

BAY COUNTY
BOARD OF COUNTY COMMISSIONERS
EMPLOYEE SAFETY POLICY MANUAL



“SAFETY FIRST”

Revised 07-2025

TABLE OF CONTENTS

SECTION.....	PAGE
INTRODUCTION	03
BAY COUNTY COMMISSION'S SAFETY AND LOSS PREVENTION POLICY STATEMENT.....	03
COUNTY MANAGER'S SAFETY AND LOSS PREVENTION POLICY STATEMENT.....	04
RISK MANAGEMENT'S MISSION AND POLICY STATEMENT	04
1. INSURANCE AND WORKERS' COMP PROGRAMS.....	05
2. RESPONSIBILITIES WITHIN THE SAFETY PROGRAM	06
3. COUNTY SAFETY ADVISORY COMMITTEE ..	07
4. DISCIPLINARY ACTION	07
5. SAFETY RECOGNITION	08
6. INCIDENT/ACCIDENT REPORTING PROCEDURES...	08
7. SAFETY INSPECTIONS/AUDITS.....	10
8. SAFETY TRAINING AND EDUCATION.....	11
9. GLOBAL HARMONIZED SYSTEM.....	11
10. LOCKOUT / TAGOUT PROCEDURES.....	13
11. CONFINED SPACE ENTRY .	15
12. BLOODBORNE PATHOGENS - EXPOSURE CONTROL PLAN	18
13. GENERAL SAFETY RULES .	20
14. HOUSEKEEPING	21
15. FIRE PREVENTION AND SAFETY.....	22
16. OFFICE SAFETY.....	24
17. BACK PROTECTION.....	25
18. VIDEO DISPLAY TERMINALS (VDTs).....	26
19. REPETITIVE MOTION INJURIES	38
20. PERSONAL PROTECTIVE EQUIPMENT	30
21. TOOL AND EQUIPMENT SAFETY	34
22. WORKING IN THE PUBLIC RIGHT-OF-WAY	38
23. COUNTY PARKS, BUILDINGS, ROADS AND ROAD SIGN INSPECTIONS.....	38
24. VEHICLE USE AND DRIVER SELECTION POLICIES	39
25. MOTOR EQUIPMENT AND VEHICLE SAFETY AND MAINTENANCE.	39
26. MAINTENANCE SHOP SAFETY.....	41
27. BOATING SAFETY .	43

INTRODUCTION

This Employee Safety Manual is to serve as a supplemental outline of the Risk Management Policies and Procedures Manual and to provide guidelines and minimum standards to improve the safety, health, and welfare of employees of the Bay County Board of County Commissioners. The Policy and Procedures Manual was approved and made effective on May 10, 1994.

All employees shall be held responsible for carrying out Risk Management policies and procedures, for practicing safe work habits in the performance of duty, and for reporting unsafe conditions, actions and procedures to their supervisor for the purpose of preventing accidental loss to any person or property.

Specific paragraphs or portions of these policies may be changed, altered, modified or deleted by authorization of the Board of County Commissioners.

Employees should contact the Risk Management Division to obtain a specific interpretation of the Risk Management Policies and Procedures.

BAY COUNTY COMMISSION'S SAFETY AND LOSS PREVENTION POLICY STATEMENT

The Board of County Commissioners is committed to providing safe and healthful working conditions for all of its employees. To accomplish this, County workforce employees shall comply with all current occupational safety, health and environmental laws mandated by federal, state and local jurisdictions, as well as seek voluntary compliance with all applicable Occupational Safety and Health Administration (OSHA) requirements.

The Board maintains that the best source of protection for the health and safety of the work force is the individual employee. It is the responsibility of all employees to follow all safety and health policies and procedures. Employees are expected, as a condition of employment, to adopt and promote the concept that a safe way to perform a duty is the most efficient and only acceptable way.

The Board recognizes that the basic responsibility for employee safety and health rests with the employee and that administrative responsibility includes developing adequate standards and programs and controlling job factors.

**Chairman
Bay County Commission**

COUNTY MANAGER'S SAFETY AND LOSS PREVENTION POLICY STATEMENT

Bay County strives to ensure the safety and welfare of our employees. As an employer, we recognize our obligation to provide the safest possible work place for our employees. As a government entity, we recognize our responsibility to the public we serve to provide a safe work environment. Most accidents can be attributed to unsafe acts or conditions, and generally can be avoided.

Our goal is to prevent accidents. Achieving this goal will result in a reduction in personal injury, property loss, liability claims, and an overall more efficient operation.

Most accidents are preventable. Supporting this belief, authority has been delegated and resources have been allocated to the Division of Risk Management to administer an aggressive safety program.

It is expected that Department Directors will complement the efforts of the Risk Manager, ensuring that dedicated efforts will be taken to reduce accidents, injuries, and liability losses, and provide for the safety of employees as well as the public. These efforts should be continuing and equal in importance to all other operational considerations.

All employees are responsible for cooperating with, and supporting the safety program objectives. Employees are expected to adopt the concept that the safe way is the most efficient and only acceptable way a task is to be accomplished.

Robert Majka
Bay County Manager

RISK MANAGEMENT MISSION AND POLICY STATEMENT

People are our most important asset - their safety our greatest responsibility. This safety program was developed to ensure compliance with Federal, State, and Local regulations. It serves as our commitment to protect our employees against occupational injury or illness, and to prevent property damage and interruption of operations. This commitment extends to the protection of those we serve, the general public.

Management and supervisory personnel will be accountable for the safety of employees working under their supervision. Supervisors are expected to see that all operations are conducted in a safe manner at all times and that all safety policies, regulations, and/or guidelines are followed. No County assets warrant greater attention than its employees. To that end, personal safety, safety equipment, and facilities should never be jeopardized under the guise of operational necessity.

As employees, you have a responsibility to yourself for your own safety, and also to your family, fellow employees, and the community. All employees are expected to follow safe procedures and take no unnecessary chances. You are required to use all safeguards and safety equipment provided, and make safety a part of your job.

Eve Tooley, Chief Risk Officer
Alex Pearce, Risk Management Assistant Director

SECTION 1 INSURANCE AND WORKERS' COMPENSATION PROGRAMS

1.1 Safe Workplace

1.1.1 Every employer, as defined in Florida Statutes Chapter 440, shall furnish employment with a safe working environment. When appropriate and necessary, the County shall furnish and use safety devices and safeguards, adopt and use methods and processes reasonably adequate to render such an employment and place of employment safe, and do every other thing reasonably necessary to protect the life, health, and safety of County employees.

1.2 Return-to-Work Program

1.2.1 Purpose and Scope

A Return-to-Work (RTW) Program shall be established within each department/division for injured employees. This program may include light or modified duty, part-time duty, modification of the work-site or equipment, overtime restriction, or an alternate job within the capabilities of the injured worker.

The return of an injured employee to any job, modified or otherwise, is contingent upon the consent of the attending physician, but shall be pursued by the Risk Management Division.

Modified jobs are temporary, not permanent, positions.

1.2.2 Designated Physician

Under Florida's Workers' Compensation Law, the employer has the right to choose the authorized treating physician or medical provider. If an employee objects to the County's choice of physician and requests another, then one must be provided; however, the choice of the alternate physician is that of the County's.

It should be noted that Bay County shall exercise its right to choose the attending physician. Under no circumstances, shall the employee be given the choice of physicians except when given the choice from the list of physicians that has already been established and approved by Bay County.

1.2.3 RTW Salary Schedule

All cases of injury occurring on the job shall be filed for action under the provisions of Workers' Compensation. Any employee disabled as a result of a job-related injury will run concurrently with the Family Medical Leave Act (FMLA).

Florida Workers' Compensation benefits cover 66 & 2/3 % of the employee's pre-injury average weekly wage up to a maximum set by the State. An employee may choose to utilize 1/3 day of accrued sick leave or may, in the absence of sick leave, use 1/3 day of annual leave for each day he/she is determined, by a physician, as disabled because of a work-related injury after the seven-day waiting period as established by Workers' Compensation Law. Neither sick leave nor annual leave will accumulate during the period of disability.

It should be noted that any employee who refuses a modified job duty that has been approved by the attending physician may lose all workers' compensation benefits.

1.2.4 RTW Program Recovery System

The assignment shall be based on the employee's capabilities and with the concurrence of the attending physician.

It shall be the responsibility of the injured employee to establish and keep regularly scheduled doctor

appointments.

It should be noted that Bay County is not required to hold a job open for an injured employee; therefore, it is in the best interest of the employee to give full participation and cooperation with the County RTW Program.

SECTION 2 RESPONSIBILITIES WITHIN THE SAFETY PROGRAM

2.1 Employee Responsibilities

2.1.1 Employees are required as a condition of employment to develop safe work habits and to contribute, in every manner possible, to the safety of themselves, their co-workers, and the general public.

2.1.2 Employees will:

Report all unsafe conditions and acts to their supervisor.

Be individually responsible to keep themselves, fellow employees, equipment, and the general public free from incident.

Keep work areas clean and orderly at all times.

Follow prescribed procedures during an emergency.

Report all accidents and injuries, no matter how minor, immediately to their supervisor.

Be certain that they understand instructions completely before starting any task.

Learn to lift and handle materials properly.

Avoid engaging in any horseplay and avoid distracting others.

Review the educational materials on bulletin boards or otherwise distributed.

Know how and where needed medical help can be obtained.

Report the absence of any first aid supplies or equipment.

Not damage or destroy any warning or safety device or interfere in any way with another employee's use of them.

Operate only machines and equipment for which they are trained and authorized.

Use only the prescribed equipment for the job and handle it properly.

Obey all safety rules and follow published work instructions. If any doubt exists about the safety of doing a task, the employee will STOP and get instructions from his/her supervisor before continuing work.

Wear required protective equipment when performing their job duties. Dress safely and

sensibly.

Set an example of safe working habits and follow all safety regulations.

Acknowledge physical limitations, and do not attempt tasks that exceed those limitations.

SECTION 3 COUNTY SAFETY ADVISORY COMMITTEE

3.1 County Safety Advisory Committee Objective and Purpose

3.1.1 The primary objective of the County Safety Advisory Committee is to develop procedures and guidelines for determining and evaluating the nature and cause of serious accidents, property damage, and employee injuries, by proposing and ensuring compliance of policies and recommendations for improving the overall safety program.

3.1.2 The primary purpose of the Safety Advisory Committee is to review and evaluate matters relating to County employees who have been involved in motor vehicle accidents, personal injury incidents, and damage to public and private property. The Advisory Committee will review incident/accident reports and recommendations for prevention filed by supervisors. When necessary the committee will try to determine the cause of accidents, injuries and/or damages, and formulate suggestions to avoid such incidents. It shall also review safety suggestions and problems which are related to safety, such as those received from reports of unsafe acts and unsafe conditions. These problems, whenever possible, will be cleared up at department level. When this is not possible, the problem should be brought to the attention of the Committee.

3.2 Advisory Committee Deliberations

The Committee, in its deliberations, will be guided by the principle that the opportunity existed for alternate action which could have been reasonably taken in an effort to prevent the injury or damage. In addition, the Committee will also give full consideration to the occupational hazards inherent in the nature of the work performed by the employee.

SECTION 4 DISCIPLINARY ACTION

4.1 General

It is a condition of employment to refrain from taking drugs on or off the job. If an employee is injured on the job and refuses to be tested for alcohol or drugs, that employee's eligibility for worker's compensation medical benefits and compensation will be lost.

4.1.1 An employee injured because of his/her intoxication shall be disciplined up to and including termination in accordance with the County Personnel Policies Manual.

4.1.2 An employee injured because of his/her willful refusal to use safety devices or follow lawful safety policies/procedures may be disciplined by suspension, not to exceed the suspension limits established in the County Personnel Policies Manual.

4.2 Departmental Disciplinary Action

4.2.1 If after reviewing accidents, the Supervisor concludes that the necessary course of action is disciplinary, then he/she shall make recommendations to the department management as to what they feel appropriate disciplinary action should be for the party involved.

4.2.2 Disciplinary action may range from a written reprimand to a suspension or discharge, depending on the seriousness of the situation. Such recommendations shall be governed by the Disciplinary Procedures Section of the County Personnel Policy Manual and will be sent, with supporting facts, to Department Management.

4.2.3 It is the decision of the department management to enforce the disciplinary action.

4.2.4 Before implementing disciplinary action against an employee, he/she should be counseled with regard to why such disciplinary action is being pursued.

4.3 Right of Employee to Appeal Findings/Actions

4.4.1 An employee may file a grievance before the County Grievance Committee when he/she feels a policy has been incorrectly applied to him/her.

4.4.2 All grievance procedures are governed by the Employee Complaint and Grievance Section of the County Personnel Policy Manual.

SECTION 5 SAFETY RECOGNITION

5.1 County Safety Recognition Program

Safety recognition and/or safety incentives are contingent upon budgetary constraints and subject to vary from year to year.

SECTION 6 INCIDENT AND ACCIDENT REPORTING PROCEDURES

6.1 Scope

6.1.1 When an incident/accident involving County employees, property or liability does occur, the employee is required to report the event to their supervisor immediately after occurrence of the incident. This is to include minor injury and property damage as well as public liability incidents.

6.1.2 Employees' personal property in vehicles or buildings is the responsibility of the employee.

6.2 Incident/Accident Reporting Procedures

6.2.1 If necessary, call an ambulance. Under no circumstances shall an employee, in lieu of an ambulance, transport (either by county vehicle or employee vehicle) a citizen for medical care.

- 6.2.2 Secure the area, equipment, and personnel from further injury or damage.
- 6.2.3 If an ambulance is not necessary, but first aid/medical treatment is, then arrange for such treatment.
- 6.2.4 For serious incidents/accidents, notify the Risk Management Division immediately after the incident/accident during normal business hours at 248-8230.

After normal working hours:

For notification of Department Director and/or Risk Management

Bay County Dispatch..... 850-784-4000
 Eve Tooley, Chief Risk Officer..... 850-814-5438
 Alex Pearce, Risk Management Asst. Director..... 850-819-9417

- 6.2.5 If the accident/incident results in an employee exposure to bodily fluids or other potentially infectious materials, the Bay County Exposure Incident Report shall also be completed and attached to the Bay County Incident/Accident Report.
- 6.2.6 If the employee is absent from work due to the injury, the absence must be authorized by a physician. All periods of disability must be documented by a medical excuse from an authorized physician.
- 6.2.7 Injured employees must have a return-to-work release from their physician before they can be allowed to resume any job duties. Review the release carefully and follow any work restrictions indicated by the physician.

6.3 Workers Compensation Reporting Procedures

Bay County is required to comply with the Florida Workers Compensation Law. An employee who suffers an injury arising out of and in the course of employment shall advise his supervisor of the injury immediately after the date of or initial manifestation of the injury.

6.4 Vehicle Accident Reporting Procedures

6.4.1 If necessary, call an ambulance. If the incident/accident involves a citizen, and if the citizen is injured, the County employee should offer to call an ambulance, and if the person is incapacitated or unconscious, then the employee should call an ambulance. Under no circumstances should an employee, in lieu of an ambulance, transport (either by county vehicle or employee vehicle) a citizen for medical care.

6.4.2 Secure the area, equipment, and personnel from further injury or damage.

6.4.3 Notify the appropriate law enforcement authority:

Bay County Sheriff's Office911
 Callaway Police Department911
 Lynn Haven Police Department911
 Panama City Police Department..911
 Parker Police Department.....911
 Springfield Police Department911
 Florida Highway Patrol911

6.4.4 If the accident occurs in a parking lot or residential area within the unincorporated areas of Bay County, the following questions should be referenced before making a decision to call 911:

- Are there any injuries/fatalities?
- Is a roadblock created by a disabled vehicle requiring a tow?
- Is fuel spilled?
- Is it alcohol related?
- Is it a hit and run of an occupied or attended vehicle or property?
- Was it an intentional act of the driver, resulting in damage?
- Are hazardous materials involved?

If the answer to any question is "YES", call 911, along with your supervisor, to respond to the accident.

Complete and forward the Bay County Supervisor's Vehicle Accident Report, along with the responding Officer's Law Enforcement Short Form Report or the Florida Traffic Accident Report to the Risk Management Department.

6.4.5 If an ambulance is not necessary, but first aid/medical treatment is, then arrange for such treatment. If emergency professional medical treatment is required and time allows, arrange to have an employee, preferably a supervisor, accompany the injured employee to the medical facility.

6.4.6 All vehicle accidents which involve a vehicle occupied by a citizen or that result in any potential liability for the County, regardless of apparent severity, will be reported to the Risk Management Division at 850-248-8230.

6.5 Public Liability Incident/Accident Reporting Procedures

6.5.1 Public liability is defined as an incident or accident for which the County may be responsible due to a condition created by the County or by the action of a County employee.

6.5.2 No indication or commitment should be made that the County assumes liability.

6.5.3 All public liability, regardless of apparent severity, will be reported immediately to the Risk Management Division at 850-248-8230.

SECTION 7 SAFETY INSPECTIONS/AUDITS

7.1 Internal Inspections

Daily Inspections: All employees shall inspect their work area, tools, and equipment at the beginning of each workday. Maintenance personnel, supervisors and others whose duties take them into the production area shall constantly check for unsafe actions and conditions. In all cases where remedial action is needed, it should be reported and corrected as soon as possible.

To contribute to the success of the Safety Program as a whole, employees should not only identify and report hazards within their workplace but also hazards throughout the County.

7.2 Planned Inspections

Planned inspections should occur on a monthly basis and shall involve the department/division/section/group management, supervisors, and employees. This type of inspection should cover all areas of operations. Inspections will be scheduled when maximum observations can be made with the least amount of interruption of operations.

7.3 Safety Talks

The Risk Management Department issues "Safety Talks" to each department through management. The "Safety Talks" is to bring attention to hazardous conditions or acts that needs to be reviewed by the employees. "Safety Talks" gives the department an opportunity to rectify issues that may be a cause for caution or concern.

SECTION 8

SAFETY TRAINING AND EDUCATION

8.1 Employee Safety Orientation

Each employee who reports to work will be given a safety orientation by his/her supervisor as part of the general hiring process prior to being allowed to actually commence work. During this orientation, the County's positive attitude toward working safely will be stressed, and the employee will be advised that safety is a condition of employment. The safety program will be explained and safety responsibilities will be defined.

8.2 New Employee Safety Checklist

The supervisor conducting the orientation will complete the New Employee Safety Checklist and maintain a copy of this checklist in the employee personnel file in the Human Resource Department.

The employee must sign the checklist indicating he/she has been thoroughly oriented.

8.3 Training Program Responsibilities

Formal training programs will be developed and conducted through the Risk Management Division.

SECTION 9

GLOBAL HARMONIZED SYSTEM

9.1 Global Harmonized Systems (GHS)

Globally Harmonized System is the Classification and Labelling of Chemicals. The Global Harmonized system is used to notify employees of the following:

- Define health, physical and environmental hazards of chemicals.
- Create classification processes that use available data on chemicals for comparison with the defined hazard criteria.
- Communicate hazard information, as well as protective measures, on labels and Safety Data Sheets (SDS).

The basic goal of hazard communication is to ensure that employees and the public are provided with adequate, practical, reliable and comprehensible information on the hazards of chemicals, so that they can take effective preventive and protective measures for their health and safety. Thus, implementation of effective hazard communication provides benefits for governments, companies, workers, and members of the public.

9.2 Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS requires new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

- **Section 1, Identification** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.
- **Section 2, Hazard(s) identification** includes all hazards regarding the chemical; required label elements.
- **Section 3, Composition/information on ingredients** includes information on chemical ingredients; trade secret claims.
- **Section 4, First-aid measures** includes important symptoms/effects, acute, delayed; required treatment.
- **Section 5, Fire-fighting measures** lists suitable extinguishing techniques, equipment; chemical hazards from fire.
- **Section 6, Accidental release measures** lists emergency procedures; protective equipment; proper methods of containment and cleanup.
- **Section 7, Handling and storage** lists precautions for safe handling and storage, including incompatibilities.
- **Section 8, Exposure controls/personal protection** lists OSHA's Permissible Exposure Limits (PELs); ACGIH Threshold Limit Values (TLVs); and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the SDS where available as well as appropriate engineering controls; personal protective equipment (PPE).
- **Section 9, Physical and chemical properties** lists the chemical's characteristics.
- **Section 10, Stability and reactivity** lists chemical stability and possibility of hazardous reactions.
- **Section 11, Toxicological information** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

9.3 Detection of Hazardous Substance

9.3.1 Any substance found in a work area that does not have proper identification labels will be treated as a hazardous substance until that substance is identified. The employee is to alert the supervisor that an unidentified substance is in the area.

9.3.2 In the event this occurs, no employee will be exposed to said substance until proper actions have been taken to eliminate the potential for exposure.

9.4 Personal Protective Equipment

9.4.1 Where necessary, the appropriate respiratory protective equipment for chemical being handled will be provided.

9.4.2 When an employee is required to wear or use personal protective equipment, that employee will be trained in the use of and maintenance of such equipment. (Safety Glasses, Safety Vests, Hard Hats, gloves and masks)

SECTION 10 LOCKOUT / TAGOUT PROCEDURES

10.1 General

Lockout/Tagout should be done when performing service or maintenance around any machine where an employee could be injured by the unexpected startup of equipment or release of stored energy.

10.2 Training

All employees whose work operations are or may be in the area where energy control procedures may be utilized, shall be instructed about the procedure, and about prohibition relating to attempts to restart or re-energize machines or equipment that are locked-out or tagged-out.

10.3 Lockout

10.3.1 For lockout to occur, the employee must place a lock on the part of the machine that controls the energy (i.e. circuit breaker, switch, block, valve, etc.).

10.3.2 Locks

Lockout locks shall not be used for any other purpose.

A check-out and return log shall be maintained for all lockout devices.

10.4 Tagout

10.4.1 For tagout to occur, the employee must place a tag on the part of the machine that controls the energy (i.e. circuit breaker, switch, block, valve, etc.). The energy control device shall be tagged in the off position, so that the equipment cannot be used until the tag is removed by the employee who installed it.

10.4.2 Tagout shall only be used if the same level of safety, as with lockout, can be provided.

10.5 Preparation for Shut Down

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.

10.6 Equipment Shut Down by Authorized Employees

Shut the system down by using normal stopping procedures (i.e. depress stop button, open switch, close valve, etc.).

10.7 Equipment Isolation by Authorized Employees

Be sure to isolate all energy sources - secondary power supplies as well as the main source.

10.8 Applying Lockout Devices

10.8.1 Only the standardized devices that the department supplies are to be used for lockout/tagout, and they are not to be used for any other purpose.

10.8.2 If tags are used instead of locks, attach them at the same points as you would a lock or as close to them as possible.

10.8.3 Correctly complete all information on tags.

10.9 Control of Stored Energy

After equipment has been isolated from its energy sources, authorized employees shall take the necessary steps to guard against energy left in the equipment.

10.10 Verifying the Isolation by an Authorized Employee

10.10.1 First ensure that no employees are exposed.

10.10.2 Test to ensure that the equipment will not operate.

10.10.3 Return operating controls to the neutral or off position after verifying the isolation of the machine or equipment.

10.11 Restoring Equipment to Service

When servicing and maintenance is complete and the machine or equipment is ready to return to normal operating procedures, the authorized employee(s) shall complete the following steps:

- Check the machine or equipment.
- Check the work area.
- Verify that the controls are in neutral.
- Remove lockout and/or tagout devices.
- Restore energy and re-energize the machine or equipment.
- Notify affected employees.

SECTION 11 PERMIT REQUIRED CONFINED SPACE ENTRY PROGRAM

11.1 General

11.1.1 Confined space is a space that (1) Is large enough and so configured that an employee can bodily enter and perform assigned work; and (2) Has limited or restricted means of entry or exit, (for example, tanks, vessels, silos, storage bins, hoppers, vaults and pits are spaces that may have limited means of entry.); and (3) Is not designated for continuous employee occupancy.

11.1.2 Non-permit Confined Space means a confined space that does not contain, or with respect to atmospheric hazards, does not have the potential to contain, any hazard capable of causing death or serious physical harm, and can be maintained in a safe condition for entry by mechanical ventilation alone. If monitoring tests conducted to classify a confined space as "non-permit" cannot be performed without entering the confined space, then the permit space program requirements shall be followed for testing. Non-permit confined spaces do not require a written permit or an attendant to be present for entry, unless the use of a safety harness and lifeline is required, in which case an attendant must be present. Refer to Section 11.4.8 - .9 for entry conditions requiring the use of a harness and lifeline.

11.1.3 Permit-required Confined Space means a confined space that has one or more of these characteristics: (1) contains or has the potential to contain a hazardous atmosphere, and/or (2) contains a material that has the potential for engulfing the entrant, and/or (3) has an internal configuration that might cause the entrant to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section, and/or (4) contains any other recognized serious safety or health hazard.

11.1.4 The general Confined Space Entry Permit Program requirements are outlined in the following sections contained within this plan. Affected departments should develop this plan so that it is specific to the spaces, hazards, etc., within the department. The required elements of a Permit Program are:

- Confined Space Identification
- Measures to Prevent Unauthorized Entry
- Hazard Identification
- Hazard Evaluation
- Safe Entry Conditions/Requirements
- Employee Responsibilities
- Equipment
- Entry Permit Procedures
- Rescue/Emergency Procedures
- Employee Training
- Contracting Companies
- Program Evaluation

11.2 Identification and Evaluation of Permit Spaces and Hazards

11.2.1 Each Department shall evaluate spaces to determine whether or not they are confined spaces. Confined spaces which, by definition, meet the criteria for permit-required confined spaces shall be identified as permit-required spaces.

11.2.2 Exposed employees shall be informed of the locations of **all** confined spaces and any permit space hazards. In addition, danger signs shall be posted at the entrance of all permit-required

confined spaces warning employees of the existence and location of the permit-required space and, when possible, the potential dangers.

11.2.3 Where it is not feasible to place a warning sign at the entrance of a permit-required space, an equally effective means of informing employees shall be established within the department.

11.3 Atmospheric Testing and Evaluation

11.3.1 After identifying a confined space but before employees are authorized to enter:

11.3.2 Atmospheric verification testing shall be conducted before each entry into a permit-required space.

11.3.3 Immediately after mechanical ventilation before entry and continuously after entry to assure safe conditions.

11.4 Entry Conditions/Requirements

11.4.1 The entry shall be guarded by a railing, temporary cover, or other temporary barrier.

11.4.2 The confined space has been tested for atmospheric hazards before ventilating.

11.4.3 Control existing atmospheric hazards.

11.4.4 No employee shall be allowed to enter an oxygen deficient confined space unless equipped with an approved air-line respirator or a self-contained breathing apparatus, safety harness and lifeline, and has been properly trained in the use of all equipment.

11.4.5 If the tested atmosphere of the confined space is above the acceptable lower flammable unit (LFL) or permissible exposure limit (PEL) after mechanical ventilation, entry shall not be permitted and the confined space shall be evacuated.

11.4.6 Mechanical ventilation shall be used before and during occupancy.

11.4.7 Continuous testing/monitoring subsequent to ventilation shall occur.

11.4.8 If the confined space contains water, liquids, thick mud, or granular materials that will not safely support a worker, or if probability exists that the atmosphere may become dangerous to life, then entrants shall wear a chest or full body harness with a lifeline attached. Entrants who must enter a confined space through a top opening must wear a chest or full body harness that suspends the wearer in an upright position.

11.4.9 At least one stand-by attendant shall be designated to remain outside the space. Stand-by attendants shall have necessary personal protective equipment, shall have no duties other than to remain available to render assistance, and shall have sufficient manpower or equipment immediately available to remove the entrant from the confined space.

11.4.10 If possible, a separate entry supervisor shall also be designated to remain outside the space and render assistance.

11.4.11 Lines, ducts, and all other devices that may discharge hazardous materials into the space shall be positively secured against operation while the confined space is occupied.

11.4.12 Controls of all power drives, agitators, moving parts, and moving equipment shall be positively secured against operation while the confined space is occupied.

11.4.13 All personal protective equipment necessary shall be available and used appropriately.

11.4.14 Emergency rescue plans have been established and the necessary rescue equipment is available.

11.4.15 The entry permit must be completed.

11.5 Equipment

11.5.1 Testing and monitoring equipment

11.5.2 A portable blower/ventilator

11.5.3 Communication equipment

11.5.4 Personal protective equipment

11.5.5 Supplied air breathing apparatus

11.5.6 Air-purifying respirators

11.5.7 Harness, wristlets, lifelines

11.5.8 In potentially explosive or flammable atmospheres, non-sparking tools and portable vapor proof electric lighting.

11.5.9 If necessary, ladders.

11.6 Confined Space Entry Permit Program

Before entry, permit requirements shall be completed and the permit signed by the entry supervisor.

11.7 Rescue/Emergency Plan

9-1-1 shall be used for confined space rescues. No employee shall enter a confined space in order to perform a rescue. Non-Entry rescues may be performed by trained employees if such action does not pose any immediate danger to the lives of the rescuers.

SECTION 12 BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

12.1 Key Definitions

(Refer to 29 CFR 1910.1030 Bloodborne Pathogens Standards for complete listing of all definitions)

12.2 Exposure Determination

All employees who can "reasonably anticipate" as a result of performing a job duty to have contact with blood, regulated waste, and/or Other Potentially Infectious Material (OPIM) are considered to be "at risk". This does not cover "Good Samaritan" acts which result in exposure to blood or OPIM from assisting a fellow employee or citizen. Employees are considered to be exposed even if personal protective equipment is worn.

12.3 Pre-Exposure Control Compliance Measures

Universal Precautions shall be observed by all employees. Universal Precautions is an approach to infection control in which all human blood and certain body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees. Where occupational exposure remains after the institution of these controls, personal protective equipment shall also be utilized.

12.4 Engineering Controls

Controls that isolate or remove the bloodborne pathogens hazard from the workplace (i.e. sharps disposal or waste disposal containers).

12.5 Work Practice Controls

12.5.1 Hand washing Facilities: Such facilities should be identified and readily accessible. Location of handwashing facilities shall be included in all new employee safety and job orientations.

If handwashing facilities are not available (i.e. workers in the field) the department must provide either an antiseptic cleanser in conjunction with a clean cloth, paper towel, or antiseptic towelettes.

12.5.2 Needles: Needles shall be properly disposed of when discovered, and no attempts to recap, etc., shall be made.

A discovery of a substantial amount of biohazardous material shall be immediately reported to the Director of the Environmental Health Department of the Bay County Public Health Unit (PHU), at 850-872-4660.

The removal or clean-up of sharps or OPIM may be completed by Bay County personnel only if immediate removal is necessary or if the Public Health Unit cannot respond to the request for removal or the amount of material is so small that it is not feasible to contact the Environmental Public Health Department for its removal.

Employees shall use personal protective equipment, such as gloves, tongs, forceps or other mechanical devices in the event that it becomes necessary to retrieve sharps and place them in appropriate sharps containers.

Trash cans shall be emptied in a careful manner which minimizes the potential of exposure to needles.

12.6 Personal Protective Equipment (PPE)

12.6.1 Where there is potential for occupational exposure, employees shall be provided and required to use personal protective equipment including, but not limited to, gloves, coveralls, aprons, gowns, lab coats, head and foot coverings, and eye protectors. Where necessary this equipment shall be provided under the following guidelines at no cost to employees.

12.6.2 Employees shall carry or have easy accessibility to their personal protective equipment at all times while on the job.

12.7 Housekeeping

12.7.1 Work surfaces shall be decontaminated with an appropriate disinfectant after completion of a procedure; when surfaces are overtly contaminated; immediately after any spill of blood or OPIM; and at the end of a work shift.

12.7.2 Used sharps shall be disposed of in closable, puncture resistant, disposable containers which are leakproof on the sides and bottom and that are appropriately labeled or color-coded.

Disposal containers shall be maintained upright, replaced routinely, and not allowed to overfill. Containers shall be emptied when they become 80-90% filled. Employees must not have to insert hands into the container in order to dispose of a sharp.

12.8 Laundry

12.8.1 Contaminated laundry shall be handled as little as possible with minimum agitation. Contaminated laundry shall be placed and transported in bags or containers that are labeled or color-coded (red) to indicate biohazardous material. If laundry is wet and may potentially soak or leak through a bag, it shall be placed and transported in leakproof bags.

12.8.2 Soiled boots, leather shoes, and other leather goods, such as belts shall be scrubbed with a brush and a germicidal soap and hot water. Appropriate personal protective equipment shall be used during this decontamination process.

12.9 Communication of Hazards to Employees

12.9.1 Warning labels shall be affixed to containers used to store, transport or ship regulated waste or any OPIM except when those materials are in red bags or red containers.

12.9.2 All labels shall be an integral part of the container or shall be affixed as close as safely possible to the container by string, wire, adhesive or any other method that prevents their loss or unintentional removal.

12.10 Hepatitis B Vaccine

12.10.1 All employees who have been identified shall be offered the Hepatitis B vaccine, at no cost to them.

12.10.2 The vaccine shall be offered within 10 working days of an employee's initial work assignment involving the potential for occupational exposure, unless the employee has previously had the HBV vaccine or wishes to submit to antibody testing which shows the employee to have sufficient immunity.

12.10.3 Employees who initially decline the vaccine, but who later wish to have it, shall have the vaccine provided at no cost to them.

12.11 Post-Exposure Control Compliance Measures

12.11.1 All employees who incur an exposure incident shall be offered a confidential post-exposure evaluation and follow-up to be handled by a medical facility designated by the Risk Management Division.

SECTION 13 GENERAL SAFETY RULES

13.1 General

Every employee of Bay County must be constantly alert to reporting and correcting unsafe conditions and/or actions. Employees at all levels should observe the following safety rules.

13.2 Safety Rules

13.2.1 Constantly observe, work conditions, equipment, and tools for the purpose of preventing accidents.

13.2.2 Comply with all job safety instructions. Request help when unsure how to perform a task safely.

13.2.3 Use all safety equipment required for the job.

13.2.4 Use proper ventilation if it is called for.

13.2.5 Correct unsafe acts or conditions within the scope of your immediate work. Report any unsafe acts or conditions to your supervisor.

13.2.6 Advise the supervisor of any faulty tools or equipment.

13.2.7 Stop work immediately if conditions are such that there is an immediate danger to life, limb, or property.

13.2.8 The safe way to do a job must always be found before going ahead. Contact your supervisor when in doubt.

13.2.9 Practice good housekeeping in your work area. Pick up your tools. Do not leave materials or

scrap where they will be hazardous to others.

13.2.10 Obey all warning signs.

13.2.11 Keep focused on what you are doing.

13.2.12 Report any unsafe conditions and/or actions to your immediate supervisor at once.

13.2.13 Fighting or horseplay shall not be tolerated.

13.2.14 Reporting to work under the influence of intoxicants, tranquilizers, narcotics, or other dangerous drugs, or possession of such, not prescribed by a doctor is prohibited and governed by the ADA policy within the Bay County Personnel Manual. Report all medications prescribed by your doctor to your supervisor.

13.2.15 Whenever an employee is involved in any accident that results in personal injury or damage to property, no matter how small, the accident must be reported to the immediate supervisor.

13.2.16 Do not operate any equipment which, in your opinion, is not in safe condition and report it to your supervisor.

13.2.17 All prescribed safety and personal protective equipment shall be used when required and maintained in good working condition.

13.2.18 When lifting, use the approved lifting technique.

13.2.19 Defective machines, tools, etc. shall be reported and taken out of service at once.

13.2.20 All employees should know the location, type, and how to use all fire extinguishers and alarms at their job location.

13.2.21 No employee shall remove, displace, damage, destroy, or alter any safety device nor shall anyone interfere in any way with its use thereof. All employees shall safeguard furnished safety devices for use in any place of employment.

13.2.22 VIOLATIONS OF SAFETY RULES OR SAFETY STANDARDS SHALL RESULT IN DISCIPLINARY ACTION

SECTION 14 HOUSEKEEPING

14.1 General

A clean and orderly workplace will not only contribute greatly to the prevention of accidents and injuries, but will also lend itself to proper utilization of available facility space.

14.2 Storage Areas

All materials shall be maintained in neat stacks for easy access. Aisles and walkways must be kept clear and free of all materials and tools.

14.3 Work Areas

14.3.1 All loose material and waste must be cleaned up immediately. The work area must remain free and clear of debris build-up so as to provide safe walking areas for all employees.

14.3.2 Spills of oil, grease or other liquids must be removed immediately or sprinkled with sand or oil dry.

14.3.3 Combustible waste, such as oily rags, paper, etc. must be stored in a safe place, such as a covered metal container and disposed of regularly.

14.3.4 Adequate lighting must be provided in and around all work areas, passage ways, stairs, ladders, and other areas used by personnel.

14.3.5 There must be unobtrusive access at all times to such areas as electrical panels, safety disconnect switches, fire extinguishers, emergency exits, eye wash stations, safety showers, etc.

SECTION 15 FIRE PREVENTION AND SAFETY

15.1 General

15.1.1 Flammable or combustible scraps and materials shall be disposed of in tight metal containers and emptied daily. Containers shall be marked to show the contents.

15.1.2 Never cut a drum or container that contained gasoline or other flammable liquids.

15.1.3 All smoking regulations shall be obeyed. A "No Smoking" sign may indicate that there are flammable materials or conditions in the area.

15.1.4 Spills or leaks of flammable liquids shall be cleaned up immediately.

15.1.5 Employees shall immediately change clothes if they become soiled with oil, gasoline, kerosene, or other flammable liquids.

15.2 Electrical

15.2.1 Wires shall be replaced when insulation gets frayed or worn.

15.2.2 Only fuses with the correct capacity for the equipment shall be used.

15.2.3 Extension cords shall be in good condition and adequate for the task for which it is being used.

15.2.4 Ground connections shall be inspected to ensure they are in proper working order.

15.2.5 Motors, circuits, and outlets shall not be overloaded.

15.3 Equipment and Machinery

15.3.1 Equipment or machinery shall not be allowed to overheat nor be left running unattended or overnight unless such operation is essential to continue the work operation.

15.3.2 Motors and machines shall be kept free of dust and grease.

15.4 Gas and Vapors

15.4.1 Blow torches, soldering irons, welding torches, or other open flame equipment shall be restricted to isolated places where there is a good circulation of air and where no vapor of gasoline or other flammable liquids can collect.

15.4.2 Sufficient natural or mechanical ventilation shall be provided.

15.4.3 Unusual odors or leaking containers shall be immediately reported.

15.4.4 Flammable gas cylinders shall be handled carefully and moved by hand truck whenever possible.

15.4.5 When not in use, cylinder valves shall be closed and valve protection caps in place, hand tightened. Valves shall not be used for lifting purposes.

15.5 Storage of Flammables

15.5.1 Materials of a flammable nature shall be stored in appropriate containers (not breakable) and placed in approved fire-resistant storage buildings or fire-resistant metal cabinets. Cabinets shall be identified for "FLAMMABLE" storage by labeling.

15.5.2 Cylinders shall be secured and stored away from electrical conductors and other sources of electricity.

15.5.3 Empty cylinders shall be plainly marked and stored in locations separate and apart from full containers.

15.6 Fire Equipment and Preparedness

15.6.1 Passageways, fire exits, fire extinguishers, fire hoses, fire alarms boxes, fire detection installations, sprinkler valves and/or sprinkler heads shall not be blocked.

15.6.2 Missing, damaged, used or inoperative fire extinguishers shall be immediately reported and repaired, recharged or replaced.

15.6.3 Employees should be aware of the proper fire routes and exits to use in emergency situations.

SECTION 16 OFFICE SAFETY

16.1 Machines and Equipment

16.1.1 Machines should not be placed too near the edge of tables or desks.

16.1.2 Machines that creep or vibrate during operation should be secured in a manner to prevent movement.

16.1.3 Heavy office furniture and equipment shall be moved only by properly trained and physically qualified personnel. Chairs, boxes, and other objects will not be used as substitutes for ladders.

16.1.4 Bulky office supplies and materials must be properly lifted to avoid muscle strains. Use mechanical devices to lift or carry loads that cannot be easily handled by one or two persons.

16.1.5 Never tip your chair backward. This can cause an overbalanced condition and result in your falling to the floor. This also causes a strain on the chair to the point where it may break and cause you to fall.

16.1.6 Do not sit on the edge or arm of the chair.

16.2 File Cabinets

16.2.1 File cabinets should be placed against walls or columns.

16.2.2 Do not overload drawers. Open only one drawer at a time to prevent the cabinet from tipping over. Put heavy materials in bottom drawers whenever possible.

16.2.3 Do not leave file drawers open.

16.2.4 To avoid pinching or cutting your fingers, use the handle when closing the drawer.

16.3 Floors

Defective tile, carpet, or flooring should be reported for immediate repair.

16.4 Passageways/Aisles

16.4.1 A minimum width of four feet should be established for aisles. Obstructions such as waste baskets, telephone and electrical outlets, low tables, and office equipment shall be kept where they do not present tripping hazards.

16.4.2 Exits should be clear of obstructions and useable in an emergency situation.

16.4.3 Watch where you walk. Be sure you can see over anything you are carrying and do not read while you are walking.

16.4.4 Use handrails on stairways.

SECTION 17 BACK PROTECTION

17.1 Sitting (FOR OFFICE)

17.1.1 When sitting keep your back straight, tighten your abdominal muscles, and keep your shoulders straight and centered above your hips.

17.1.2 Sit with your back against the back of a supportive chair, feet on the floor, and knees comfortably under the desk or table top and slightly higher than hips.

17.1.3 Place the chair close enough to the desk or table so you do not have to bend at the waist or hunch over to work.

17.1.4 Hold what you are reading upright instead of leaning over to read it on your desk top.

17.1.5 Adjust your chair properly and readjust it throughout the day.

17.1.6 Adjust your workstation height if possible.

17.1.7 When you are on the phone, use your elbow to support your arm. Do not cradle the phone in your neck and shoulder.

17.1.8 Get up and walk around periodically.

17.1.9 To reach something that is off to one side, turn your whole body, instead of twisting.

17.1.10 Never reach down to pick up an object while you are seated. Instead, get up and use the proper lifting technique.

17.2 Preparing to Lift

17.2.1 ALWAYS WEAR YOUR BACK-SUPPORT BELT.

17.2.2 Lift with your mind first.

17.2.3 Never attempt to catch a falling object.

17.3 Lifting

17.3.1 Never bend over the object to pick it up.

17.3.2 If you must do repeated lifting or moving, take frequent breaks.

17.3.3 When no one is around to help or the load is too heavy use mechanical equipment such as, a hand truck, forklift, hoist dolly, etc., to move loads. Never overload hoisting or lifting equipment. The rated load should be legibly and permanently marked in a prominent location on the equipment.

17.3.4 When shoveling, lift with your legs, keep your hands far apart, knees bent and your back straight. Do not twist your body. Turn in the desired direction by moving your feet and letting your entire body follow.

SECTION 18

VIDEO DISPLAY TERMINALS (VDTs) (FOR OFFICE)

18.1 General

There are many factors when using VDTs that can contribute to physical stress. VDT work requires a good deal of concentration, close visual work, frequent eye movement, extended periods of sitting, and prolonged use of hands, wrists, and fingers. These factors can negatively affect the VDT worker's stress levels; however, they can easily be controlled and adjusted to improve a worker's comfort, productivity, and job satisfaction.

18.2 Posture While Working on VDTs

18.2.1 Keep the back straight.

18.2.2 Keep elbows close to the sides.

18.2.3 Hold the upper and lower arms at approximate right angles.

18.2.4 Hold the head up with their eye level just above top of the screen.

18.2.5 Keep knees level with hips.

18.2.6 Support the lower back.

18.2.7 Rest the feet flat on the floor or on a footrest.

18.3 The Screen

18.3.1 Have adjustable tilt for vertical and horizontal angles or be placed on a wedge in order to change the angle.

18.3.2 Set at a height so that the top is just below eye level.

18.3.3 Positioned about as far away as you would position a book, approximately 18 inches.

18.3.4 Have contrast and brightness controls or use filters if characters are too bright.

18.4 The Keyboard

18.4.1 Should be thin, to avoid bent wrists. If your keyboard is thick, make a wrist rest with a towel or padded board to help keep your wrist straight.

18.4.2 Detachable, for independent positioning.

18.5 The Work Area

18.5.1 Ample leg room.

18.5.2 Ample space for computer, accessories, and work space.

18.5.3 Holder to keep documents at the same level and distance as the screen.

18.6 The Chair

Suggestions: Adjustable height so that forearms and wrist are straight when hands are on the keyboard, adjustable, full sized backrest, curved seat front, and five feet with rollers.

18.7 Lighting

18.7.1 Natural Light

Position the VDT at a 90-degree angle to the windows.

Adjust the angle of the screen to reduce reflections and glare.

If necessary, close blinds or drapes as light changes.

18.7.2 Artificial Light

If lights are too bright, dim or turn them off. Use task lights to see documents.

Tilt the screen down slightly to avoid catching the light from above.

If possible, sit with ceiling lights at the side rather than directly overhead, in front or behind you.

If possible, position the monitor so that you are not distracted by window scenes or background movement.

18.8 Reducing Stress and Muscle Tension

18.8.1 Simple exercises and changing your daily routine can help reduce stress and prevent tiredness, irritability, and sore muscles and joints. Suggested ways to relax and reduce tension include the following:

18.8.2 Daily Routine

As work allows, take a few minutes every hour or so to organize materials, file, deliver completed work, etc.

Get up and walk around occasionally.

Discuss with your supervisor about a mid-morning and mid-afternoon work break.

18.8.3 Eyestrain

Cup your hands lightly over closed eyes for one minute.

Look into the distance from time to time at something at least twenty feet away.

Roll your eyes clockwise then counterclockwise.

Blink your eyes so your eyes won't dry out.

If necessary, adjust the office lighting or your screen's brightness and contrast.

18.8.4 Head and Neck

Slowly turn your head left and hold for 3 seconds. Turn your head to the right and hold for 3 seconds. Drop your chin to your chest, then tilt back as far as you can. Repeat the sequence 5-10 times.

18.8.5 Shoulders

Using a circular motion, roll your shoulders forward 5 times then backward 5 times.

Stick your arms out straight from your shoulders and rotate them in small circles, first forward and then backward. Drop your arms then raise them and rotate again, repeating the process 3 times.

18.8.6 Upper Back

Grasp one arm below the elbow and pull gently toward the opposite shoulder. Hold the position for 5 seconds. Repeat with the other arm.

18.8.7 Lower Back

First, be sure your chair is steady and far enough away from your desk. Sitting in your chair, bend between your knees toward the floor. Hold for ten seconds, then resume your upright position.

18.8.8 Wrists

While your arms are extended in front of you, raise and lower your hands several times. Rotate your hands 10 times.

Put one elbow on your desk and hold the arm up with the hand raised. Grab your raised fingers with your other hand and gently bend your raised hand backward. Hold the hand back for 5 seconds, then release it and do the other arm and hand.

18.8.9 Hands and Fingers

With your hands palm side down, make a fist and hold tight for 1 second. Spread the fingers wide for 5 seconds. Repeat 3 times.

SECTION 19 REPETITIVE MOTION INJURIES

19.1 Causes

Repetitive Motion Injuries (RMIs) are caused by regularly repeated movements such as, hammering, lifting, twisting, squeezing, pushing, pulling, typing, etc.

19.2 Risk Factors

19.2.1 Constant Repetition

Given enough time, affected muscles and other tissues recover from repeated movements without injury. It is when a movement is repeated too often that it takes longer for the tissues to recover.

19.2.2 Force

Placing too many pounds of pressure on muscles, ligaments, tendons and other tissues increases the risk of injury.

19.2.3 Awkward Posture

Extended awkward body positions increase the stress of certain body movements.

19.2.4 Lack of Rest

Without enough rest or breaks from the repetitive movement, the body does not have enough time to recover from activities, even those that involve very little force.

19.2.5 Other

Sharp or hard objects, vibration, cold temperatures, and improperly designed tools, controls or work areas increase the risk of RMIs.

19.3 Prevention of RMIs

Limiting stressful motion whenever possible helps to prevent RMIs. Recommended prevention techniques include:

If possible, employees performing new jobs involving regularly repetitive motions should begin slowly, and gradually build their speed and workload. This allows the body to get use to the new movements.

If the job requires the employee to sit for extended periods of time, adjust the chair, work surface, keyboard or other objects. If possible, stand up and stretch from time to time.

Avoid repeating actions as much as possible. Switch from one movement to another from time to time.

Frequently change your work position or body posture.

Take scheduled breaks to give your body time to rest and recover. Pace yourself so that you don't get too tired.

When you are performing a task that requires the use of your hand, keep your wrist as straight as possible.

When typing, adjust your chair or work surface so that your bent elbows form a 90-degree angle. If necessary, use a wrist rest to help keep your wrist straight.

When possible, soften the contact between your body and your work surface. For example, pad corners, use cushion handled tools, gloves, or other devices when appropriate.

SECTION 20 PERSONAL PROTECTIVE EQUIPMENT (PPE)

20.1 General

20.1.1 When personal protective equipment has been specified for hazardous work its use shall be mandatory as a condition of employment, and employees shall not be allowed to perform a job without the appropriate personal protective equipment (PPE).

20.1.2 PPE serves only as added protection, not absolute protection; therefore, its use must be in conjunction with guards, engineering controls and sound workplace practices.

20.1.3 The employee is responsible for the care and proper use of his/her PPE and reporting any faulty, damaged, or worn PPE.

20.2 Work Clothes

In the absence of a County uniform, employees shall wear suitable clothing for the job they are performing at all times. Suitable clothing means clothing that will minimize danger from moving machinery, hot or cold substances, sudden burns, etc.

20.3 Protective Footwear

20.3.1 To maximize safe working conditions for employees, Bay County shall issue and mandate the wearing of safety-toed safety shoes/boots for those employment situations for which hazards exist, and where the wearing of such personal protective equipment would reasonably prevent injury to the employee. Situations for which hazards exist include areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the soles, and where the employee's feet are exposed to electrical or chemical hazards

20.3.2 Mandatory Wearing of Safety Shoes

Those in employment positions designated by the County departments as requiring safety shoes shall wear the issued safety shoes. Any employee not wearing safety shoes that meet all specification as required in this policy shall not be allowed to work until such time as he/she is wearing approved safety shoes. Refusal to wear the safety shoes will result in disciplinary action. Any department director, division manager, or supervisor failing to enforce the provisions of this guideline shall also be subject to disciplinary action.

20.3.3 Application of Safety Shoe/Boot Program

Employees are required to wear American National Standards Institute (ANSI) approved safety shoes if they are required to handle or carry material such as heavy packages, objects, parts, or tools which could be dropped; or for activities where objects might fall or roll onto the feet; or for activities where sharp objects such as nails, wires, tacks, screws, large staples, scrap metal, etc., could be stepped on by the employee.

20.4 Back Support Braces

Mandatory Wearing of Back Support Braces

Any employee not wearing the back-support brace as required shall not be allowed to work until such time as he/she is wearing the issued or approved back support brace. Refusal to wear the back-support brace will result in disciplinary action.

20.5 Hard Hats

20.5.1 Hard hats are required to be worn when employees are exposed to possible danger of injury from falling or flying objects, hazards overhead, or from electrical shock and burns.

20.5.2 Hard Hat Suspension

Hard hats must be worn squarely on the crown of the head. This puts the strongest part of the hat in position to take an overhead impact.

The hat suspension is critical to absorb and spread the force of an impact. For the proper ventilation and impact protection, the suspension must have a 1 ¹/₄ - 1 ¹/₂" clearance between the crown of the hat and the top of the head.

20.5.3 When near exposed electrical conductors which could contact the head, affected employees shall wear the appropriate "class" hard hat designed to reduce electrical shock hazards.

20.5.4 Hard hats that have been altered will not be permitted.

20.5.5 The hard hat will be worn with the brim facing forward at all times, except for welders wearing an attached welding hood.

20.5.6 Hard hats worn during the hours of darkness shall have a one-inch band of reflective tape or white sign sheeting applied around the circumference of the hat.

20.5.7 Hard hats should not be stored on the rear or front window ledge of a vehicle. The extreme heat tends to weaken it, and in sudden stops or turns it can become a harmful missile. Instead use a storage rack or other appropriate storage area.

20.5.8 Hard hats shall be cleaned on a regular basis.

20.5.9 Hard hats shall be inspected regularly by employees and replaced immediately when found defective. A hard hat is defective if it is cracked, dented, has deep scratches, faded, modified, not equipped with an inner suspension liner, or otherwise damaged.

20.6 Gloves

20.6.1 To help prevent such injuries, employees shall wear proper hand protection when exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperature extremes.

20.6.2 The glove shall be in good condition and suited for the type of work involved. Employees should check gloves for holes at the tips and between fingers, replace gloves that are damaged or worn, and periodically clean and dry gloves.

20.6.3 Employees must ensure that gloves fit properly.

20.6.4 Gloves should not be worn when working on moving machinery. Moving parts may pull the glove and the wearer's hand and arm into the machine.

20.7 Eye and Face Protection

20.7.1 Approved eye and face protection shall be worn whenever warranted by work exposures, such as flying particles of dirt, sand, grass, dust, rust, rock, bits of concrete etc., sprays or splashes of hot or corrosive chemicals or materials, hazardous gases or vapors, and injurious radiant energy.

20.7.2 Safety glasses must cover the front and sides of the eyes. Side covers may be detachable.

20.7.3 Employees wearing prescription glasses shall wear protective devices designed to fit over prescription glasses, or the employee may, at his/her expense, have ANSI approved protective eyewear ground to the prescription.

Employees who choose to purchase prescription safety lenses shall file the proper documentation with Risk Management showing that the lenses are ANSI approved.

20.7.4 Face shields shall be worn in conjunction with goggles or safety glasses when working with chemicals, heat, glare, small projectiles, and infectious material that may splash.

20.7.5 Goggles shall be worn with a face shield when severe exposure to splashing hazards is present.

20.7.6 Safety glasses or goggles shall be worn under welding helmets for added protection.

20.7.7 Welders shall wear a welder's hood with lenses which have the correct color density for the type of welding involved. Welders' helpers must wear the same, or at a minimum wear burning goggles with the correct color density.

20.8 Hearing Protection

Hearing Protectors

When workplace sound levels exceed the permissible exposure limit at or above an 8-hour time-weighted average of 85 decibels (dB), the affected employees shall be notified and hearing protection shall be worn to reduce the sound levels for as long as the danger exists.

The effectiveness of hearing protection depends on proper fitting.

If an employee's plugs or muffs are not right for the job or feel uncomfortable, he/she should inform the supervisor immediately so that the protection may be replaced with more appropriate protection.

Hearing protection must be worn in identified high risk areas. Employees not wearing their hearing protection in such areas not only are at risk of hearing loss, but are subject to disciplinary action.

20.9 Respiratory Protection

Air-supplying: Required whenever there is not enough oxygen or when the atmospheric hazard is immediately dangerous to life or health. Immediately dangerous to life or health conditions are where death or irreversible problems would result if you breathed in the contaminants for a 30-minute period.

Air-purifying: Required when there is enough oxygen, but there are contaminants in the air that can be effectively filtered out.

The only acceptable replacement cartridges and filters for air-purifying respirators are those made specifically for the make, model, and brand of the respirator.

20.9.1 Medical Check-ups

Prior to being issued a respirator, employees must have an initial medical check-up to see if they can safely wear a respirator and a periodic re-check thereafter.

In general, employees cannot wear a respirator if they:

Wear contact lenses. Air contaminants can become entrapped behind the contact lenses and cause severe cornea burns even though the eyes may be promptly and thoroughly flushed with water.

Wear glasses with temple pieces. A proper seal cannot be established if the temple bars of eyeglasses extend through the sealing edge of the facepiece. As a temporary measure, glasses with short temple bars or without temple bars may be taped to the wearers head. If affected personnel is essential to the job function requiring the use of a respirator and cannot be temporarily reassigned, Departments may choose to investigate the possibilities of a special facepiece with a system for mounting corrective lenses for such personnel.

Have a beard, moustache, or long sideburns. Any facial hair contact with the sealing surface of the respirator face shield constitutes an improper facial seal. Since a satisfactory seal cannot be obtained when facial hair is present, the employee shall remove the facial hair or be disqualified from work requiring the use of a respirator.

Have breathing problems such as asthma.

Have a heart condition.

Have claustrophobia.

Are heat sensitive.

20.9.2 Respirator Inspection/Maintenance

All respirators shall be thoroughly inspected before and after each use.

There should be no holes, tears, or snags that could let air in.

All connections should be tight.

Pay close attention to rubber parts such as the facepiece, headband, valves, connecting tube, fittings, and the canister/cartridge.

If the respirator has an air cylinder, check to see that it is fully charged.

Carefully clean and disinfect the respirator after each use, and check it again for holes, cracks, deterioration, dents, corrosion, etc. Report all problems to your supervisor immediately.

20.9.3 Respirator Training

Employees shall receive training where applicable and should practice using the respirator and prepare themselves for problems that may occur while using respirators such as, heat exhaustion or heat stroke, poor maneuverability, using up the air supply, and panic.

20.10 Safety Belts, Harnesses, and Lanyards

These shall be worn when working at elevated levels over six feet high which are not protected by standard handrails, when working from suspended scaffolds, or when working in permit-required confined spaces.

20.11 Flotation Vests

United States Coast Guard approved flotation shall be worn when required to perform work over water.

20.12 Traffic Vests

When required to work in the immediate vicinity of moving traffic, or ANYTIME WORK IS DONE WITHIN THE RIGHT OF WAY, ANSI/ISEA 107-2004 Class 2 high visibility safety apparel shall be worn.

SECTION 21 TOOL AND EQUIPMENT SAFETY

21.1 Hand Tool Safety

21.1.1 Hand tools shall only be used for the purpose for which they were designed and shall be used with the appropriate safety equipment and PPE.

21.1.2 Employees shall check the condition of tools before they use them. Tools shall be kept in good working condition and replaced or repaired when worn or broken.

21.1.3 Tools that are not in use shall be properly stored in tool boxes, racks, or cabinets and not be allowed to lie around where they could fall on or trip employees.

21.1.4 Sharp or pointed tools shall not be carried in pockets unless the point or edge is protected with a cover. It is recommended to carry tools in a tool belt or kit.

21.2 Power Tool Safety

21.2.1 Employees shall follow all manufacturers' instructions regarding the safe storage, operation, and maintenance of power tools.

21.2.2 Employees shall not use a power tool unless they have been trained on how to use it safely and properly.

21.2.3 Power tools must have all guards in place before they are put into operation.

21.2.4 Employees should not wear loose fitting clothing or jewelry when operating power tools.

21.2.5 Power tools should be disconnected from the power source before changing blades, bits, etc.

- 21.2.6** Remove chuck keys, etc. before using power tools.
- 21.2.7** Power tools should be double-insulated or have three prong plugs with grounded extension cords and receptacles.
- 21.2.8** Do not use power tools with worn or damaged plugs or cords.
- 21.2.9** Always keep the work area free of trip hazards or slippery conditions.
- 21.2.10** Never use compressed air to clean off equipment or clothing, use a brush or dry vac.

21.3 Ladder Safety and Maintenance

- 21.3.1** Ladders must be of sufficient length to extend not less than 36" above any platform or landing which they serve.
- 21.3.2** Step ladders should not be used as straight ladders. Workers should not work from the top two steps of a step ladder.
- 21.3.3** The feet of a ladder shall be placed approximately 1/4 of its length away from the vertical plane of its top support.
- 21.3.4** Only light, temporary work should be performed from ladders.
- 21.3.5** Ladders should not be placed in front of doors which open towards the ladder unless the door is locked or otherwise guarded.
- 21.3.6** When using straight ladders, both the bottom and the top shall be secured to prevent displacement. Use ladder shoes, stakes, or other means of securing the ladder.
- 21.3.7** Only one employee at a time climbing a ladder.
- 21.3.8** Ladders are not to be used as skids, braces, scaffolds, or any other purpose than that for which they are intended.
- 21.3.9** Never climb a ladder with greasy, muddy, or otherwise slippery hands or shoes.
- 21.3.10** When ascending or descending ladders, face the ladder and use both hands to hold onto the side rails. If material must be moved from one level to another, a rope, block and tackle, or other means should be used. Materials should not be hand carried on ladders.
- 21.3.11** All ladders should be visually inspected frequently for deterioration and damage.

21.4 Welding and Cutting

- 21.4.1** Never use oil or grease on any fittings or apparatus in contact with oxygen.
- 21.4.2** Never stand directly in front or in back of a regulator when opening the cylinder valve; stand so that the cylinder valve is between you and the regulator.
- 21.4.3** Before doing any welding or cutting, always check to be sure appropriate fire protection equipment is immediately available.

21.4.4 Do not wear flammable or disposable type clothing.

21.4.5 Wear appropriate welding helmets, long sleeve shirts, leathers, and welders' gloves.

21.4.6 Equipment must be industrial rated, in good condition and conforming to OSHA requirements governing application, installation and operation of arc welding and cutting equipment.

21.5 Compressed Gas Cylinder Storage

21.5.1 Inside of buildings, cylinders shall be stored in a dry, well-ventilated, well-protected location at least 20 feet from highly combustible materials such as oil, solvents, etc.

21.5.2 Assigned storage spaces shall be located where cylinders will not be knocked over or damaged by falling or passing objects, or be subject to tampering by unauthorized persons.

21.5.3 Empty cylinders shall have their valves closed.

21.5.4 Storage of empty cylinders shall be separated from charged cylinders. Storage racks shall be identified as to compressed gas cylinder content and condition (i.e., "full", "empty").

21.5.5 Valve protection caps, where the cylinder is designed to accept the cap, shall always be in place, hand tight (except when cylinders are in use or connected for use).

21.5.6 Protection from solar radiant heat shall be provided where cylinders are directly exposed to sunlight.

21.5.7 Compressed gas cylinders shall be secured in an upright position at all times, including when hoisted or transported.

21.5.8 Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease) a minimum of 20 feet.

21.6 Ground Equipment Safety

21.6.1 Always wear appropriate personal protective equipment.

21.6.2 Employees shall not operate equipment until they have been trained on equipment and documentation is on file.

21.6.3 Equipment shall never be left unattended with motors running.

21.6.4 Employees shall inspect areas to be mowed for foreign objects, such as, wires, stones, bottle caps, sticks, etc. Such objects shall be removed from the area before mowing.

21.6.5 Do not run engines in a confined area without adequate ventilation. The exhaust fumes are hazardous and could be deadly.

21.6.6 Employees should warn bystanders of the danger of flying objects. Employees should take extreme precautions when there are people in the immediate area, especially children. People should be kept clear of areas of operation.

21.6.7 All shields, safety devices, and decals shall be kept in place, and if any are defective or damaged, they shall be repaired or replaced before operating the equipment. No equipment safety device shall be bypassed.

21.6.8 There should not be a passenger on the machine unless the machine is designed with an extra seat for the purpose of carrying a passenger.

21.6.9 Always keep hands and feet away from the undercarriage of a mower when in operation.

21.6.10 When working in the sun, employees should protect their face, neck, ears, hands, and arms from ultraviolet rays.

21.6.11 Cutting units shall be raised when driving from one work area to another.

21.6.12 Always before any servicing or adjusting of equipment, stop the engine, remove the key from the switch, and pull the high-tension wire off the spark plug to prevent accidental starting of the engine.

21.6.13 Never refuel equipment while it is running.

21.6.14 Do not remove the fuel cap from the tank when the engine is running or hot.

21.6.15 Do not smoke while handling gasoline.

21.6.16 Fuel the tank out doors and not over one inch from the top of the tank, not the filler neck.

21.6.17 Wipe up any spilled gasoline.

21.6.18 Employees should never attempt to lift or load a mower alone.

21.7 Tree Trimming and Chain Saw Safety

21.7.1 Before starting any tree operations, the trees within the surrounding area and the area itself should be checked for any dangerous conditions.

21.7.2 Except in case of emergency, tree work should be avoided when trees are wet, during high winds, or storm situations.

21.7.3 Ropes shall be used for lowering or raising tools unless a bucket truck is being used.

21.7.4 Ropes of suitable length shall be used for lowering limbs.

21.7.5 Tools should never be left in trees during breaks, lunch hour or overnight.

21.7.6 Special caution should be taken when working around live wires. Any wires broken during tree work shall be reported to the proper utility company. Fallen wires should be guarded until the utility service person arrives.

21.7.7 In case of contact with live wires, do not touch the victim. Separate the victim from the wire by use of non-conductive materials. Call the Emergency Medical Services.

21.7.8 Never walk with a chain saw running.

21.7.9 Always stand at the end of the chain saw when cutting - never stand at the side.

21.7.10 Avoid using the tip of the saw for cutting.

21.7.11 Never replace the chain on the guide rail groove when the motor is running.

21.7.12 Never refuel chain saws while they are running.

21.8 Electrical Safety

21.8.1 Ensure that all electrical tools and equipment are properly grounded or double insulated. Visually inspect daily for kinks, cuts, and cracked jackets.

21.8.2 If an electrical tool sparks or tingles, it shall be taken out of service and tagged for repairs.

21.8.3 Always disconnect tools from the power source before making adjustments or attachment changes. Follow lock-out, tag-out procedures.

21.8.4 Protect cords from damage caused by traffic, sharp corners, and pinching.

21.8.5 Do not use electrical power cords or equipment while standing in water.

21.8.6 Keep cords out of puddles.

21.8.7 Place cords so that they will not present a tripping hazard.

21.8.8 Disconnect cords by pulling the plug, not the cord.

SECTION 22 WORKING IN THE PUBLIC RIGHT-OF-WAY

22.1 General

Florida Department of Transportation (DOT) rules and regulations in the DOT *Index 600* and the Manual for Uniform Traffic Control Devices procedures shall be followed.

SECTION 23 COUNTY PARKS, BUILDINGS, ROADS, AND ROAD SIGN INSPECTION

23.1 County-wide Observation and Reporting

All Department/Division/Section/Group employees shall observe hazardous conditions of County parks, buildings, roads, and traffic signs or lights. Employees shall immediately report observations needing attention to their Supervisor, who shall then report it to the Department responsible for the maintenance and repairs.

**SECTION 24
VEHICLE USE AND DRIVER SELECTION POLICIES**

24.1 General

24.1.1 Vehicles shall be utilized in accordance with the Bay County Vehicle Usage Assignment Policy which states the following:

"County vehicles will be used only by designated employees within the scope and purpose of official business."

24.1.2 Safety belts shall be worn at all times by the driver and all passengers. Violators will be subject to disciplinary action.

Employees should note that the Florida's Workers' Compensation Law, Section 440 Florida Statutes, provides for a reduction of normal compensation by twenty-five percent (25%) if an employee is injured as a result of his/her willful refusal to use safety appliances or to observe a lawful safety rule.

24.2 Alcohol and Drugs

The use of any County equipment, including vehicles, is prohibited from any employee who has consumed alcoholic beverages, illegal substances, or taken medications that may cause drowsiness, dizziness, or impairment of normal functions or reflexes.

24.3 Traffic Violations

24.3.1 Authorized drivers must carry a proper and valid Florida Driver's License at all times while operating a County vehicle. Suspension or loss of driving privileges shall be subject to the provisions in the Bay County Personnel Manual, Section 3 Employment Information and Requirements, Driving Records.

24.3.2 Employees shall be solely responsible for the payment of traffic fines for moving or parking violations.

24.3.3 Employees shall strictly obey posted speed limits.

**SECTION 25
MOTOR EQUIPMENT AND VEHICLE SAFETY AND MAINTENANCE**

25.1 General Vehicle Safety Policies

25.1.1 When a trailer is in tow, there shall be safety chains of sufficient strength and appropriate security connections to maintain connection of the trailer to the pulling vehicle under all conditions while the vehicle is towing the trailer.

25.1.2 Drivers shall not cross any railroad crossing when the crossing warning lights are activated without first coming to a full stop and determining that it is safe to enter and cross.

25.1.3 When necessary, drivers shall enlist the assistance of the passenger or another employee

to guide them when backing. If the driver is alone, he/she shall exit the vehicle and inspect the area before backing up.

25.1.4 Riding on the sides, tool boxes, tailgates, roof, or standing in the back of any truck is prohibited with the exception of fire trucks.

25.1.5 Getting on or off a vehicle is prohibited while the vehicle is in motion.

25.1.6 No more than three persons shall ride in the front seat of any vehicle. In a vehicle with only two single front seats, there shall be only one person per seat.

25.1.7 Safety belts shall be worn at all times by the driver and all passengers. Violators will be subject to disciplinary action.

25.1.8 Tailgates shall be up and locked when vehicles so equipped are in motion. If the situation requires the tailgate to remain open, red flags shall be attached to the outward corners of the gate.

25.1.9 All items to be transported shall be secured. Any cargo extending beyond the boundaries of the vehicle shall be clearly marked with a red warning flag.

25.1.10 Roll covers shall be used and in place when hauling loads.

25.2 Parking Safety

25.2.1 Employees shall not park County vehicles in: "No Parking" zones except in an emergency or in the required performance of official duties. When a situation requires a vehicle to be parked in the "No Parking" zone, the driver shall activate emergency blinkers.

25.2.2 No vehicle shall be left unattended with the key in the ignition.

25.2.3 Vehicles shall be locked when not in use.

25.2.4 Employees shall not park County vehicles facing traffic except in the case of an emergency.

25.3 Large Mobile Equipment Safety

25.3.1 Passengers shall ride only in seats so designed for passengers.

25.3.2 If possible or necessary, equipment operators shall enlist the assistance of another employee to guide them when backing up.

25.3.3 Construction type equipment shall travel at no more than 45 MPH and use the right lane except when a left turn is required. Operators of such equipment shall give the right-of-way to all other motor vehicles. Equipment headlights will be on at all times when traveling. This type of equipment shall display the orange triangular slow moving vehicle sign on the rear of the vehicle.

25.4 Vehicle Preventive Maintenance and Inspection

25.4.1 Employees assigned a vehicle or given the responsibility of driving a piece of equipment shall be responsible for conducting a safety check of the vehicle/equipment prior to its use.

25.4.2 Equipment inspections should be conducted according to the manufacturer's equipment manual, or license guidelines specific to the equipment.

25.4.3 The Operator's Monthly Inspection Log shall be completed and kept in the vehicle log book for that week. At the end of the week, supervisors shall collect the inspection logs and file them with the vehicle maintenance records.

25.5 Vehicle Accident Response Procedures

All County vehicles should have in the glove compartment an envelope containing insurance information and procedures on what to do if an employee is involved in an accident.

SECTION 26

MAINTENANCE SHOP SAFETY

26.1 The normal activities of motor vehicle maintenance shops present numerous hazards to maintenance personnel. It is essential that adequate safety standards be prescribed and observed by all shop personnel to promote efficiency and reduce the possibility of personal injury and property damages. The following safety rules shall be adhered to by shop employees and enforced by shop supervisors.

26.2 General

26.2.1 The use of tools and equipment shall occur in accordance with the tools and equipment safety section of this manual.

26.2.2 When working on equipment, the appropriate lockout/tagout procedures shall be followed in accordance with that Chapter 18 of this manual.

26.2.3 Repair shops shall be adequately ventilated to protect against exposure to hazardous concentrations of carbon monoxide gas. If necessary, move any equipment with the engine running to the outside or attach a hose to the muffler leading to the outside.

26.2.4 Mechanics shall only work under adequate illumination at all work areas.

26.2.5 Mechanics shall not wear rings or other jewelry when working on motor vehicles, when servicing batteries, when operating rotating machine shop equipment, or when working on, or around, electrical equipment.

26.2.6 A safety solvent (combustible rather than flammable) shall be provided for cleaning parts. Never use carbon tetrachloride, gasoline, or any other hazardous material for this purpose.

26.2.7 Personal areas and wash areas will be maintained in a clean condition and provided with the proper towels and soap.

26.3 Maintenance Activities

26.3.1 Gasoline, oil, or other liquids and materials shall not be drained in areas where they are likely to enter storm sewers and sewage systems. Petroleum shall be drained into buckets and then the waste oil storage tank for proper disposal.

26.3.2 Mechanics shall use safety props for vehicle hoods when working on engines under alligator type hoods.

26.3.3 Vehicles that are jacked up or hung up on hoist chains shall be blocked with pyramid jacks, trestles, or substantial wood blocking before a mechanic can begin repairs underneath.

26.3.4 No employee shall be permitted to work inside a vehicle that is blocked up while another employee is working underneath.

26.3.5 Mechanics working underneath vehicles shall ensure that their legs do not protrude in aisles, exposing themselves to injury and creating a tripping hazard.

26.3.6 Jack handles shall not be left extended in aisles. The handle should be removed or placed upright.

26.4 Tire Repair

26.4.1 Back support belts shall always be worn. Hand trucks or other lifting equipment shall be used when possible.

26.4.2 Extension handles or "cheaters" shall not be used with wrenches when removing lug nuts. An air operated wrench shall be used when possible. A penetrate oil should be used on nuts that are "frozen".

26.4.3 A safety cage shall be used when inflating tires equipped with lock rings. The mechanic should turn his/her face away from the tire and stand to the side when inflating it. Mechanics shall not hold tire between the legs when inflating.

26.5 Elevating Type Lifts

26.5.1 A safety leg shall be provided for elevating lifts. Tripping the safety leg to lower the lift shall be done by a procedure which will not permit an employee to get under the lift.

26.5.2 Stop chocks shall be provided for all lifts.

26.5.3 No one shall be permitted to remain in a vehicle while it is being lifted.

26.5.4 Rocking lifts during the lubrication process shall not be permitted.

26.5.5 All lifts, hydraulic cylinders, and lines shall be subject to regular inspections to ensure safe operation.

26.5.6 Never overload hoists or lifts, follow the manufacturer's recommended weight limits.

26.6 Maintenance Pits

26.6.1 Pit floors and steps shall be cleaned of grease, oil, and other slippery materials. Water collected at the bottom shall be extracted before working in the pit.

26.6.2 The ground along the boundary of the pit shall be painted in a contrasting color and the pit opening shall be surrounded with safety chains to warn and prevent anyone from walking into the pit.

SECTION 27 BOATING SAFETY

27.1 Personnel responsible for operating and maintaining a County boat shall attend a safe boating/general boating rules course. When a group of employees is required to use the boat, at least one employee on the boat will have attended such a course, and that person shall be in charge of the boat operations.

27.2 The following rules shall be observed by all passengers without exception and enforced by the boat captain.

27.2.1 Observe the weather before leaving land, listen to the weather channel or contact the U.S. Coast Guard (USCG) or Florida Fish and Wildlife Conservation Commission (FWCC) for an update. If you are unable to find out the conditions or are unsure, then do not go. If lightning is present anywhere in the area, do not go.

27.2.2 All personnel on the boat should use sunscreen or other protection against sunburn.

27.2.3 Leave word with a supervisor as to the time of departure and the time of return. Also leave an account of your expected route of travel and destination.

27.2.4 Ensure that someone is monitoring the radio and conduct a radio check. The appropriate radio channel is the marine channel 16. This channel may be used in the event of an emergency. Portable County radios should be used for the purpose of general communications (e.g., reporting in, requesting information, etc.).

27.2.5 All passengers shall be aware of the locations of the life vests, flares, fire extinguisher, and first aid kit. Life vests and flares are kept in a basket that should be kept dry and out of the sun.

27.2.6 It shall be County policy that life vests be worn by all personnel at all times while on the water. Back supports shall be worn when lifting, if water is rough, or if any other conditions exist that may contribute to back injuries.

27.2.7 Use caution when climbing onto or off the boat. Never step on anything that was not meant to be stepped on. If necessary, use the roll bar for balance when getting on or off the boat or when traveling in rough water.

27.2.8 No one shall ride the bow of the boat at any time. It obstructs the captain's view and puts you at risk for going overboard.

27.2.9 When loading and unloading the boat, care shall be taken to observe wet areas, clutter, or equipment that may cause you to lose your footing. When possible, employees should wear rubber-soled shoes.

27.2.10 All rules and regulations posted by the U.S. Coast Guard (USCG) and the Florida Fish and Wildlife Conservation Commission (FWCC) shall be strictly followed.

27.2.11 The boat and the trailer shall have current registrations, and the trailer shall be equipped with all necessary lights.