet the regulations.
- Order of Business and records to be kept.

The committee's activities include involvement in ongoing safety and promotion programs and any new safety matters that may arise. This includes:

- a. The chairperson will ensure that new members are informed and trained in the County's safety committee operations and in the Oregon OSHA requirements.
- b. Workplace inspections for safety and health hazards.
- c. Review accidents and incidents.
- d. Review employee safety and health complaints.
- e. Review of occupational safety policies and programs.
- f. Review of injury and illness statistics.
- g. Making all reports, evaluation and recommendations of the safety committee a part of the minutes of the safety committee meeting.
- h. The committee reports findings and recommendations to County Commissioners and follows up on the recommendations.

5. Routine Safety Inspections

The committee is responsible for regular monitoring of the safety programs, work conditions and work procedures that relate to employee safety. This involves regular workplace inspections to identify hazards arising from work conditions or practices and to ensure that established safety procedures and programs are being followed. Normally a team will be formed to conduct the safety inspections and program audits.

The team may have a supervisor from each area accompany them on the inspection of their department.

If the committee identifies safety deficiencies, these should be brought to the attention of the supervisor so that corrective action can be started. Each building will be inspected at least annually. Inspection findings need to be documented and follow-up must be made on the identified hazards.

6. Accident and Incident Investigations

The Safety Committee is responsible to review the supervisors report and make additional recommendations to the supervisor or commissioners, if appropriate. The purpose of the review is to determine if there are any patterns to the accidents and to assist in the evaluation of the need for corrective actions.

7. Employee Safety Concerns

The committee members represent all our employees and serve as a very important communication link with the employees. Our employees should be assured that, in talking to their safety committee representative, they do have the ear of management.

Employees should first contact their immediate supervisor if they have safety complaints or concerns. However, an employee may notify any safety committee member of their

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concern. The Safety Committee will enter into the minutes all incident/accident reports that they receive to ensure appropriate action occurs.

A most important step for the supervisor and/or the safety committee is to inform the affected employee on the disposition of reported safety matters. Even if no action is possible, or the committee considers the complaint unjustified, the employee should be told of the decision and the reason for it. The committee should inform the employee within one week from the time of their decision.

8. Safety Committee Meetings

Each of the quarterly or special meetings must have a specific agenda that is drafted by the secretary and/or chairperson regarding the activities of the committee and decisions that need to be made. The order of business should contain the following standardized agenda items:

- Listing of members present.
- Approval of the previous meeting minutes.
- Consideration of unfinished business.
- Consideration of employee concerns.
- Review of recent accidents and "near misses."
- Reports by members and sub-committees on investigations and special assignments.
- Reports on safety inspections and recommendations.
- Reports on progress of safety and health programs.
- Discussion of new business.
- Training of committee members.
- Action item responsibilities.
- Adjournment and setting of next meeting agenda.

The chairperson prepares an agenda, based on the order of business, with the addition of details on matters to be discussed and the names of the committee members who will be reporting on the items. The agenda should include the time, date and location of the meeting. Any background information that will be discussed at the meetings should be available prior to the meeting to allow members time to review the information.

Meeting Conduct Committee meetings will work by consensus to develop solutions. If, however, a consensus fails, a vote may be needed to move the meeting forward. Additional resources outside the committee may be needed to help bring in valid technical information to aid in developing member consensus.

Meeting Procedures The meeting should start on time; late arrivals should not cause those present to have to wait. The meeting's basic procedures should be as follows:

- An agenda item is presented.
- Discussion of the item.
- Understanding of the problem is developed.
- Members propose solutions.

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- Potential solutions are discussed.
- Committee decides on the best and most feasible solution.
- Any recommendation presented to management.

Chairperson Duties The chairperson needs to ensure that each item on the agenda receives attention. Some conclusion should be reached on each item, if possible, even though this may mean referring the matter to a subcommittee for study and recommendations. The minutes should record the referral and state that the subcommittee is to report on the item.

The chairperson is also responsible for keeping the meeting on track, cutting off irrelevant talk so that the agenda can be completed and closing the meeting on a constructive note. By spending some time preparing for the meeting, the chairperson can ensure that the agenda is not too lengthy and that the information resources (both people and materials) will be available when required.

At the conclusion of each meeting the chairperson should summarize any major recommendations, decisions and assignments as well as the deadlines for any action to be taken.

Meeting Minutes In addition to providing an historical record of the committee's activity, the minutes serve to inform the employees of the committee proceedings.

The minutes should include:

- A brief discussion of the items discussed and decisions made.
- Review of the accident and illness statistics.
- Activity assignments and deadlines should be noted.
- The previous meeting's minutes approval. These minutes will then be made available to all the employees by posting on the bulletin board.
- Post approved minutes on employee bulletin boards.

SECTION 3.

GENERAL SAFETY POLICY AND RULES

1. Safety Policy

Enforcement of our safety rules will be vigorous and equitable, reinforcing our intent to provide workplace safety. Our supervisors are required to take quick, consistent action to change unsafe behavior. Lack of observance in following the safety rules by an employee could result in disciplinary procedures as outlined in this chapter. Our safety rules apply equally to all employees.

The County is committed to ensuring that all employees are trained in safety and health issues and understand the safety rules.

The safety rules are divided into several categories including:

- General safety procedures
- Accidents and claims
- Specific job procedures
- Fire safety
- Disciplinary actions for unsafe practices

2. General Procedures

The following safety rules apply to overall County operations:

- a. No employee shall knowingly violate a County safety rule or the State Safety and Health Regulations.
- b. The use of intoxicating liquor or illegal drugs on the job is strictly prohibited. Anyone whose ability to work safely is impaired by alcohol, drugs or medication shall not be allowed on the job while in that condition.
- c. Employees are responsible for their own safety and the safety of others around them. Unsafe conditions shall be corrected or immediately reported for corrective action.
- d. Smoking areas are marked and smoking is allowed only in those areas. Smoking is not permitted within 10 feet of any door, window or vent of any Morrow County facility. Employees are prohibited from expectorating upon walls, floors, workplaces or stairs.

- e. No employee shall work alone when entering confined spaces or hazardous locations such as basins or manholes. Entry permits are required to be completed and followed prior to confined space entry.
- f. Horseplay, scuffling, practical jokes or similar activities are absolutely forbidden.

3. Accidents & Claims

- a. All accidents requiring medical treatment shall be reported to your supervisor immediately. The proper reports should be made per Section 1, which includes a Form 801 for injuries requiring medical treatment and an incident report form. The injured employee needs to report the following information:
 - Who was hurt.
 - How the accident happened.
 - Who saw the accident.
 - Immediate action taken and by whom.
- b. An employee with a work-related injury, who has three (3) or more days of time loss, must have their treating physician confirm in writing that the worker can return to work.
- c. Modified, light-duty jobs, as part of the early return-to-work program, shall be provided when possible.

4. Specific Job Rules

The following list is by way of illustration and should not be considered exclusive of other rules that may be required by law or the exercise of common sense.

- a. Keep out from under suspended loads.
- b. Eye protection must be worn at all times in the designated operations.
- c. Hearing protection must be worn if your noise exposure is at or above an average of 85 decibels for an 8 hour period. These work areas are posted.
- d. Safety shoes must be worn by specified employees. Safety shoes are required when there is a potential hazard of material or equipment falling or dropping on a person's feet that could cause a foot injury.
- e. Wear gloves and/or safety clothing as required for your job duties.
- f. Do not wear your hair in a manner that would allow it to be caught in equipment/machinery. Do not wear loose clothing, or jewelry around moving machines.

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- g. Employees will only operate machines, tools, power trucks or County equipment that they are authorized for (i.e. power tools, heavy equipment, or other devices requiring special knowledge or training). Supervisors will provide proper equipment safety training for each employee. If for any reason you are asked to use any equipment that you have not received training approval for, you must inform your supervisor.
- h. Always use the correct tool or equipment for the job. If you do not know what tool to use, ask your supervisor. Never abuse tools or equipment by straining them beyond safe working loads.
- I. Never use defective equipment which could affect your safety. Report all defective equipment to your supervisor immediately.

Examples of defective tools/equipment would include: handles on tools that have sharp edges, splinters, or cracks; heads on shock tools such as hammers, sledges, and cold chisels that have mushroomed or cracked; cutting edges of tools that have become dull; electrical equipment with exposed wires, etc.

- j. Never remove safety guards from machinery unless it is for necessary repair/maintenance work. When the work is completed, replace the guards in their proper position.
- k. Stop and lock-out any moving machine or tool before making any changes, repairs, or while cleaning. Follow the lock-out procedures in Section 6.
- l. Keep water away from switch panels and motors unless the electrical equipment was designed for wet conditions.
- m. Keep electrical panel doors closed except when authorized personnel are working in and around them.
- n. All employees (except licensed electricians and qualified persons authorized by their supervisor) are to stay out of motor control centers, motor drive cabinets, and all electrical panels where direct contact with voltages is possible.
- o. All employees are strictly forbidden to be riders on tractors or any other mobile equipment, except for the equipment designed to permit passengers.
- p. Compressed air is not to be used to blow dust or dirt off your body.
- q. Under routine/normal conditions, WALK, do not run.
- r. When moving material or equipment, lift with your legs and arms and keep your back straight, if possible. Push wheeled loads, do not pull.

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5. Housekeeping

- a. All employees are to keep their workplaces clean and orderly. Good housekeeping is of first importance in all phases of our operations. Pick up tools, material, scrap, spills, etc. so they do not present a hazard to yourself and fellow employees.
- b. Keep stairways, passageways, and approaches to fire fighting equipment, electrical panels, and safety equipment clear and uncluttered.
- c. Never leave tools or materials where they may fall on another worker below or where they may create a tripping hazard.
- d. All refuse or garbage is to be placed in appropriate waste receptacles that are provided.

6. Fire Safety

1. Keep flammable liquids in closed containers and/or safety cans in areas provided for proper storage.
2. Know the location of, and how to use, the fire extinguishers.
3. Learn the location of fire exits and how to report an emergency. Employees trained in the use of fire extinguishers should attempt to control a fire at its beginning stages only.
4. Candles and other open-flame decorative devices shall be used only in accordance with the Uniform Fire Code, which states in part:
 - Classes I and II liquids and LP-gas shall not be used.
 - Liquid or solid fueled lighting devices containing more than 8 ounces must be self-extinguishing and not leak fuel at a rate of more than ¼ teaspoon per minutes if tipped over.
 - Th devices or holder shall be constructed to prevent the spillage of liquid fuel or wax at the rate of more than ¼ teaspoon per minute when the device or holder is not in an upright position.
 - The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical.
 - The flame shall be enclosed except as follows:
 - Openings on the side shall not be more than 3/8 inch diameter.
 - Openings on the top and the distance to the top shall be such that a piece of tissue paper place on the top will not ignite in 10 seconds.
 - Chimneys shall be made of noncombustible materials. Such chimney shall be securely attached to the open-flame devices.

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- Fuel canisters shall be safety sealed for storage.
- Storage and handling of combustible liquids shall be in accordance with Article 79.
- Shades, if used, shall be made of noncombustible materials and securely attached to the open-flame device holder or chimney.
- Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning and located away from occupants using the area and away from possible contact with drapes, curtains or other combustibles.

DISCIPLINARY ACTIONS FOR UNSAFE PRACTICES

POLICY

All employees are to follow our basic safety rules. If employees knowingly violate our safety procedures and rules, or behave in any way that may jeopardize their own or others' safety, disciplinary action will be taken. The supervisor is responsible to take disciplinary action as follows FOR NON-BARGAINING EMPLOYEES. FOR BARGAINING EMPLOYEES, THE CONTRACT MUST BE FOLLOWED REGARDING DISCIPLINE.

- ! **First Offense:** Verbal warning from your supervisor and notation in your personnel file. May be a written reprimand if serious.
- ! **Second Offense:** Written reprimand from your supervisor with a copy retained in your personnel record.
- ! **Third Offense:** Suspension for a variable period, or termination of employment, if circumstances warrant.

PROCEDURE

The supervisor will issue disciplinary action. Verbal warning may be given as a first notice. Warnings must be in writing, one copy to the employee, one copy to management, and one copy to the personnel file.

Serious infractions of our safety rules include the following, but are not limited to:

- ! Horseplay or violation of safety practices.
- ! Being under the influence of liquor, illegal drugs, and bringing in and/or consuming alcohol on the premises.
- ! Irresponsible or uncontrolled behavior that endangers or causes others to be concerned for their safety.

Any questions should be directed to your Department Head.

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SAFETY RULE/PROCEDURE VIOLATION
DISCIPLINARY ACTION

(Employee Name)

(Date)

Supervisor: Describe the observed rule or procedure violation.

Supervisor's Signature _____ Date

Employee's Signature _____ Date

Any infraction will receive the following disciplinary action:

- ! **First Offense:** Verbal warning from your supervisor with note to your personnel file. May be a written reprimand if serious.
- ! **Second Offense:** Written warning notice with copy to personnel file.
- ! **Third Offense:** Suspension without pay or termination of employment.

The supervisor will issue disciplinary action. Warnings must be in writing, one copy to the employee, one copy to management, and one copy to the personnel file for non-bargaining unit employees.

THIS IS THE (1st, 2nd, 3rd) OFFENSE (Circle one)

SECTION 4. EVACUATION, FIRE & MEDICAL EMERGENCY PLAN

1. PHYSICAL INSPECTION OF FACILITY

Physical inspection of facilities is the sole responsibility of the County Safety Committee. The committee shall issue a report, including an improvement plan for each building at least once per year.

2. EMERGENCY NUMBERS:

General Emergency: 911

Fire: 911

Sheriff: 911

Pioneer Memorial Hospital Emergency Center: 1-541-676-9133

Good Shepherd Hospital Emergency Center: 1-541-667-3400

Court Administration: 1-888-291-9655, ext. 220

Building Maintenance: 1-541-980-1410

Poison Control Center: 1-800-222-1222

3. MEDICAL EMERGENCIES AND FIRST AID

In case of emergency, call: 9-1-1

Name, Address, Phone of Nearest Hospital(s):

Pioneer Memorial Hospital 564 E. Pioneer Drive Heppner, OR 541-676-9133	Good Shepherd Hospital 610 NW 11th Hermiston, OR 541-667-3400	St. Anthony's Hospital 2801 St. Anthony Way Pendleton, OR 541-276-5121
----------------------------------------------------------------------------------	------------------------------------------------------------------------	---------------------------------------------------------------------------------

FIRST-AID KITS are located in every Department of each County facility.

THE FOLLOWING SPACE OR AREA HAS BEEN DESIGNATED FOR USE BY INJURED OR ILL EMPLOYEES:

On any available couch in each building, or, when no couch is available, on the floor.

4. MEDICAL EMERGENCY PROCEDURES

- Provide medical assistance ONLY if you are appropriately trained to do so. Clear airway. Check for breathing and pulse and administer CPR or rescue breathing if warranted. Attempt to stop any serious bleeding.
- Call out for assistance from someone in your work area. Trained first-aid providers are listed on the previous page. Know who they are before an emergency arises. Call or have someone call 9-1-1 for Emergency Services. Provide the emergency operator with the nature and extent of the injury/illness and your exact location. Stay on the line until the dispatcher has all of the information they need.
- DO NOT attempt to move an injured or ill person unless there is an immediate threat or danger (e.g., fire, explosion).
- Have someone go to meet the ambulance and bring them to the injured person.
- Remain with the injured person and provide comfort until help arrives. Keep the area around the injured person clear of onlookers.
- Cover victim with blanket(s) to reduce shock.

5. BUILDING EVACUATION

All staff should evacuate the building immediately when advised to do so by an administrative authority or emergency services personnel. Also, employees should:

- Be familiar with the evacuation routes and emergency exits in their work area. See evacuation routes posted in your work area.
- Exit calmly and promptly by way of the nearest stairway and exit. DO NOT USE ELEVATORS. DO NOT RUN.
- Take personal valuables with you, if possible, but do not delay leaving the building.

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- Feel any doors before opening. If hot, do not open and seek alternative exit. If not, open door slowly and cautiously; there could be fire on the other side.
- If smoke is present in work areas or exit routes, remain low to the ground and take shallow breaths to minimize smoke inhalation. Place a wet cloth over nose and mouth for comfort.
- Close office doors when exiting to help prevent spread of fire.
- Upon exiting building, employees shall report to the building parking lot, at a safe distance of at least 75 feet from the building. (Supervisors should review evacuation locations with all staff to assure ability to account for all personnel in an emergency).
- Do not block doorways, driveways, sidewalk areas leading to and from building exits.
- Each supervisor shall determine if all unit personnel, including customers, are present and accounted for. Employees shall remain at the meeting area to await further instruction.
- Do not re-enter the building until instructed to do so by the administrative authority or emergency response personnel.

6. EMERGENCY EVACUATION OF PERSONS WITH DISABILITIES

- Notify your local fire department in advance if there are employees with disabilities working at your location. Include the nature of the disability and the exact work location of the employee.
- DO NOT USE ELEVATORS TO EVACUATE ANYONE! The handicapped emergency exit, if any, is located where marked in each building.
- Supervisors are designated to assist with the evacuation of workers with disabilities.
- Any/all available employees are required to provide reasonable assistance to customers/visitors with disabilities.

7. FIRE EMERGENCY

- If you discover smoke or fire, activate any fire alarm, and advise all co-workers to evacuate the area immediately.

- From a safe location, Call 9-1-1 to notify emergency personnel, regardless of the size of the fire. Provide them with the address and the fire's location in the building. Stay on the line until the operator has all of the information he/she needs.
- If the fire is very small and could be easily contained, you may wish to extinguish the fire by using the nearest fire extinguisher. Instructions are on the extinguishers. Use A-B-C type, portable extinguishers.
- The location of all fire extinguishers is marked on the attached building diagrams. Employees should familiarize themselves with the location of the fire extinguishers nearest their work location prior to any emergency.
- Be familiar with evacuation routes and procedures as outlined in this handbook before an emergency arises.

8. EXPLOSIONS

Explosions may be the result of ruptured gas mains, flammable liquids, bombs, etc.

- Stay clear of windows. Take cover under desks, tables, or other objects that will protect you from flying glass and debris.
- During evacuation, follow procedures outlined in this handbook. Be aware of others needing assistance. Be alert for downed power lines, exposed or damaged electrical wiring, broken glass, jagged metal edges, or other dangerous situations.

9. HAZARDOUS CHEMICAL RELEASE

The following procedures are to be followed by employees who identify a potentially hazardous chemical spill or suspect that an accidental exposure is/has occurred.

- Leave the immediate area if you are experiencing ill effects from the exposure. DO NOT ATTEMPT TO CONTAIN OR CLEAN UP A SPILL OR LEAK.
- Remove any injured or ill persons if necessary as long as this can be accomplished safely.
- Notify the administrative authority and your supervisor immediately. Wait for further instructions.
- If necessary, the administrative authority shall contact the appropriate outside emergency response agency by calling 9-1-1.

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- The administrative authority or designee shall contact county maintenance personnel immediately to report the suspected hazard and to determine the nature of the suspected hazard.
- Evacuate the facility if instructed to do so by emergency personnel or the administrative authority.
- The administrative authority shall obtain from the county or contractor an MSDS and any other information available on the chemical released. This information shall be made available to affected employees upon request.

10. EARTHQUAKES / SEVERE STORMS

- Remain in the building unless there is danger of fire, gas leaks, or roof collapse. Generally, you are safer inside a building.
- Stay away from windows and take cover under desks, tables, or other locations providing secure overhead protection.
- Stay calm and await instructions. Be patient. Communication will be delayed.
- Evacuate the building only under the direction of the administrative authority or other emergency services personnel.
- Do not light matches, lighters, or use any kind of open flame since there may be gas leaks in the vicinity.
- When you do leave the building, be aware of falling debris, power lines, exposed electrical wires, broken glass, and other hazards.

11. CIVIL DISORDER ALERT

During a civil disorder alert, you may be notified that unauthorized personnel are coming toward or into the building.

- Notify law enforcement personnel by calling 9-1-1.
- Stay calm.
- Do not evacuate unless instructed to do so by the administrative authority or emergency services personnel.

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- Stay clear of exterior windows. Objects thrown through these windows from the street could cause you injury.
- If ordered to evacuate, follow the procedures outlined above.
- Managers or supervisors will request unauthorized persons to leave the area. If they refuse, law enforcement personnel will be notified.

12. BOMB THREATS

ALL BOMB THREATS ARE TO BE TAKEN SERIOUSLY. Notify the administrative authority and emergency services personnel immediately upon receipt of any threat.

- If you receive a bomb threat, discuss it only with the administrative authority or security personnel. "Spreading the word" may create undue panic or alarm.
- If you find a bomb or suspicious parcel or object, DO NOT TOUCH IT! Leave the area and contact the administrative authority and security personnel immediately.
- If you think you have found a bomb, make note of the following:
 - Exact location
 - Size of object
 - Type of container or wrappings
 - Any sound coming from the object
- Remain calm.
- It is up to the discretion of the administrative authority and law enforcement personnel to evacuate the building following a bomb threat.
- If instructed to evacuate, follow evacuation procedures as outlined in this handbook.

TELEPHONE BOMB THREATS

If you receive a bomb threat by telephone, keep the caller on the line as long as possible. If you can get a message to the administrative authority or emergency services personnel without disrupting the phone call, do so.

- Inform the caller that the building is occupied and that detonation of the bomb

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could result in death or serious injury to innocent people.

- Use the form on page 11 to note information and observations during the phone conversation.
- Listen closely to the caller's voice and voice quality. Pay particular attention to background noises which may provide clues to the location of the caller.
- As soon as practicable, notify the administrative authority and emergency services personnel immediately.
- Review information noted on the bomb threat form and add any detail or information that may have been omitted. Remain available to discuss the call with law enforcement personnel.

WRITTEN BOMB THREATS

- Notify the administrative authority and security personnel immediately if you receive a written threat.
- Handle the written message as little as possible to preserve any fingerprints or other forensic evidence.
- If possible, leave the message where you found it and do not allow anyone else to handle the message except law enforcement personnel.

ORAL BOMB THREATS

- If you are confronted by any person claiming to have a bomb or to have placed a bomb, remain calm and cooperative.
- As far as possible, go through the motions of meeting any demands. Do not argue or offer any resistance.
- Get a good mental picture of the "bomber@. Pay attention to physical characteristics, clothing, speech, walk, and actions.
- If you witness a person delivering a threat or placing a bomb and can get away from the area unnoticed, notify the administrative authority and security personnel immediately.

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12. PERSONAL PHONE THREATS

If a caller makes a personal threat to you:

- **TAKE IT SERIOUSLY.**
- **STAY CALM.**
- **DON'T INTERRUPT**
- Have someone else notify the police if possible.

Write down as much information as possible (remember the 5 W's):

- (Who) Don't be afraid to ask the caller's name
- (What) Type of threat
- (When), (Where) and how will this threat be carried out
- (Why) is this threat being made
- Time Call Received

Listen and make note of any additional information that can be of use to the police, such as the caller's voice characteristics:

G Male	G Nervous	G Old	G High	G Rough
G Female	G Calm	G Young	G Low	G Refined

and any background noises:

G Music	G Motors	G Boats	G Aircraft	G Bells
G Traffic	G Machines	G Horns	G Whistles	G Voices

- Notify your supervisor as soon as possible, for any possible necessary evacuation of the building. Relay all possible information to the police upon their arrival.

Questions To Ask:

- 1. When is bomb going to explode?**
- 2. Where is it right now?**
- 3. What does it look like?**
- 4. What kind of bomb is it?**
- 5. What will cause it to explode?**
- 6. Did you place the bomb?**
- 7. Why?**
- 8. What is your address?**
- 9. What is your name?**

Exact wording of the threat: _____

Sex of caller: _____ **Race:** _____

Age: _____ **Length of call:** _____

Number at which call is received: _____

Time: _____ **Date:** _____

SECURITY INCIDENT REPORT FORM

Building:

Date of Incident _____

Time of Incident

Location of Incident

(Street Address)

(City)

Person Filing Report

Title

Phone Number

Names of Others Involved (include position title)

At what type of proceeding did incident occur? _____

(If applicable)

Was security response adequate?

(If applicable)

Please describe the incident. Use an additional sheet of paper if necessary. Include or attach any additional reports.

Check all that apply:

- | | | |
|-------------------------------------------------------|------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Bomb/Destructive Device | <input type="checkbox"/> Custody - Out | <input type="checkbox"/> Disruptive Conduct |
| <input type="checkbox"/> Assault (attempted / actual) | <input type="checkbox"/> Custody - In | <input type="checkbox"/> Facilities Access Control |
| <input type="checkbox"/> Property damage / Vandalism | <input type="checkbox"/> Alarm | <input type="checkbox"/> Records Tampering |
| <input type="checkbox"/> Special Security Required | <input type="checkbox"/> Theft | <input type="checkbox"/> Weapon |
| <input type="checkbox"/> Threat - Perceived | <input type="checkbox"/> Threat - Actual | <input type="checkbox"/> Other |

SECTION 5.

HAZARDOUS COMMUNICATION PROGRAM AND CHEMICAL HAZARDS

1. Purpose

The Hazard Communication Program is an integral part of our employee safety and health awareness program. We have adopted chemical hazard control programs to ensure our compliance with various different hazardous material regulations and the safety of our employees.

The purpose of this program is to provide information about chemical hazards and the control of hazards via our comprehensive Hazard Communication Program which includes container labeling, Safety Data Sheets (SDS) and employee training. The goal of the program is to eliminate the possibility of illnesses and injuries caused by exposure to chemicals.

1. This written program will be available at:
 - a)
 - b)
 - c)
2. The program is available for review by any employee, outside contractors, or the Oregon OSHA compliance staff during an inspection.

2. Applicable Legal Standards

1. Federal: 29 CFR 1910.1200 "Hazard Communications"
2. State: OAR Division 437 Division - 2
3. State: OAR 437 - Division 153 "Pipe Labeling"

This chapter does not cover the requirements of OAR 437 - Division 2 and 29 CFR 1910.119 Process Safety Management of Highly Hazardous Chemicals. Water treatment facilities will need to comply with this standard if they are using 1500 pounds or more of chlorine.

3. Definitions

Hazardous Chemical - Any chemical which is a physical hazard or a health hazard (potential injury or disease agent).

Hazard warning (label) - Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning to convey the hazards of the chemical in the container.

Safety Data Sheet - Written or printed material concerning a hazardous chemical which is prepared in accordance with OAR Division 2 and 29 CFR 1910.1200.

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4. General Responsibilities

1. Management: It is the management's overall responsibility to see that hazardous materials are handled safely and that employees are trained in the physical and health hazards associated with the chemicals.
2. Supervisor and/or Department Manager: The supervisor and the Department managers will work together to ensure employee training, appropriate container labeling, availability of the SDS, maintenance of the chemical inventory, and information is provided to outside contractors. The supervisor will see that the initial Hazard Communication orientation for all new employees, volunteers, and temporary employees is given.
3. Supervisor: Each supervisor is responsible for maintaining SDSs for their work areas. The supervisor will ensure that all their employees are trained on specific chemical hazards and necessary precautions. They are also responsible to see that secondary containers are labeled.
4. Staff who order chemical products: Staff who orders chemical products are to ensure that original containers have legible labels and that SDS have been received so that the product can be delivered.
5. All Employees: All Employees are responsible to read the labels and SDS for products they use. Attend the hazard communication training and properly handle chemicals per the labels, SDS and training. Employees generating secondary containers are responsible to label the containers or see that they are using properly labeled containers.

5. Procedures

1. Container Labeling:

a) PRIMARY CONTAINER LABELING: (Chemical container as received by manufacturer)

- I. OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have:
 - Pictograms
 - A signal word
 - Hazard and precautionary statements
 - Product identifier
 - Supplier identification.
- II. No container of hazardous chemicals will be released for use until the label information is verified by department staff who ordered the product.
- III. All employees are to be aware that the label must be maintained on the chemical container and will notify their supervisor or environmental services representatives if any unlabeled container(s) are discovered in their work area.

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- b) **SECONDARY CONTAINER LABELING:** Containers that hold transferred hazardous materials from the original to a secondary use container are required to be labeled.
 - I. The employee in charge of the transfer must ensure that a hazard warning label is placed on the container. Portable containers which only one employee uses and is transferring chemical to be completely used during his or her shift (immediate use) are not required to be labeled. But if more than one employee uses the containers or material is stored over to the next shift, it must be labeled.
 - II. The hazard warnings must be legible, in English and prominently displayed. This includes labeling the product name and hazard warning. If a label becomes torn or not legible the employee using the product must relabel it.
 - III. We will use permanent marking pens to label the secondary containers.

2. Department of Transportation Placards

- a) Vehicles that are transporting hazardous materials may be required to have Department of Transportation placards.
- b) Exceptions for public sector entities include persons responsible for determining whether or not placarding is required on a vehicle should have a good understanding of the Department of Transportation placarding regulations.

3. Safety Data Sheets (SDS)

- a) Chemical manufacturers and importers are required by these rules to develop a SDS for each hazardous chemical product. The SDS contains detailed information about the health and physical hazards associated with the product. It is the responsibility of the individual ordering or purchasing the chemical to ensure that they receive an SDS with the shipment of new chemicals or provide the SDS where there has been a change. To ensure that we receive the SDS, the following notification should be added to all chemical purchase orders:
 - I. "Safety Data Sheets will be sent to _____ for each new chemical product purchased and an updated SDS will be sent when the manufacturers or importer changes the SDS."
- b) If SDS is not given to receiving then receiving will notify the individual who ordered the chemical and the product will not be released for use until the SDS is available.
- c) When SDSs are received by the various departments they are to be forwarded to the _____ for copying, distribution and inclusion in the SDS binders and on the inventory list.

- d) SDSs are available to all our employees for review during each work shift. If SDSs are not available or new chemicals in use do not have SDSs, immediately contact your supervisor.
- e) A list of Hazardous Chemicals will be kept as part of the SDS index - table of contents. The lists (index) will be updated as new chemicals are purchased. The Supervisor is responsible to maintain the current inventory list of chemicals.

4. Employee Training and Information

- a) A key component of this program is training employees about the hazardous chemicals which they may come in contact. Our training program is done in two parts.
 - I. The initial orientation is done by the Department Supervisor. The elements of training covered in the initial orientation includes:
 - 1. An overview of the requirements contained in the Hazard Communication Rules, Division OAR 437 Division 2 and 29 CFR 1910.1200.
 - 2. Location and availability of our written hazard communication program.
 - 3. How to read labels and review an SDS to obtain appropriate hazard information.

Additional training and effective dates:

Prior to December 31, 2013-

- Train employees on the new label elements and safety data sheet (SDS) format.

Prior to June 1, 2016-

Update alternative workplace labeling and hazard communication program as necessary and provide additional employee's training for newly identified physical or health hazards.

- b) The employee's supervisor will review the specific chemicals, hazards and precautions needed in the employee's work area. The training program will cover the following elements:
 - I. Review of the chemicals present in the workplace.
 - II. Physical and health effects of the hazardous chemicals.
 - III. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
 - IV. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
 - V. Steps we have taken to lessen or prevent exposure to hazardous chemicals.

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VI. Emergency procedures to if our employees are exposed to these hazardous chemicals.

- c) It is critically important that all employees understand the training. If you have any additional questions please contact your supervisor. Each employee will fill-out a training verification form which asks the employee if he or she understood the training.
- d) When new chemicals are introduced, supervisors will review the above items as they relate to the work area.
- e) Some employees may require additional training depending upon their job tasks. Employees who are involved with process safety chemicals, e.g. 1500 pounds of chlorine, and employees who are involved with hazardous waste operations and emergency response will need to have 4 to 8 hours of hazardous material training. Refer to the Federal OSHA 29 CFR 1910.119 Process Safety Management of Highly Hazardous Chemicals and 1910.120 Hazardous Waste Operations and Emergency Response for the additional training requirements.

6. Hazardous Non-Routine Tasks

- 1. Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee shall review information about hazards to which they may be exposed during such an activity. This shall be the responsibility of each supervisor.
- 2. The training information will include but not limited to:
 - a) Specific chemical hazards.
 - b) Protective equipment and safety measures which must be utilized.
- 3. Measures that have been taken to lessen the hazards including ventilation, respirators, presence of another employees and emergency procedures.
- 4. The SDS for employees to review.

7. Hazards of Chemicals in Piping Systems

- 1. All hazardous materials carried in piping systems are required to be labeled under OAR 437-002- 0378 "Pipe Labeling".

"Pipes and piping systems which contain hazardous substances (any health or physical hazardous agent) or transport substances in hazardous state shall be labeled..."
- 2. The pipes must be colored coded or have lettered labels. The label shall give the name of the contents in full or abbreviated form. The labels may be posted in the area of the

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pipe/piping systems. The labeling shall be applied, at a minimum, at the beginning and end of continuous pipe runs. A complete hazard label is not required on pipes.

8. Informing Contractors

Our organization occasionally uses outside contractors for some projects, as a result, we must inform the contractor of any chemical hazards his/her employees may be exposed to. The following methods will be used to inform outside contractors of the potential chemical hazards in their work areas:

1. To ensure that outside contractors work safely in our plant, it is the responsibility of the supervisor to ensure that we provide the required chemical information:
 - a) Hazardous chemicals to which they may be exposed while on the job site.
 - b) Precautions the employees may take to lessen the possibility of exposure.
 - c) Location of SDS for chemicals they are potentially exposed to.
2. If additional information is needed the safety manager should be contacted for assistance.

9. Chemical Hazards Requiring Additional Compliance Issues

1. There are potential chemical exposures that have additional OR-OSHA requirements that our employees may be exposed to. (Examples: Hexavalent chromium, lead, asbestos, silica, vinyl chloride, cadmium, benzene etc.) If there are job tasks that have potential exposures to these chemicals, the following will be conducted.
 - a) Exposure monitoring that is representative of employee exposures.
 - b) Recordkeeping: Maintain all exposure monitoring records.
2. If exposures exceed the OR-OSHA exposure limits, we will implement all required protective measures in compliance with the applicable OR-OSHA standard. This may include:
 - a) Written Compliance Plan
 - b) Personal Protective Equipment
 - c) Engineering Controls
 - d) Medical Monitoring
 - e) Employee Training

Facility and job specific training will be given by the employee's immediate supervisor or lead worker before the employee will be allowed to begin actual work, and the training will be documented in the employee or department's training file.

D. Training Requirement Matrix

The safety manual and training matrix listed below identifies the possible training requirements for employees.

1. Some subjects are mandatory in nature, with OR-OSHA requiring their annual review:
 - a) Emergency Response Plans (Chapter 2)
 - b) Fire Extinguishers (Chapter 2, Part H)
 - c) Hazard Communication (Chapter 5)
 - d) Hazardous Energy Control - Lockout/Tagout (Chapter 6)
 - e) Hearing Conservation - Effects of Noise Exposure (Chapter 7)
 - f) Personal Protective Equipment and Respiratory Protection (Chapters 8-9)
 - g) Asbestos Awareness (Chapter 11)
2. Other subject areas are deemed mandatory only for selected operations, or when employees change, such as:
 - a) Confined Space Entry
 - b) Hazardous Energy Control - Lockout/Tagout
 - c) Bloodborne Pathogen Training
 - d) Hazardous Materials - Waste Handling
 - e) Welding Safety
 - f) Safety Committee Training
 - g) Fork Lift Operations

The following document is an employee training checklist to be used to track training needs and training dates.

OR-OSHA BASIC GENERAL INDUSTRY TRAINING REQUIREMENTS

Program	Training Frequency			Written Program
	Initial	Annual	Retraining Required	
General Duty to Train	X		If program/hazards change	no
Accident Signs	X		If signs change	no
Crane Operator	X		Construction – 3 yrs General if changes or problems	yes
Electrical	X		Job duties change	no
Emergency Medical Plan	X		If plan changes – update	yes
Emergency/Fire Prevention	X		If plan changes – update	yes
Fall Protection (construction related)	X		If plan/equipment change or inadequacies found	yes
Fire Extinguishing System	X	X		no
First Aid/CPR	X		1-3 years	no
Forklift Operator	X		Every 3 yrs classroom & practical	yes
Lockout	X		If plan changes or problems noted	yes
Mech. Power Press	X		Initial must remain competent	no
Power Platforms	X		Initial must remain competent	no
Pressure Vessels	Competent person required			no
Safety Committee	X		New members annual	yes
Welding	X		Initial must remain competent	no
Occupational Health				
Access to Exposure & Medical Records	X	X		no
Asbestos (awareness) Note: Extensive training for actual abatement or renovation)	X	X		yes plan & notification
Bloodborne Pathogens	X	X	When plan changes	yes
Confined Space	X		If plan changes/annual for rescue staff	yes
Chemicals *	X		If over action level	yes for some
Hazard Communication	X		If new chemicals are used	yes
Haz. Mat'ls Response 5 levels 4 to 40 hours	X	X	Annual refresher is 8 hours	Yes
Hexavalent Chromium (employees who have the potential of being exposed above the action level)	X		Posting	yes
Laboratories	X		If plan changes/chemicals	yes
Lead (awareness) (note: extensive training for actual abatement and renovation)	X	X	Posting	yes
Noise	X	X		no
Personal Protective Equipment	X		If there are changes or problems noted	yes
Process Safety	X	X	Training certificate required	yes
Respirators	X	X	Or when changes or problems noted	yes

* Specific chemical substance standards include: acrylonitrile, asbestos, anhydrous ammonia, arsenic, benzene, cadmium, carcinogens, ethylene oxide, formaldehyde, lead, methylene chloride, vinyl chloride, DBCP, Pesticides.

NOTE: THIS LISTING DID NOT INCLUDE A VARIETY OF THE POSTING RECORDS AND DOES NOT INCLUDE ALL REFERENCES TO COMPETENT OR QUALIFIED EMPLOYEES. FURTHER THERE ARE ADDITIONAL OCCUPATIONAL HEALTH RULES SUCH AS ASBESTOS WHICH REQUIRE TRAINED EMPLOYEES BUT WERE NOT LISTED SEPARATELY.

SECTION 6.

LOCKOUT-TAGOUT PROGRAM

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever servicing or maintenance of machinery or equipment is needed. It shall be used to ensure that all potentially hazardous energy sources are isolated, the machine or equipment is stopped, and maintenance duties may be carried out safely and without concern for the unexpected energization or startup of the machine or equipment or release of stored energy which could cause injury.

1. Compliance

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout/tag out procedures. Authorized employees shall use these lockout procedures or shall use tag out procedures if lockout is not possible, according to the supervisor's instructions. All affected employees and other employees shall not attempt to start, energize or use any machine or equipment that is locked out or tagged out.

Failure to use or observe the lockout/tag out procedures will result in disciplinary action being taken up to and including dismissal.

2. Definitions

Authorized Employee - A person who locks or tags out machines or equipment in order to perform servicing or maintenance. An employee becomes authorized when that person's duties include performing servicing or maintenance on machines or equipment covered under the Lockout/Tag out rules.

Energy Isolating Device - A mechanical device that physically prevents the transmission or release of energy (circuit breaker, disconnect switch, line valve, block, etc.).

Lockout Device - A positive device to hold an energy isolating device in a safe position (lock, blank flange, bolted slip blind, etc.).

Stored or Residual Energy - Capacitors; springs; elevated machine members; rotating flywheels; hydraulic systems; air, gas, steam, or water pressure, etc.

Tag out - Same as lockout except without the positive means to prevent the release of energy. Requires additional training, and establishment of procedures to assure the equivalence of positive locking means. Includes more rigorous periodic inspections and supervision.

LOCKOUT/TAGOUT PROCEDURE

Name:

Equipment Number:

Sequence of Lockout:

- (1) Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

Job Titles of affected employees	How to notify
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- (2) The authorized employee(s) shall refer to the procedure to identify the types and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

Types/magnitude of energy	Hazards	Method of control
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- (3) If the machine or equipment is operating, shut it down by the normal stopping procedure (push stop button, open switch, close valve, etc.).

Type of control	Location of controls
_____	_____
_____	_____
_____	_____
_____	_____

- (4) De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

Type of energy isolating device	Location of energy isolating device
_____	_____
_____	_____
_____	_____
_____	_____

- (5) Lock out the energy isolating device(s) with assigned individual lock(s). Use multiple lockout devices if necessary.

- (6) Stored or residual energy must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

Type of stored energy	Method(s) to dissipate or restrain
_____	_____
_____	_____
_____	_____
_____	_____

- (7) Ensure that the machine or equipment is disconnected from the energy source(s) by first checking that no persons are exposed, and then verify the isolation of the machine or equipment by operating the normal operating control(s) or by testing to make sure the machine or equipment will not operate. **Caution:** Return the operating control(s) to neutral or "off" position after verifying the isolation of the machine or equipment.

Method of verifying the isolation of the machine or equipment

The machine or equipment is now locked out

Restoring the Equipment to Service:

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken:

- (1) Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed, and that the machine or equipment components are operationally intact.
- (2) Verify that all other machinery or equipment that may be affected by the start-up of this machinery or equipment are safely controlled.

List all possible affected machinery or equipment

- (3) Check the work area to ensure that all persons have been safely positioned or removed from the area.
- (4) Verify that the controls are in neutral or "off" positions.
- (5) Remove the lockout devices and re-energize the machine or equipment. Note: The removal of some forms of blocking may require re-

energization of the machine before safe removal.

- (6) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

SECTION 7. BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

Morrow County has made a commitment to the prevention of incidents or accidents that can result in employee injury or illness. This exposure control plan is an element of our safety and health program and complies with OR-OSHA's *Bloodborne Pathogens, 1910.1030*, requirements.

Morrow County has the authority and responsibility to ensure that all elements of the exposure plan are in place. Employees can read the plan located in the Safety Manual in each office/Dept.

1. Purpose

The purpose of this exposure plan is to eliminate or minimize employee occupational exposure to blood or other potentially infectious materials (OPIM), identify employees occupationally exposed to blood or OPIM in the performance of their regular job duties, provide information and training to employees exposed to blood and OPIM, and comply with OR-OSHA *Bloodborne Pathogen standard, 1910.1030*.

2. Exposure determination

Employees subject to the OR-OSHA bloodborne pathogens standard are those who are reasonably expected to have skin, eye, mucous membrane, or parenteral contact with blood and/or any body fluids that are contaminated with blood resulting from the performance of their assigned job duties. Although Good Samaritan acts are not covered under the bloodborne pathogen standard, it is our policy to provide evaluation and treatment of employees who sustain exposure to blood or OPIM who assist an injured employee but are not required to.

Table 1 lists departments in which employees may have the highest risk of exposure to blood or other potentially infectious materials. Exposure determinations are made without regard to use of PPE.

Table I: Departments at risk

The highest risk of exposure involves the Morrow County Sheriff Office, and the Health Dept.

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Refer to Dept. specific Bloodborne Pathogen protocols for further information.

Table 2 list identifies all other County employees as potentially at risk of occupational exposures to blood or OPIM.

Table 2: Employees who may be at risk

All County employees are considered to be potentially at risk.

3. Compliance methods

Universal precautions

Universal precautions is an approach to infection control in which all human blood and other potentially infectious materials are handled as if they were known to be infectious for bloodborne pathogens. Consider difficult- or impossible-to-identify body fluids as potentially infectious.

Engineering and work practices controls

Use the following controls to eliminate or minimize occupational exposure.

Sharp containers

Place contaminated needles, blood-contaminated test tubes, and other sharp objects in a sharps container. Replace containers routinely and do not allow overfilling. Place reusable sharps in metal trays for decontamination. When moving containers of contaminated sharps from the area of use, close containers to prevent spillage or protrusion of contents.

Safe medical devices

Purchase and use safe medical devices whenever possible. Evaluate devices annually to determine appropriateness of the device and to investigate new and safer options.

Work practices

Spill kits are located in each of the departments at highest risk (Sheriff Office and Health Dept.), every County Building, the Maintenance Dept. vehicle and three Public Works vehicles. Each kit includes all necessary materials and instructions for managing spills. Clean up blood spills or body fluids as soon as possible. Use disposable absorptive materials, such as paper towels or gauze pads, to soak up the fluids. Clean the area with chemical germicides or a liquid bleach solution. Place absorptive towels, pads, and other material used to mop up spills in plastic bags or designated, labeled containers and treat as biohazardous waste.

Employees must wash their hands upon removal of gloves and other protective gear. In an emergency, if soap and water are not immediately available, use disposable antiseptic towelettes or germicidal gels to clean hands after removing gloves. Employees must wash their hands with soap and water as soon as

possible.

Employees may not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses where occupational exposure can occur. Do not store food or beverages in refrigerators and freezers and other sites used to store blood or other biohazardous material. Place biohazard labels on refrigerators or freezers used to store biohazardous material.

Personal protective equipment (PPE)

PPE is provided at no cost to employees. Employees receive training in its use, maintenance, and disposal annually.

Storage area

Spill kits are located in each county building and contain personal protective equipment including disposable masks, gloves, impervious disposable coveralls and shoe covers. Each spill kit also contains disposable absorptive material for cleaning up spilled blood, garbage bags and Red Biohazard bags for appropriate disposal of items that have come in direct contact with blood, OPIM or other contaminated objects.

Each office building has an AED unit and (each office) has a basic (at minimum) First Aid kit available.

PPE use and disposal

Employees engaging in activities that may involve direct contact with blood, OPIM, contaminated objects, mucous membranes, or open wounds must wear disposable gloves made of vinyl or latex. Use disposable gloves to clean up spill areas.

Wear goggles whenever splashes, spray, or spatters of blood droplets or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

Use coveralls to prevent contamination of employee street clothing. Wear impermeable disposable coveralls and booties whenever contamination of skin not protected by gloves or face shields is anticipated, such as a traumatic injury with significant blood loss.

Use resuscitation devices to minimize contact with mucous membranes, to perform cardiopulmonary resuscitation.

Remove used personal protective equipment at the exposure location or as soon as feasible to avoid contamination of other work areas. Place in a red plastic biohazard bag and transport to the Public Health Dept for appropriated disposal.

Housekeeping

Employees who have received bloodborne pathogen training and who have been included under the exposure plan can clean up spills and work surfaces such as bench tops and blood processing areas.

Clean and decontaminate all equipment and working surfaces after completion of procedures in which blood or body fluids contaminated with blood are handled and immediately, or as soon as feasible, when surfaces are overtly contaminated with blood and at the end of the work shift if the surface may have been contaminated since the last cleaning. Inspect all biohazardous waste receptacles and decontaminate immediately upon visible contamination.

Use chemical germicides or solutions of 5.25 percent sodium hypochlorite (liquid bleach) diluted 1:10 with water for cleaning. Note: Spill Kits are stocked with 8.25% Bleach and mixing instructions included, also result in 1:10 solution. Chemical germicides approved for use as hospital disinfectants and effective against HIV can also be used.

Broken glassware or glass items must not be picked up directly with the hands. Use a mechanical means, such as a brush and dust pan, tongs, or forceps. Handle as a biohazardous waste. Decontaminate equipment used to pick up glassware with a 1:10 bleach solution or an approved germicide.

Regulated waste

Place regulated waste in containers that are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling. Red biohazard bags or other regulated waste containers should be taken to the Health Dept. for appropriate disposal.

Labels and signs

Affix warning labels to containers of regulated waste, refrigerator units and containers used to store, transport, or ship blood or OPIM. Red bags or red containers can be used instead of labels.

4. Hepatitis B vaccine

Hepatitis B vaccine is offered, at no cost, to exposed employees within 10 working days of initial assignment. Employees who have potential exposure to bloodborne pathogens but decline to take the vaccination must sign a declination statement. Employees who initially decline can still receive the vaccination should they decide at a later date to accept. Previously vaccinated new hires must provide a vaccination record that includes the vaccination dates. Employees must sign a declination statement if the vaccination record is not available and revaccination is declined or not appropriate.

Morrow County employees will be provided vaccinations through the Morrow County Health Dept. and entered into the State vaccination data base, ALERT IIS as documentation of employees' vaccination status.

5. Exposure incident and post-exposure evaluation and followup

An exposure incident to bloodborne pathogens is defined as an eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties. It is Morrow County's policy to include Good Samaritan acts performed by an employee at the work site.

Whenever an exposure occurs, wash the contaminated skin immediately with soap and water.

Immediately flush contaminated eyes or mucous membranes with copious amounts of water.

Medically evaluate exposed employees as possible after the exposure incident in order that post-exposure prophylaxis, if recommended, can be initiated promptly.

The medical evaluation is to include the route(s) of exposure and the exposure incident circumstances; identification and documentation of the source individual, where feasible; exposed employee blood collection and testing of blood for HBV and HIV serological status; post-exposure prophylaxis, where indicated; counseling; and evaluation of reported illnesses.

Source test results and identity will be disclosed to the exposed employee according to applicable laws and regulations concerning disclosure and confidentiality.

Morrow County Health Dept. provides hepatitis B vaccinations and employees are referred to their own Primary Medical Provider for medical evaluations and post-exposure follow-up after an exposure incident and has a copy of the ***Bloodborne Pathogen standard, 1910.1030.***

6. Information provided to the health care professional

The Department Head is responsible for ensuring that the health care professional who evaluated the employee after an exposure incident receives the following information:

- A description of the employee's duties as they relate to the exposure incident
- Documentation of the route(s) and circumstances of the exposure
- The results of the source individual's blood testing, if available

- All medical records relevant to the appropriate treatment of the employee, including vaccination status

7. Health care professional's written opinion

The Department Head will provide the employee with a copy of the health care professional's written opinion within 15 days after completion of the evaluation.

Limit the health care professional's written opinion(s) for the hepatitis B vaccination to whether the vaccination is indicated and whether the employee has received the vaccination.

Limit the health care professional's written opinion for the post-exposure evaluation to the following information:

- Whether the employee was informed of the evaluation results
- Whether the employee was told about any medical conditions resulting from exposure to blood or OPIM that may require further evaluation or treatment.

8. Training and training records

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and mode of transmission of bloodborne pathogen diseases. In addition, the training program will include the following topics:

- An explanation of activities and tasks that may involve exposure to blood and OPIM
- How appropriate engineering controls, work practices, and PPE will prevent or reduce exposure
- The basis for the selection of PPE; the types, use, location, removal, handling, decontamination, and disposal procedures
- Hepatitis B vaccine information including that the vaccine is provided at no cost, the benefits of being vaccinated and methods of administration
- Employer responsibilities for post-exposure evaluation and medical follow-up; how and who to contact should an exposure incident occur
- An explanation of the signs and hazard labels
- How to review or obtain a copy of the exposure control plan and the standard

Morrow County trains employees prior to initial assignment to tasks in which

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occupational exposure may occur. Training is repeated every 12 months or sooner when there are new tasks or changes to the existing procedures/tasks. Training records are maintained by each Department Head for three years and include the date(s) and content of the training program, name and qualifications of the trainer(s), and names and job titles of the attendees.

9. Recordkeeping

Medical records for employees with occupational exposure to bloodborne pathogens include the employee's name, social security number, and hepatitis B vaccination status, including dates of hepatitis B vaccination and any medical records relative to the employee's ability to receive the vaccination. Medical records are kept for the duration of employment plus 30 years **in** accordance with OR-OSHA's *Access to Employee Exposure and Medical Records standard, 1910.1020*. Medical records are confidential. Employees must sign a written consent for disclosure.

In the event of an exposure incident, the following records will be kept in the employee's medical file:

- The results of any examination, medical testing, and follow-up procedures.
- A copy of the treating physician's written opinion to the employer.
- A copy of all information provided by the employer to the health care professional regarding the exposure incident.

Record every needlestick on the OSHA 300 Log and/or the Sharps Injury Log. Record all other exposure incidents that result in medical treatment, (ie Gamma globulin, Hepatitis B immune globulin, Hepatitis B vaccine, etc.) on the OSHA 300 log. Retain these records for five years.

10. Plan evaluation and review

The Morrow County Safety Committee will review the exposure control plan and update as needed.

Appendix A



**Hepatitis B Vaccine Declination Form
(Mandatory)**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Date: _____ Employee Signature: _____

Appendix B
MORROW COUNTY HEALTH DEPARTMENT
OCCUPATIONAL EXPOSURE INCIDENT REPORT

To be completed by employee. Please Print

Date completed _____

Employee's name _____ DOB _____

Home phone _____ Business phone _____

Job Title _____

Employee Vaccination Status _____

Date and Time of exposure _____

Location of incident (BE SPECIFIC-address, department, room, etc.) _____

Nature of incident (BE SPECIFIC-splash, needle stick, etc.) _____

Describe what task you were performing when the exposure occurred (BE SPECIFIC) _____

Were you wearing personal protective equipment (PPE)? YES _____ NO _____

Did the PPE fail? YES _____ NO _____ If YES, Explain how _____

What body fluids, or other potentially infectious materials, were you exposed to? _____

What parts of your body became exposed (BE SPECIFIC) _____

Estimate the size of the area of your body that was exposed _____

Estimate the length of time of exposure _____

If penetration of the skin by a needle, glass, or other foreign body occurred, describe penetrating object. _____

Describe specifically, the area of injury _____

Depth of injury _____

Was any fluid injected into your body? YES _____ NO _____

If YES, what type of fluid, and how much _____

If skin or mucous membrane exposure, describe condition of skin or mucous membrane (Chapped, abraded, intact) _____

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Did you receive medical attention? YES _____ NO _____ If YES, where? _____

When? _____

By Whom? _____

Identification of source individual(s)

Name _____ Phone(s) _____

Address _____

DOB _____

HIV, HEP B and C status/severity/immunity/viral load _____

Risk factors/history of source individual _____

Did you treat the source individual directly? YES _____ NO _____

If YES, what treatment did you provide (BE SPECIFIC) _____

Other Pertinent information _____

Name of Supervisor notified, and date and time of notification _____

Details about counseling, post exposure management, and follow-up _____

Appendix C
Sharps Injury Log
Morrow County Health Department
Exposure Control Program

Instructions:

1. Complete all sections of this form;
2. Make a photocopy for your own records; and
3. Within 14 days of the injury ensure that the completed form is *received* by the:
Morrow County Health Department
Exposure Control Officer
PO Box 799, Heppner, OR 97836

Exposed Employee (Last, First) _____ Social Security
_____ Phone/E-Mail _____
Department/Supervisor _____ Phone/E-Mail _____
Date & Time of Exposure _____ Location of incident _____
Job Classification of exposed employee _____
Procedure being performed at time of injury _____

Describe how the incident occurred _____

Sharps Information:

Identify Sharp involved (if known) Type/Brand/Model (e.g., 18g needle/ABC Medical/"no stick" syringe) _____

a. Did the device being used have engineered sharps injury protection? Yes/No/Don't know
(If yes, go on to questions b&c below)

b. Was the protective mechanism activated? Yes/Yes-partially/No

c. Did the exposure incident occur: before activation/during activation/after activation?
If the sharp had no engineered sharps injury protection, exposed employee's opinion as to whether and how such a mechanism could have prevented the injury. _____

Exposed employee's opinion as to whether there are any other engineering, administrative or work practice controls that could have prevented the injury. _____

Employee Signature _____ Date _____

Comments/Follow-up (place additional comments on back) _____

Appendix D

MORROW COUNTY HEALTH DEPARTMENT

Information for the Source Client in Blood and Body Fluid Exposure Incident

A health care worker at Morrow County Health Department has been exposed to your blood or body fluids. This means that an employee came in contact with your blood or body fluids, either by poking or cutting themselves with a sharp instrument such as a needle, or by having their mucous membranes (eyes, mouth, nose, etc.) or non-intact skin (open sores, burns, etc.) splashed by your blood or body fluid. The three main diseases that can be transmitted from one person to another this way are hepatitis B, hepatitis C, and HIV.

These diseases can sometimes be prevented with proper follow-up of exposed individuals. Therefore, we are asking you to agree to have your blood tested for these three diseases. We need to have your consent, including a special informed consent for HIV testing, before we can do these tests. The tests will be done confidentially and will not be noted on your hospital chart or medical record. You will not be billed for this testing, since it is the responsibility of the exposed health care worker's employer. The results will be kept in a confidential file in the exposed health care worker's medical record at his or her place of employment. The results will only be known to the employee, who will be counseled that these results are confidential, the physician or practitioner ordering the test, and yourself. You will be able to obtain the results of your tests from the physician or practitioner ordering the test.

We very much appreciate your understanding and cooperation in consenting to have the testing performed. If you have any questions, please contact the Communicable Disease Nurse at Morrow County Health Department at 541-676-5421.

Client Signature _____ Date _____

Witness Signature _____ Date _____

Appendix E

Consent for testing of source individual following Occupational Exposure

I understand that an accidental occupational exposure to my blood or other potentially infectious materials has occurred. It has been explained to me that the recommended procedure is for the source individual to be tested for HIV, hepatitis B, and hepatitis C viruses with results released only to Morrow County Health Department Exposure Control Officer, exposed individual, and ordering physician.

I, _____, consent to have blood drawn for
(Print Name)
testing for presence of above bloodborne pathogens.

Signature: _____ Date: _____

Witness: _____ Date: _____

Appendix F

Refusal for testing of source individual following Occupational Exposure

I understand that an accidental occupational exposure to my blood or other potentially infectious materials has occurred. It has been explained to me that the recommended procedure is for the source individual to be tested for HIV, hepatitis B, and hepatitis C viruses with results released only to Morrow County Health Department Exposure Control Officer, exposed individual, and ordering physician.

I, _____, refuse to have blood drawn for testing
(Print name)
for the presence of above bloodborne pathogens.

Signature: _____ Date: _____

Witness: _____ Date: _____