

Safety Manual

Douglas County Board of Commissioners

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To Douglas County Stakeholders:

Douglas County's Office of Risk & Safety is pleased to provide you with a copy of the latest Douglas County Safety Manual. This Safety Manual includes rules for Workplace Safety, Operations & Equipment Safety, Loss Prevention, Vehicle Policies, and Forms and Glossary of Terms. This manual exists as a policy reference tool and information resource as you encounter various hazards and tasks.

The purpose of this manual is to provide a general understanding of the safety procedures, responsibilities and policies for Douglas County stakeholders. This organizational handbook outlines minimum safety standards and plans for Douglas County employees, volunteers and others who may occupy facilities, use vehicles or equipment owned, leased or insured by the Board of Commissioners.

Matt Laverne
Risk & Safety Director

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Douglas County Employee Safety Manual

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PREFACE

Policy Statement for Douglas County, Georgia

The Policy Statement outlined below was approved by the Douglas County Board of Commissioners in 2018 along with the Board of Commissioners Resolution.

Purpose

To establish policies and procedures with respect to the Office of Risk & Safety and to give specific and general authority to the Director of Risk and Safety to advise and act for the county in all manners relating to Insurance, Risk Management, Loss Prevention, and Safety.

All Douglas County officials, employees, workers and tenants in county facilities are required to adhere to the policies set herein.

Disclaimer

The policies and instructions found within this Safety Manual are intended to define organizational values, rules, Best Practice Safety Procedures, work behaviors, and vehicle administration. This manual does not intend to cover all details or variations in operating conditions, or variations in vehicles or equipment. This manual does not claim to provide for every possible contingency met in connection with all departmental operations. This manual was created to coexist with the Merit System and other manuals for the various departments and services within the county.

The following chapters of this Safety Manual provide minimum standards for ensuring that a healthy and safe workplace is provided to all Douglas County employees, workers and tenants who use its facilities, vehicles, equipment, systems and other assets.

The Douglas County Board of Commissioners is committed to the health, wellness and safety of its employees. Good health helps us remain fit and ward off sickness. As the most valued and appreciated assets, employees of Douglas County should maintain a fit body and mind.

1.1 Organizational Health & Wellbeing

The Douglas County Board of Commissioners provides full-time employees with a variety of medical, dental, supplemental, Employee Assistance, Life Insurance, and other benefits to protect and retain a healthy and productive workforce. The Health and Wellness policies consist of a variety of initiatives and programs to help employees maintain good health. Meanwhile, maintaining safe and sanitary facilities for all workers, tenants, and guests is important to everyone's well-being.

1.2 Sick Leave Policy

- (a) *Sick Leave Provisions.* Sick leave with pay shall be granted to permanent full-time employees only in the case of actual sickness or disability of the employee, the employee's children, the employee's spouse, and the employee's parents resulting from causes beyond the employee's control or medical or dental examination or treatments for which arrangements cannot be made outside of working hours. *Merit System Sec. 13-125*

- (b) *Reporting Sick Leave.* The employee shall report to such employee's supervisor the reason for such employee's use of sick leave prior to such employee's scheduled work time, if possible. If not possible, such employee shall see that such absence is reported within thirty (30) minutes after the time the

employee is scheduled to report for work. Failure to do so may be cause for denial of sick leave with pay. Merit System Sec. 13-125

(c) *Doctor's certificate.* For the following reasons a medical certificate signed by a licensed physician may be required by the department head to substantiate leave requests for sick leave:

- (1) Any period of absence consisting of three (3) or more consecutive days;
- (2) A request for sick leave while on holiday or vacation leave;
- (3) Sick leave for any duration, if absence from duty recurs frequently or habitually, provided that an employee has been notified that a certificate will be required. Merit System Sec. 13-125

Employees showing symptoms of a serious cold, flu or similar illness should use sick time and stay home to prevent the spread of the illness at the workplace.

1.3 Fatigue Policy

The purpose of this policy is to establish the requirements for managing fatigue. It is the intention of this policy to reduce the risk of fatigue-related injuries and accidents in the workplace.

The Board of Commissioners is committed to providing and maintaining safe work environments for all employees, including those whose work involves shift-work, extended hours, or on-call arrangements.

Fatigue can be caused by both work and non-work related factors. While not all people respond to tiredness in the same way, fatigue can cause reduced concentration, impaired coordination, compromised judgment, and slower reaction times, ultimately increasing the risk of incidents and injuries.

Douglas County employees are responsible for safety and shall remove oneself from service if fatigued to an extent where he/she may pose a danger to oneself, coworkers, or the public he/she serves. Operating motor vehicles or equipment while fatigued is dangerous and prohibited.

The following signs or symptoms may indicate a worker is too fatigued to safely work:

- Inability to keep eyes open
- Feeling drowsy and/or difficulty concentrating
- Headaches and/or dizziness
- Blurred vision or impaired visual perception
- A need for extended sleep during days off work

1.4 Fit-for-Duty Policy

The purpose of this Fit-for-Duty Policy is to ensure that employees can safely perform the tasks of their position without injuring themselves, co-workers, or members of the public.

Fit-for-duty assessments are most often used to determine medical fitness after an illness or injury, but are sometimes done after employment has been offered, as requested by the County Administrator or Human Resources Director, or as a condition of a job transfer.

Employees returning from an absence due to illness or injury may be required to provide a Fit-for-Duty Release upon request by the department head, Human Resources Director or Risk & Safety Director.

1.5 Injured Employees

The Douglas County Board of Commissioners not only provides personal health insurance for all full-time employees who are injured

at home, but also workers compensation benefits to all employees who are injured on-the-job.

Discussed further in Chapter 8-Workplace Injury Procedures, employees who are injured on-the-job will receive assistance through the Office of Risk & Safety in the coordination of entitled benefits to ensure maximum medical recovery.

1.6 Smoking Policy

Smoking is prohibited in County facilities, bays, garages, vehicles or heavy equipment insured by Douglas County. Smoking is also prohibited within 100 feet of fuel pumps, fuel storage containers, gas, or cylinders containing any flammable chemical. Employees are required to use outside designated smoking areas when smoking. Smokers are also required to properly extinguish cigarettes or cigars and dispose of butts or cigar stubs in ashtray receptacles. (GA Smokefree Air Act. O.C.G.A. § 31-12A-3)

Vaping is prohibited in County facilities, vehicles, or heavy equipment insured by Douglas County. E-cigarettes pose health risks and contain detectable levels of carcinogens and toxic chemicals. These chemicals are also present in secondhand emissions. E-cigarettes are not a safe alternative to smoking.

The Douglas County Board of Commissioners is concerned about the effects of illegal drug use and alcohol abuse on the health and safety of its employees and those who use its vehicles and equipment. It recognizes that the abuse of drugs and alcohol results in increased accidents and medical conditions.

Those who abuse such chemicals not only endanger themselves, but their actions and inactions can adversely affect public safety and the organization's ability to serve the citizens of Douglas County. In light of these concerns, the Douglas County Board of Commissioners maintains a drug-free workforce.

2.1 Drug-Free Workplace Statement

Douglas County is a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace, and disciplinary action will result for violation of this prohibition pursuant to the *Douglas County Merit System, Section 13-101 (9)*. If an employee is convicted of a criminal drug statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance for a violation occurring in the workplace, the employee must notify the Director of Human Resources within five (5) days of such conviction. A conviction includes a plea of nolo contendere. As a condition of employment, an employee is required to abide by the terms of this drug-free workplace statement. *Merit System Sec. 13-148*

2.2 Zero Tolerance Policy

The Douglas County Board of Commissioners has a zero tolerance policy for the use of illegal drugs and alcohol in the workplace. Please

reference the Merit System for the Drug-Free Workplace Statement.

Merit System Sec. 13-148

2.3 Legal Drugs

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, individuals covered by this policy are required to notify their supervisor when they are taking any substance which carries a warning that indicates mental functioning, motor skills or judgment may be adversely affected.

A legally prescribed drug means that individual has a prescription or other written documentation by an authorized prescribing professional for the use of the drug in the course of medication consistent with the Controlled Substances Act (CSA). It must include the patients' name, the name of the substance, quantity / amount to be taken, and the period of authorization.

2.4 Pre-Employment Screening

As a condition of obtaining employment, each applicant selected for employment shall be required first to take, at county expense, and successfully complete, a medical examination, which shall include a drug screening for substance abuse, by a physician selected by the county. Failure to successfully take and pass the medical examination shall result in the disqualification of the applicant for employment. Merit System Sec. 13-54 (5)

2.5 Reasonable Suspicion Screening

Any individual covered by this policy may be subject to a fitness for duty evaluation, and urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the short-term effects of substance abuse or alcohol misuse.

Reasonable suspicion referrals must be made or authorized by a supervisor who is trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that an individual covered by this policy may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. Merit System Sec. 13-148

2.6 Post Vehicle Accident Screening

Any employee involved in an accident while on county duty operating a county vehicle shall be required to submit to a drug screening test. Merit System Sec. 13-101 (9) (c)

Motorized equipment operators shall be required to submit to post accident drug and alcohol screening.

Please see Chapter 28, Vehicle Accident Procedures, for complete vehicle accident procedures.

The purpose of the Safety Board is to evaluate incidents and make determinations regarding motor vehicle accidents, workplace injuries, property damage claims, safety violations, and departmental safety rules. The Safety Board provides oversight and assistance to all Departmental Safety Committees.

It is the policy of the Douglas County Safety Board to maintain impartiality, objectivity, and transparency in the review, recommendation, and application of all safety policies and corrective or disciplinary actions.

3.1 Safety Policy Statement

Merit System Sec. 13-11

The county has a concern for the welfare and safety of its employees and the public it serves. It acknowledges its obligation, as an employer, to provide the safest possible working conditions for employees and as a government service organization, to provide a safe environment for the public that uses its services. When accidents occur, they are an indication of wasteful and inefficient operations. The county believes that most accidents can be prevented.

(d) Department heads and supervisors at all levels of the county work force are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. They are expected to cooperate with and assist the appointed Risk and Safety Director to implement the policies of this office; and to develop and administer an effective department safety program. Their responsibility encompasses the adoption of work standards designed to attain the only goal acceptable to management and work force alike - a work environment free of potential hazards, or work procedures

that may produce injuries and property damage. To reach that goal, management and supervisory personnel must:

(e) All employees are charged with responsibility for cooperation with, and support of, safety program objectives. All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it.

(f) Safety records shall be measured along with all other phases of supervisor and employee performance. Therefore, it is absolutely essential that such records are complete and accurate and that all accidents be fully reported.

3.2 Safety Board Composition

The Safety Board is composed of an Elected Official and two elected full-time employees. The Risk & Safety Director serves as the Executive Director of the Safety Board. Merit System Sec. 13-7

3.3 Prompt Accident / Incident Reporting Policy

The Safety Board is committed to reviewing accidents, incidents, policies and/or procedures in a timely manner in order to record, preserve, mitigate, or prevent unsafe conditions. This requirement may be suspended by the Risk & Safety Director or County Administrator in the event of adverse weather or other significant events that prevent timely reporting. Otherwise, in accordance with the Merit System Sec. 13-10 and its contractual obligations with its insurance carriers, the Safety Board's primary review will include:

- Incidents on County Property
- Workplace Accidents
- Workplace Injuries
- Property Damage or Losses
- Motor Vehicle Accidents

In order to ensure that the above-bulleted events receive timely investigation, review, consideration, insurance and legal notifications, and other essential demands, the Safety Board's policy regarding reporting and filing written statements for special consideration or extenuating circumstances is shown below.

1. Supervisors, employees, tenants in county facilities and Department Heads are responsible for ensuring that all incidents / accidents are reported to Risk & Safety within 24 hours or the next business day.
2. The Safety Board will only follow the frequency of incidents and the defined corrective action as provided in **ORS-14** and **ORS-15** for a 3-year period following the Date of Incident (*i.e. Date of Loss*).
3. Special Consideration or Extenuating Circumstances written narratives must be submitted to Risk & Safety within 21 business days of the Date of Incident. The Safety Board will not accept or review these written reports after the 21 days post-incident without medical documentation which justifies consideration for late submission of the before mentioned reports.
4. Safety Board meeting notifications are advertised to the public via the Douglas County Sentinel and under "Committee Meetings" at www.celebratedouglascounty.com.
5. Safety Board meetings will be regularly held in the Human Resources Conference Room but may be relocated if necessary.
6. Citizens, employees, tenants or department representatives who wish to address the Safety Board prior to its review of an incident, policy, or safety concern must sign-in at the front desk of prior to any Safety Board Meeting.
7. Citizen, employee, tenant or departmental input or presentations to the Safety Board shall be limited to 5 minutes.
8. In accordance with Sec. 13-113 Procedures (Merit System), employees may appeal adverse decisions which include suspension or

termination of employment to the Personnel Review Board. Employees who appeal a Safety Board suspension or termination decision must also provide written notification to the Human Resources Director and to the Risk & Safety Director within (10) days of disciplinary action if such employee has been disciplined and has appealed directly to the Personnel Review Board.

3.3.1 Incidents on County Property Review

All incidents and accidents on Douglas County's property are subject to Safety Board review.

3.3.2 Workplace Incident / Accident Reporting Policy

All workplace accidents, near misses, losses, property damage, and unusual events must be reported to the Office of Risk & Safety within 24 hours or the next business day with the appropriate reporting form. (See Chapter 30, Reporting Forms) Not only do accidents, near misses, and unusual events necessitate being recorded to mitigate liability issues, but also in an effort to identify, review, and correct safety hazards.

Reporting forms may be downloaded from Risk & Safety's departmental webpage found at www.celebratedouglascounty.com.

3.3.3 Workplace Injury Review

All workplace injuries shall be investigated by the employee's immediate supervisor, manager, department head, Safety Coordinator, or Risk & Safety Director. The accident review will include determining errors in procedural safety practices, with a focus on finding the root cause. Supervisors shall complete a WC-1 form (**ORS-1**), an Incident Report form (**ORS-2**), and a Supplemental Narrative Form (**ORS-7**) in the event of any workplace injury.

In accordance with Georgia regulations, the Safety Board may review workplace injury claims where extreme carelessness or disregard of safety rules and policies are identified. While Douglas County's

primary concern is the well-being of any injured employee, the root cause of the workplace injury, employee training, safety hazards, and other factors may also be addressed.

*See Chapter 8 for Workplace Injury Procedures and Workers Compensation benefits.

3.3.4 Property Loss or Damage Review

The Safety Board may review property loss or damage claims. See Chapter 25 for procedures for reporting lost or damaged county property.

3.3.5 Motor Vehicle Accident Review

Motor vehicle accidents are reviewed by the Safety Board; either initially or following the Departmental Safety Committee Review. It is the policy of the Douglas County Safety Board that all vehicle accidents are reported, recorded, investigated, reviewed, and resolved with a majority vote by elected members.

The Findings of Accident Review Board form (**ORS-14**), www.douglascountyriskandsafety.com, is used by the Safety Board to determine if an accident was or was not a Preventable accident and any recommended training, corrective or disciplinary action for the employee. A copy of the findings will be placed in the employee's personnel file.

The Motor Vehicle Accident Crash Worksheet point system (**ORS-15**), www.douglascountyriskandsafety.com, is used by the Safety Board to determine, calculate and record the number of points received and to determine the appropriate standard Corrective Action. This point system works in both negative (-) and numbers positive (+).

3.4 Workplace Injury Corrective Actions

In an effort to address injuries that result from carelessness, Corrective Action and/or Disciplinary Systems may be used within Departmental Safety Committees.

In instances of high frequency or carelessness, the Risk & Safety Director shall work with Department Heads and/or Supervisors to either retrain or provide additional safety training to employees who are injured on-the-job.

Determined in combination with the Department Head and Human Resource Director and/or Safety Board, Employees who are frequently injured or who demonstrate frequent or extreme carelessness may be demoted or become unauthorized to perform such tasks in the course-and-scope employment.

Safety rules within this manual shall be enforced, and ignorance thereof will not be accepted as an excuse for neglect or omission of duty.

3.5 Consideration of Special Circumstances

The Safety Board encourages employees to bring extenuating circumstances to its attention in an effort to ensure fair and equitable decision making. In the event of mitigating special conditions, Department Heads, Supervisors, tenants and/or employees may submit written statements within 21 business days of the incident / accident to Risk & Safety to explain extenuating circumstances or to request special considerations.



3.6 Citation Removal Period

Employees may request in writing to the Human Resources Director that any safety citation, chargeable workplace injury citation, or property damage report be removed from his / her **Personnel file** after (3) three years from the date of incident / accident.

4.1 Mission Statement

The mission of the Office of Risk & Safety is to provide superior programs, plans, training and services to protect the physical and financial wellbeing of Douglas County's workforce and assets.

4.2 Purpose Statement

The Risk Management and Safety Department provides oversight and protection of County assets through purchase of insurance, contractual transfer of risk, program and operational analysis, mitigation of insured losses, loss prevention and related program and policy development to minimize risk and loss potential. This Office is also charged with developing and implementing the County's safety and health programs to reduce accidents and injuries through training, inspections and regulatory compliance.

4.3 Risk and Safety Director

There is hereby created the Office of Risk and Safety Director, who shall be appointed by the Board of Commissioners for an indefinite period until removed or until a successor is appointed. (Ord. of 1-10-78(2), A) Merit System Sec. 13-5

4.4 Risk and Safety Director-Duties

The Risk and Safety Director shall perform the duties delegated to such Director by the Board of Commissioners. Merit System Sec. 13-6

The Risk & Safety Director's responsibilities include, but are not limited to insurance and claims management, policy recommendations, employee training, loss analysis, and investigating incidents / accidents.

Workplace Safety Policies

- The Safety Director is responsible for the overall direction of the safety program for the county and is an ex-officio member of all safety committees.
- Give citations to county employees for violation of safety rules / policies and report the violations to the employee's supervisor.
- Investigate incidents / accidents related to county business and property and property, employees, or claims made against Douglas County.
- Administer Douglas County's Loss Prevention program(s).
- Promulgation of safety and health rules and regulations.
- Ensuring and assisting in the correction of safety hazards.
- Recommending to the Department Head the halting of any operation or activity considered hazardous to employees or the general public while maintaining the authority to stop any activity that poses imminent danger to persons or property.
- Assisting Department Heads in conducting employee safety and health training and education sessions so as to minimize the County's accident and injury rate.
- Maintaining a continuous communication system with all Department Heads with reference to the number and types of accidents and injuries which occur in their departments.
- Assisting in the development and enforcement of new and existing safety and health rules, and safety policies.
- Advising all levels of management of new and existing laws and regulations governing the safety and health of employees.
- Conducting periodic inspections of county work sites, facilities and operations.
- Maintaining an adequate record-keeping system of the county's overall accident and injury data and record.
- Assisting safety committees in carrying out their responsibilities.

4.5 Departmental Support Services

Risk & Safety offers many other services for departments and employees as shown in the bulleted list below. Please contact Risk & Safety for any of the following services:

- Accident and Property Damage Investigations
- Contract and Insurance Certificate Review
- Job Hazard Analysis
- Liability Claims & Insurance Management
- Risk Assessment
- Safety and Driver Orientation
- Safety Fairs
- Safety Inspections
- Safety and Organizational Training
- Workers Compensation Administration
- AND MORE

Risk & Safety Internal Safety Training Classes

Organizational Training	Workplace Safety	Vehicle / Equipment Operations
Reporting Incidents	Accident Procedures & Reporting	Accident Procedures & Reporting
ADA Compliance	New Hire Safety Orientation	Vehicle Usage Authorization
Conflict Resolution	Back Injury Prevention	New Hire Safety Orientation
Customer Service	Chainsaw Safety	Driver Orientation
Drug-Free Workforce	Chemical Safety (MSDS)	Authorizing Equip. Operators
Personal Safety	Confined Space Safety	Large Vehicle Orientation
Needs-Based Training	Electrical Safety	NSC Defensive Driving
Title VII Compliance	Construction Safety	CDL Workshop & Certification <i>(Dependent on vehicle and Fleet Management availability)</i>
Sexual Harassment	Ergonomics	Passenger Vehicle Safety
Workplace Communications	Fire Prevention & Evacuation	Gov. Vehicle Operations
Violence in the Workplace	Fire Extinguisher Inspection & Usage	Parking Lot Safety
How to conduct Job / Task Risk Assessment	Hand Tool Safety	Lawn Mower Safety
Safety Manual organization & usage	Lock-Out / Tag-Out Protocol	Boom / Bucket Truck Safety
CPR / AED / First Aid Certification	Garage & Shop Safety	Emergency Vehicle Safety

	Housekeeping Safety	Forklift & Pallet Jack Safety
	Infectious Disease Control	Golf Cart & Gator Safety
	Ladder Safety	Heavy Equipment Safety
	Personal Protective Equipment (PPE)	
	Power Tool Safety	
	Supervisor Safety Training	
	Swimming Pool Safety	
	Trench Safety	
	Hand, Wrist & Finger Safety	
	Heat Stress Prevention	
	In-the-Field Safety	
<p>Detailed descriptions of courses and schedules can be found on Risk & Safety departmental web page at www.douglascountyriskandsafety.com Or set up a class by contacting ORS directly.</p>		

4.6 Certificates of Insurance Program

A certificate of insurance is a document used to provide information and proof of insurance coverage. Prior to entering into any contract with a contractor, subcontractor or service provider, a Certificate of Insurance should be requested by the Department Head, Legal Department, or Project Manager and forwarded to the Risk & Safety Director for review. In an effort to conserve taxpayer dollars, liabilities and safety precautions must be assessed and transferred to the rightful parties.

Departments should contact Risk & Safety to request Certificates of Insurance when needed by outside organizations or vendors.

4.7 Office of Risk & Safety Statement of Values

Values are beliefs that do not change over time. They are what govern our decisions on a day-to-day basis. They are the principles and standards for the framework upon which the Office of Risk &

Safety is built. Conformance to these core values maintains employee and public trust.

SAFETY

We will conduct ourselves and perform our tasks in a safe manner at all times and expect the same from coworkers. We value safety at the highest level and believe it to be the responsibility of all employees, workers, tenants and volunteers. We shall strive for unequivocal safe work practices at all times and hold safety as our highest core value.

SERVICE

As public servants of Douglas County and its citizenry, it is our duty to provide first-rate support services to the operational departments that interact with, protect, and serve the Douglas County community.

PROFESSIONALISM

We will demonstrate and perform our duties in a professional manner at all times. It is our belief that accomplishing work tasks in a safe, skillful and dignified manner is the cornerstone of professionalism.

INTEGRITY

With integrity held in the highest of regard, Risk & Safety employees will work honorably in the best interest of the Douglas County Board of Commissioners, elected officials, departments, and employees at all times. We believe that integrity is a core value that enables us to promote and protect the financial and human resources of Douglas County.

COMMITMENT

We are committed to the organization and providing superior support services to county employees and by extension the community.

TEAM WORK

We will conduct ourselves in such a manner that promotes harmony, respect, trustworthiness, and loyalty among our fellow workers, stakeholders, and organizational leaders.

EDUCATION

We will pride ourselves on maintaining an atmosphere of learning, continuous professional development, and training of our individual skill sets and departmental services. It is our belief that the development of core competencies within Douglas County's workforce is essential to providing superior services to the community.

EFFICIENCY

We will provide a superior level of service, rooted in sound business practices that illustrate our commitment to efficiency in the workplace. We believe that all processes and procedures need periodic review, refinement, and improvement as the organization grows and changes. It is our duty to maintain efficiencies through the use of only necessary resources.

**Practice Safety.
Don't Learn It By Accident.**

5

DEPARTMENTAL SAFETY

Department heads and supervisors at all levels of the county workforce are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. (*Merit System 13-11 (d)*)

The most effective accident prevention measures are those that have been formulated at each level of the organization, thoroughly vetted and coordinated by all stakeholders, and supported by top management. The coordination of Safety Committees within County departments facilitates the maximum exchange of ideas between supervisors, personnel, and management.

5.1 Safety Responsibility

Douglas County holds supervisors and employees accountable for safety. Safety is a shared responsibility. Furthermore, it is the due diligence of all employees to inform their supervisor of any unsafe practice or hazard. Employees may acquire, complete and submit a Safety Suggestion Form (**ORS-9**) to Risk & Safety when an unsafe act or condition is found.

5.2 Departmental Safety Committees

Departments may establish a Departmental Safety Committee, which shall be chaired by an employee appointed by the Department Head and shall act on the behalf of the Department Head.

5.2.1 Organization

Each committee shall consist of approximately two to five members appointed by the Department Head, and their terms shall expire at the discretion of the Department Head.

5.2.2 Responsibilities

Departmental Safety Committees shall be responsible for, but not limited to:

- Performing regular inspections of work locations and filing copies of Office and Facility Self-Inspection forms (**ORS-17**) with the Department Head and Risk & Safety.
- Meeting monthly to review departmental accident reports and to evaluate progress of the department's accident prevention efforts.
- Providing written narratives to the Safety Board in regard to extenuating circumstances or special considerations concerning an accident or safety issue.
- Keeping Risk & Safety informed of meetings and agendas.
- Working with Risk & Safety to assess, develop and implement safety procedures.
- Recording and filing minutes of meetings held and furnish a copy to the Department Head and the Office of Risk & Safety.

5.3 Coexisting Safety Manuals

The safety of Emergency Services Personnel is a special consideration given the hazardous occupational duty. Public Safety and other departments may provide supplemental safety and/or procedural manuals and policies that coexist with this Safety Manual.

5.4 Fire / EMS Department

The Douglas County Fire / EMS Department is responsible for providing the citizens of Douglas County and its municipalities with quality fire protection and emergency medical services.

Fire / EMS Department personnel are required to follow all oaths, rules, orders, professional standards, procedures and processes as outlined in the Douglas County Fire Department Policies and Procedures Manual.

5.5 Sheriff's Office

The Douglas County Sheriff's Office provides the local community with superior law enforcement services.

Sheriff's Office personnel are required to follow all oaths, rules, orders, professional standards, procedures and processes as outlined in the Douglas County Sheriff's Office Policies and Procedures Manual.

5.6 Emergency Management Agency (EMA)

Douglas County's Emergency Management Agency is responsible for the management of all emergency preparedness planning. The primary role of the agency is to develop and implement comprehensive disaster planning, mitigation, and response activities within Douglas County under the provisions of Georgia statutes.

Among other services, EMA provides water rescue operations for the Douglas County community. Volunteer Dive Team members are covered under the Workers Compensation program.

5.6.1 C.O.O.P Purpose

C.O.O.P (Continuity of Operations Procedures), as developed by EMA among local, regional and national regulatory agencies, is a written plan to ensure that the mission of an organization continues in the event of a crisis or disaster.

5.6.2 C.O.O.P Policy

Upon the occurrence of a catastrophic event which significantly disrupts Douglas County government operations, personnel should monitor the following bulleted sources for additional information. Supervisors will reach out to essential personnel in the event COOP is activated.

- www.CelebrateDouglasCounty.com, the Douglas County website

- DCTV23 (channel 23 on Comcast cable) for Douglas County residents
- Local television stations
- Radio stations associated with a television station group
- 770-949-2000 (Courthouse main switchboard number)
- Social media sites used by the County to publish information

5.7 Safety Training and Proper Certifications

Department Heads and Supervisors are responsible for ensuring that employees are properly supervised, trained and authorized to perform safety sensitive tasks. This is in addition to departmental safety operating procedures that are unique to each department and operation.

6

CITIZEN INJURED ON PREMISES

Douglas County works diligently to maintain its facilities to prevent safety hazards. Unfortunately, accidents can still occur. Employees, tenants in county facilities, and volunteers should follow the below procedures in the event that a citizen is injured on county property.

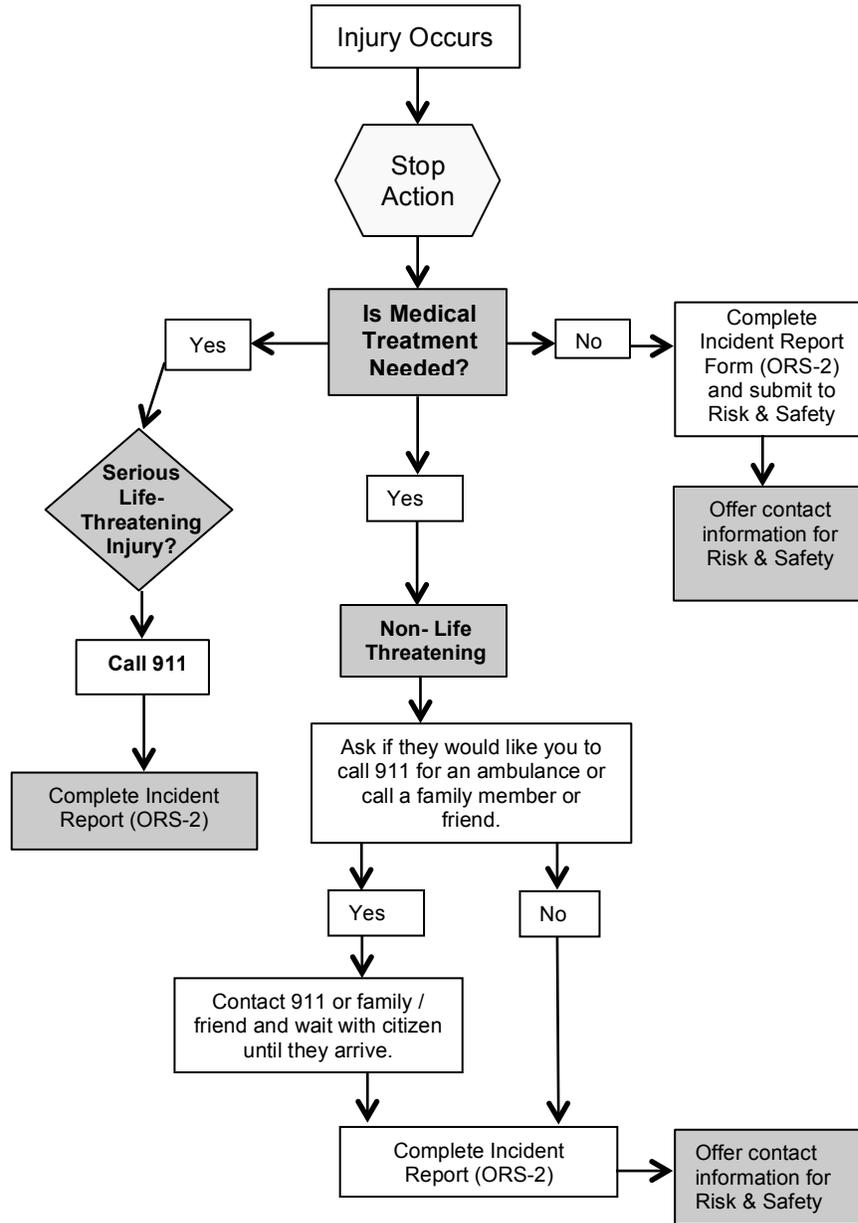
Emergency Services personnel are excluded from the below procedures while in the performance of their duties.

6.1 Procedures for First Employee on Scene

1. Immediately stop the activity that caused the injury and secure the scene to prevent further injury.
2. **Call 911 immediately** if the injury is serious, if the injured person is unconscious, or if the injured party requests Emergency Medical Services (EMS) or Law Enforcement.
3. Report the incident to your supervisor immediately.
4. Assist injured citizen(s) with basic First Aid, such as pre-packaged antibiotic or bee-sting ointments, Band-Aids and cold packs.
5. **Do NOT** move injured persons unless life is being threatened, such as with fire or cave-in. Members of the public who are injured on County property must be able to move themselves; otherwise, Emergency Medical Services should be contacted.
6. Gather documentation, including witness statements, police reports, photographs or videos of the accident scene. Attach documentation to the Incident Report (**ORS-4**).
7. Submit form **ORS-4** and any additional documentation to Risk and Safety within 24 hours or following business day.

8. Advise citizen to contact Risk & Safety if they have any follow-up questions at 770-920-7200.

6.1.1 Steps for When a Citizen is Injured on County Premises



Risk & Safety: 770-920-7200

6.2 IMPORTANT NOTE

- 1. Do NOT accept fault or responsibility for the incident.** Acceptance of responsibility or fault can be highly complex decisions that must be left for Legal, insurance carriers and/or the courts. We all “empathize” with accidents victims.
- 2. Do NOT talk to the media.** Only authorized Douglas County personnel are permitted to address the media.
- 3. Do NOT agree to pay for medical treatment, insurance deductibles, or other financial aid requests.**

6.3 First Aid, CPR & AEDs for Citizens

Only employees certified in First Aid, CPR and/or AED usage should provide treatment to citizens but *only up to their level of certification*. While providing “de minimis” First Aid, such as the application of a cold-pack, is permissible to assist injured citizens, employees who are not certified in First Aid, CPR, or AED usage should contact E-911 prior to rendering any medical aid.

6.4 Good Samaritan Law

Georgia’s Good Samaritan Law only provides immunity in the event of a time-sensitive, life-threatening emergency.

6.5 AED Policy

Automated External Defibrillators (AEDs) are used to treat victims who experience sudden cardiac arrest (SCA). AEDs may only be applied to members of the public or employees who are unconscious.

The AED will analyze heart activity and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Departments that do not provide internal CPR / AED training to their employees may contact Risk & Safety for training and certification.

6.6 Reporting Injured Citizens on Premises

Immediately following the incident, in which the injured citizen is treated and released, transported by EMS or continues on their way upon their own accord, the first employee on the scene or supervisor should follow the below-bulleted procedures:

- Keep the scene safe until it is cleaned, back in order, or until the safety hazard is repaired, removed, or until a safety parameter or barricade is created around the hazard to prevent further injury.
- Obtain an Incident Report (**ORS-4**) located on Douglas County's website (www.douglascountyriskandsafety.com) and immediately document all facts of the circumstances.
- Submit Incident Report and Supervisor's Investigation Report (**ORS-5B**) and all other information (*including pictures of the scene*) to Risk & Safety within 24 hours or the next business day.

6.7 Child Protection Policy

This policy is intended to help county employees, workers in county facilities, staff and volunteers in all Douglas County facilities and programs safe for children. Douglas County Board of Commissioners and elected officials believe in a positive and safe environment for children. Protecting children from any form of mistreatment is therefore the inherent duty of all employees, tenants, and volunteers of Douglas County.

6.7.1 Zero Tolerance Policy

The Douglas County Board of Commissioners and elected officials have zero tolerance for child mistreatment and/or intentional neglect. The following policies and procedures are designed to prevent such an occurrence.

6.7.2 Definition

Child mistreatment / intentional neglect can be defined as any act or failure to act on the part of a parent / guardian or caretaker, which results in serious physical or emotional harm, sexual mistreatment or exploitation, or death. For this definition, a “child” is anyone under the age of 18.

6.7.3 Training

In order to create a safe environment for children on Douglas County property, each Douglas County employee and volunteer who works with children and/or youth programs, both regularly or occasionally, shall be trained on child protection issues and practices prior to engaging in any Douglas County sanctioned activity.

6.7.4 Background Checks

Employees and volunteer staff that regularly have contact with children at any Douglas County facility must successfully complete a background check. The information provided will be available only to those authorized to participate in the screening process. In the event of an allegation of mistreatment / neglect, the background check may be shown to other county leaders on a “need-to-know” basis.

6.7.5 Procedures for the Supervision of Children

- **Open Door Policy:** Parents, volunteers, or employees may visit and observe child or youth programs at any time.
- **Sign-in / Sign-out Procedure:** Parent(s) / guardian of children, from ages 3 through 13, will record via a sign-in procedure with the employee / volunteer on duty as to whom the child may be released. If the person picking up the child is unknown to the employee / volunteer, a picture ID will be requested. A child shall not be released to a person not previously authorized via the sign-in procedure. The sign-in procedure shall require the parent(s) / guardian(s) emergency contact number.

- **Chaperone: Rule of Three** At all times when there are children and adults present in the same room, there should always be a minimum of three persons present (*two adults and one child OR one adult & two children*).
- *An exception to this rule is that any time an adult is having a private conversation with a child, it should only take place in an area with other adults or youth nearby. If this is not feasible, then the door to the room should remain open to allow easy viewing, and another adult should know about any private conversations.*
- **Parental Permission Rule:** Children must have written parental permission for involvement in county-sponsored programs.

6.7.6 Field Trips

- All field trips with children require Department Head approval.
- All Departments shall have their own travel, lodging and chaperoning policies and procedures with regards to field trips.
- There shall be at least two adults present for all field trips. In the event of co-ed field trips, there shall be at least one adult of each gender present.
- The Chaperone: Rule of Three (section 6.7.5) at a minimum, shall be an essential ingredient in all departmental policies related to the supervision of children.

6.7.7 Behavior Correction

It is the policy of Douglas County not to administer physical punishment under any circumstances. Hitting, grabbing, or other physical discipline of children is strictly prohibited.

6.7.8 Procedure for Reporting Mistreatment of Children

The mistreatment or neglect of a child shall not be tolerated regardless of frequency or severity. **The care and safety of the victim and family is our first priority.**

Employees, volunteers, and tenants shall immediately report suspected mistreatment or neglect of a child to the appropriate authorities (law enforcement & DFCS) and the Human Resources Director.

Signs of Mistreatment:

- Extremely withdrawn, fearful, or anxious.
- Exhibits extremes in behaviour.
- Unexplained injuries or bruises, welts, or cuts.
- Not comfortable with touch, flinches at sudden movements, or seems afraid to go home.
- Commonly wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days.

Signs of Neglect:

- Clothes do not fit, are unclean, or inappropriate for the weather.
 - Bad hygiene (*unwashed & matted hair, noticeable body odor*).
 - Frequent and untreated illnesses and/or physical injuries.
 - Often left unsupervised or alone.
 - Often hungry, not provided with adequate lunch / snacks.
-
- An immediate oral report should be made to the Division of Family & Children Services (DFCS) by telephone (1-855-422-4453) (24/7) or otherwise. Within 72 hours after the oral report, a completed Child Abuse / Neglect Mandatory Reporting Form shall be given to the regional office of the county of the child's residence. Investigations will be conducted by DFCS and law enforcement.
 - A Douglas County employee must notify the parent or legal guardian of the victim, and there will be steps taken to assure the safety of the child until the parent(s) / guardian(s) arrive. The proper authorities must be notified even if the parent(s) / guardian(s) do not wish the incident to be recorded.
 - The Department and/or Human Resources Director shall inform the accused person(s) that a report was filed. If the accused is a volunteer or employee, they will be temporarily relieved of duty,

pending investigation of the incident. The county will cooperate fully with all legal authorities as required by law.

- Any contact with the media should be handled by a designated County spokesperson. Precautions will be taken to safeguard the privacy and confidentiality of all persons involved. It is Douglas County's policy not to discuss matters under investigation.

6.7.9 Failure to Report

Knowing and willful failure to report suspected child mistreatment and/or neglect shall result in fines or imprisonment by the State of Georgia per Code Title 19. Domestic Relations § 19-7-5.

6.7.10 Legal Protection for Reporting

Employees and volunteers who report child mistreatment or neglect must use good judgment in making such assertions but shall receive legal protection from liability when they report actual or suspected mistreatment / neglect in good faith.

6.7.11 No Violation

If an investigation of a reported incident of child mistreatment reveals no inappropriate conduct occurred, the accused volunteer or employee, and the complainant, will be informed that an investigation has been conducted and there was no basis to substantiate the report of child mistreatment or neglect.

6.7.12 Violation

If an investigation of a reported occurrence of child mistreatment reveals that a volunteer has violated this Child Protection Policy, that volunteer will be prohibited from continuing as a volunteer indefinitely for any Douglas County program or service.

If an investigation of a reported or suspected occurrence of child mistreatment reveals an employee has violated this Child Protection Policy, that employee will be subject to immediate termination.

6.7.13 *Child in Custody of Sheriff's Office/Fire/EMS*

While Public Safety units are exempt from the precise procedures for the Procedures for the Supervision of Children/Youth (Section 6.7.5), all departments who provide services to or in the best interest of children shall have similar, equal or more comprehensive policies. The safety and protection of children cannot be overvalued.

7

GENERAL WORKPLACE SAFETY

“Is an ounce of prevention worth a pound of cure?” According to the National Safety Council, there were approximately 5 million workplace injuries in 2015 with associated costs reaching almost \$200 billion. Douglas County employees, tenants in county facilities, staff and volunteers shall be trained on the importance of workplace accident prevention.

7.1 “Safety First” Policy

Douglas County employees must perform their duties and tasks with “safety” being their number one priority. While the Safety Board, Risk & Safety Director, and Departmental Heads are all responsible for coordinating the organizational wide “Safety First” policy and culture, it is believed that SAFETY is the responsibility of all Douglas County employees.

7.2 On-the-Job Injury Prevention

All Douglas County employees are responsible for preventing workplace injuries to themselves and coworkers. Minimizing the risk of accidents, injuries and losses is the responsibility of all departments, public officials, employees, tenants and volunteers who enjoy the financial protection under the provisions of Douglas County Board of Commissioner’s insurance policies.

7.3 Unsafe Conditions

Identified safety hazards shall be immediately reported to a supervisor, and then secured and/or repaired in order to prevent injury to employees and/or the public.

All Douglas County employees shall maintain constant awareness of their environment while on duty and report any unsafe conditions or safety hazards to their supervisor, department head, or Risk & Safety

immediately. Failure to report a safety hazard is a “Chargeable Offense” and may result in disciplinary action up to and including termination of employment.

The Risk & Safety Director should be notified immediately when an imminent threat to life or a serious safety hazard is identified. Unsafe conditions and safety hazards must be reported to Risk & Safety using the Safety Suggestion form (**ORS-9**), which can be downloaded and printed from the Risk & Safety webpage (www.douglascountyriskandsafety.com) or by contacting Risk & Safety directly at 770-920-7200.

7.4 Injury Root Causes

The root cause of any injury is often preventable and avoidable by the professional who maintains situational and safety awareness. The seven most common root causes of injury include:

1. Mental distractions
2. Lack of preparation
3. Taking shortcuts
4. Neglecting safety procedures
5. Lack of situational or environmental awareness
6. Poor, or lack of, housekeeping
7. Overconfidence

When unnecessary accidents occur, they are an indication of wasteful and inefficient operations. The county believes that most accidents can be prevented. *Merit System Sec. (a) 13-11*

7.5 Horseplay

Employees and volunteers are prohibited from engaging in horseplay while on duty. Horseplay is defined as any rough, boisterous or reckless playing or activity not found in the employee’s job description.

7.6 Back Injury Prevention

Back injuries are one of the most common workplace injuries. All employees are responsible for following proper lifting techniques and practicing back injury prevention. Every time you think about lifting, think defensively about your back and the possibility of injury.

The most common types of injuries caused by lifting are back strains and hernias. Both injuries are the result of overstretching certain muscles and can be avoided by using proper lifting techniques. Supervisors should review the below procedures with employees regularly.



7.7 Lifting Rules & Procedures

1. Never pick up anything that is too bulky for one person to handle safely. In the event something is too bulky or heavy, the worker is required to ask for assistance.
2. Do not attempt to lift or move an object beyond your capabilities. Get help!
3. Plant feet firmly before the object to be lifted. Keep feet flat – a comfortable distance apart – pointing directly at the object.
4. Squat down, grasp the load, keep back straight as possible, and lift with your legs.
5. Be sure the load is balanced as much as possible so that an equal weight is held in both hands. An unbalanced load places unequal strain on the back muscles and can cause injury.
6. Arrange the load or position yourself so that you will not have to twist while lifting. Lift the load straight up in front of your torso.
7. Carry the load with a straight back. Bending backward or slumping forward means the load is too heavy to be carried safely. Get help!

8. Lower the load in the same manner that it is lifted – feet firmly placed and comfortably apart, back as straight as possible.
9. Lower the load carefully to avoid pinched fingers.
10. Follow all lifting Rules

While physical conditioning is provided for and required in many positions, employees should be cautious about weight lifting and shall use a spotter when lifting free weights that are in excess of their own bodyweight.

Fitness equipment shall be used in accordance with manufacturer's instructions.

7.8 Repetitive Motion Injury Prevention

Repetitive Motion Injuries (RMI), also called repetitive stress injuries, are temporary or permanent injuries to muscles, nerves, ligaments, and tendons caused by doing the same motion repeatedly. A common RMI is carpal tunnel syndrome in the wrists and hands.

Following the below-bulleted guidelines will help you reduce the probability of carpal tunnel syndrome and other repetitive motion injuries.

- Take regular breaks when performing repetitive motion tasks. This is the most effective way to prevent injuries.
- Type in a neutral position and keep forearms and wrists level.
- Sit up straight in your chair.
- Use “sticky keys” to reduce keyboard input.
- Adjust your mouse speed.

Ergonomic Assessments and RMI Prevention counseling and training is available to departments and individual employees upon request. Please contact Risk & Safety for these services.

7.9 New Employee Safety Orientation

Safety Orientation is an essential part of the employee onboarding process that is designed to familiarize new employees with the safety culture and set safety expectations of the Douglas County Board of Commissioners and the Safety Board. The training session takes place during Employee Orientation and covers a variety of topics that are essential to the manner in which all jobs with Douglas County are performed.

When a new employee comes to work, they begin to learn things and form attitudes about their job, workplace habits, and safe work practices. Many people believe accidents are unpreventable, but the fact is the vast majority of accidents are avoidable.

Safety Orientation is a time when new employees learn a variety of safety measures, safe work practices, and how to prevent most accidents. The below list illustrates some of the key topics discussed in Safety Orientation.

- Organizational Behavior and Professionalism
- Preventing common injuries
- Reporting safety hazards and incidents
- Review of equipment and vehicle policies
- On-the-Job injury procedures
- AND MORE

Supervisors are responsible for job-specific safety training and the review of departmental safety rules and procedures with all new employees. Within the new hire's probationary period of six months, the supervisor is responsible for evaluating and ensuring that the employee performs all assigned tasks in a safe manner.

Experience does not exempt a newly hired or transferred employee from being thoroughly instructed in safety procedures and practices. Supervisors are responsible for safety instruction and formal written

Workplace Safety Policies

authorization of employees to operate vehicles, power tools, equipment, and certain materials or gases.

8 WORKPLACE INJURY PROCEDURES

The Board of Commissioners is committed to providing the safest possible work environment for Douglas County employees and facility tenants. However, when an employee is injured on-the-job, and in the course and scope of employment with Douglas County, they will receive the best medical treatment available in accordance with the rules of the State Board of Workers Compensation.

Injured employees can expect immediate attention, helpful coordination of workers compensation benefits, expert medical treatment by licensed medical providers, mileage reimbursements, assistance in scheduling doctor's appointments, regular status inquiries, and courteous and helpful customer service from Risk & Safety. Risk & Safety will also coordinate approvals with the Insurance Administrator and work with medical providers to ensure first-rate medical care and rehabilitation.

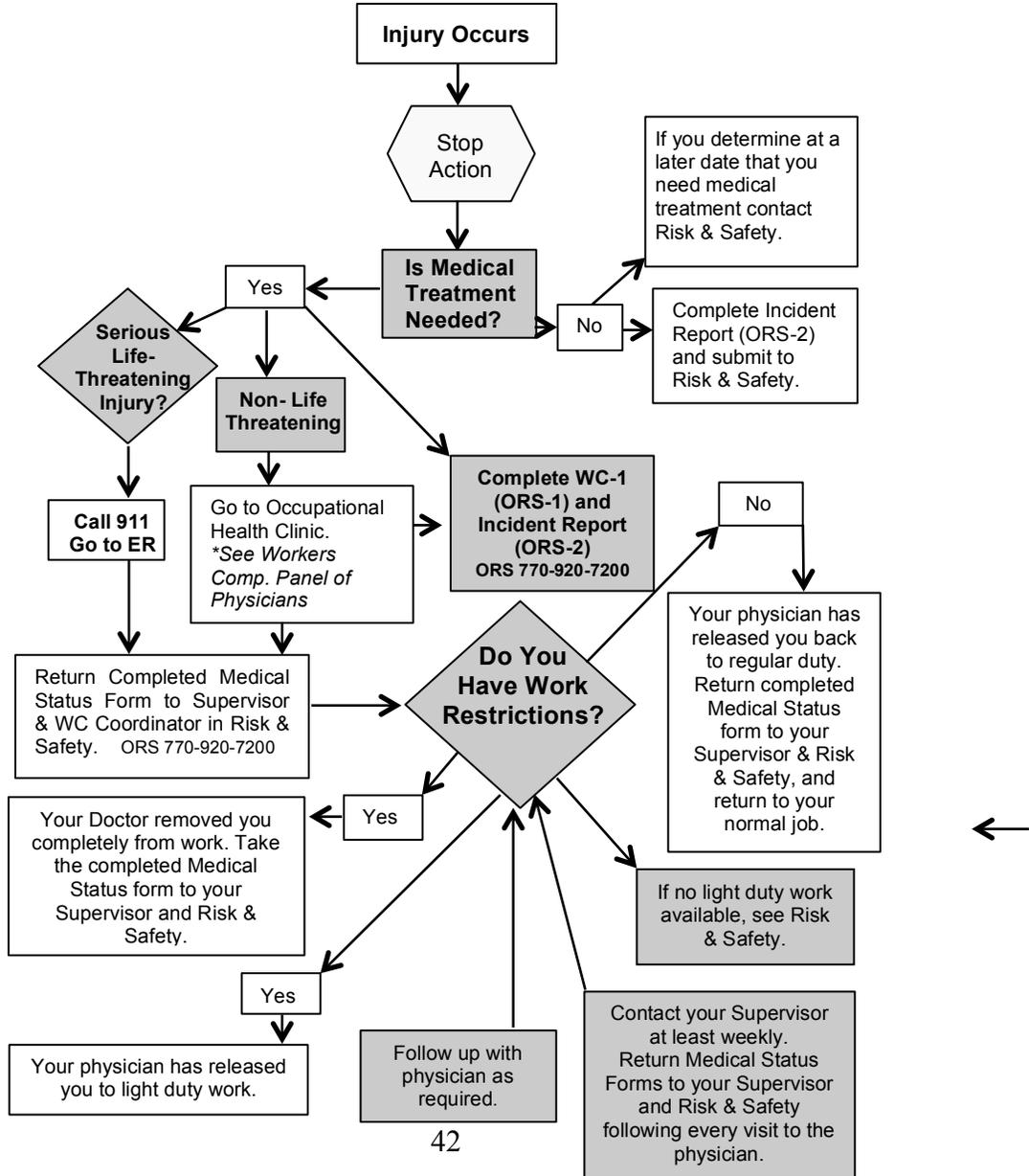
8.1 Workplace Injury Procedures

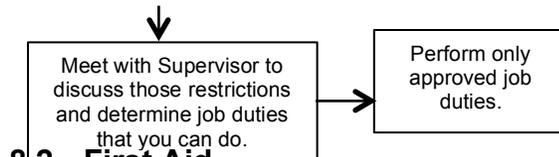
In the event an employee is injured on-the-job, the following procedures shall be followed.

1. Turn-off machinery or equipment and secure the accident scene to prevent additional injuries.
2. Call 911 upon request or any serious life-threatening injury.
3. Report all injuries to your supervisor immediately.
4. Supervisors should transport employees with non-life threatening injuries to an approved Occupational Medicine Clinic (i.e. Urgent Care) on the **Panel of Physicians**.

**Once the injured employee is released from the hospital, all follow-up care must be received by a physician named on the Workers Compensation Panel of Physicians.*

8.1.1 Injured Employee Flowchart





8.2 First Aid

- First aid cabinets or kits shall be maintained where deemed necessary by Department Heads and supervisors.
- Supervisors should check first aid supplies on a periodic basis. The supplies shall be those specified by the manufacturer of kit and approved by Risk & Safety. Minimum amounts of each item should be maintained. Supervisors should obtain supplies through the normal purchase procedures.
- In case of poisoning, contact the Georgia Poison Control Emergency Hotline at 1-800-222-1222

8.3 Reporting Procedures

Once the employee is out of immediate danger, supervisors must report the accident to Risk & Safety using the following procedures.

1. Supervisors shall collect accident scene documentation, pictures and witness statements and contact information.
2. Supervisors shall complete the following forms: (www.douglascountyriskandsafety.com)
 - WC-1 First Report of Injury (**ORS-1**)
 - Incident Report (**ORS-2**)
 - Supervisor's Investigation Report (**ORS-5B**)
 - Supplemental Narrative Form (**ORS-7**)
3. Supervisors shall submit all documentation and forms to Risk & Safety within 24 hours or the following business day.
4. Supervisors shall report life threatening injuries to Risk & Safety *immediately* (770-920-7294).

5. All injured employees must contact Risk & Safety as soon as possible for assistance with Workers Compensation benefits, and coordination of medical treatment and rehabilitation.

8.4 On-the-Job Injury Drug Testing

Employees who are injured on-the-job may be required to submit to a Drug and Alcohol Test in accordance with the Reasonable Suspicion Policy. "If an employee unjustifiably refuses to submit to a drug test following an on-the-job injury, there shall be a presumption that the accident and injury were caused by alcohol or drugs. If the presumption is not overcome by other evidence, any claim for workers compensation benefits [may] be denied." (*GA State Board of WC*)

- Making misleading statements to workers compensation claim handlers, medical providers, or your supervisor regarding an on-the-job injury can be a criminal offense.
- According to the Georgia State Board of Workers Compensation, "You shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$10,000.00 or imprisonment, up to 12 months, or both, for making false or misleading statements when claiming benefits. Also, any false statements or false evidence given under oath during the course of any administrative or appellate division hearing is perjury."

8.5 Workers Compensation (WC) Program

The main objectives of Douglas County's Workers Compensation Program are to ensure prompt and quality driven medical care, provide claims administration and monitoring, and to prevent and/or minimize on-the-job injuries through safety hazard recognition and loss control procedures.

Douglas County's Workers Compensation Program provides benefits and personal assistance to employees who are injured on-the-job. By statute, the program is designed to be a "no-fault" form of insurance.

The Georgia Workers' Compensation Act is state-mandated and provides income benefits and medical treatment to all employees who are injured or develop certain job-related illnesses as a result of their employment. Benefits may include:

- Medical treatment
- Rehabilitation
- Temporary Total Disability payments (TTD)
- Temporary Partial Disability payments (TPD)
- Permanent Partial Disability payments (PPD)
- Death Benefits

Employees who are injured on-the-job are required to see an approved medical doctor immediately. The minimum determinant for seeking medical attention is the immediate onset of pain upon injury. An "Official Notice," Workers Compensation Panel of Licensed Physicians, is available to employees and should be used to select an Occupational Medicine Clinic or other medical service provider.

The Panel of Physicians may be found posted in common areas and bulletin boards within all Douglas County departments. Injured employees should contact Risk & Safety for assistance.

8.6 Employee Responsibilities When Injured

Being injured is never easy, but getting you on the road to recovery is our top priority. When an employee is injured on-the-job, their claim is handled through the Office of Risk and Safety (ORS).

1. Employees may only go to physicians listed on the Workers Comp. Panel unless prior authorization is received. The panel is posted in your department and in the HR Department.
2. Employees are directed to go to any Emergency Room in the event of a life-threatening injury.

3. Injured employees must follow doctor's orders precisely and keep all medical and treatment appointments as scheduled.
4. Injured employees must communicate with Risk and Safety and keep their supervisor informed of status.
5. All telephone inquiries and follow-ups shall be returned to Risk & Safety within 24 hours or the following business day. Risk & Safety monitors all claims continuously.
6. Injured employees who receive invoices at home must promptly forward medical bills to Risk & Safety. Medical bills are *customarily* sent to Risk & Safety automatically, but some offices may mistakenly send them to the employee's residence.
7. Injured employees must work diligently to return to maximum medical improvement and return to work as soon as possible.

8.7 Administrative Pre-Surgical Meeting

Unless the injury is life-threatening and requires immediate surgical intervention, the employee who is recommended by their Authorized Treating Physician (ATP) to have surgical treatment will be contacted and must attend an administrative pre-surgical meeting with Risk & Safety prior to receiving surgical approval.

The purpose of the administrative pre-surgical meeting is to ensure that the employee understands their workers compensation benefits, recovery expectations, and the array of ORS services and support. The Administrative Pre-OP meeting may include, but is not limited to:

- Overview of injury and doctor's recommendation
- Discussion of what to expect before and after the surgery
- Assistance and understanding of ordering, delivery, receiving and return of prescribed durable medical equipment
- Expectations of recovery

- Discussion about light duty, work hardening, and return-to-work programs
- Discussion about direct payments to Human Resources for health insurance and other supplemental benefits.
- The employee will receive a discount pharmacy prescription card to obtain prescribed medications related to their injury.
- Exchange of Risk & Safety contact information for business and non-business hour assistance
- Mileage reimbursement form to cover trips to physician office visits, surgery center, and any physical therapy if needed.
- FMLA paperwork submittal to Human Resources Department.

8.8 Light Duty

When injured, be it at home or work, your doctor may place you on “light duty” with specific restrictions on your physical activities. Employees placed on light duty”, also known as “modified duty” or “restricted duty,” by the Authorized Treating Physician (ATP) or personal physician must provide their supervisor and Risk and Safety with a copy of their Light Duty Work Status form.

Generally, light duty work is transitional or relatively short term, since the intent is to return the employee to full productivity and earning his/her full wages while recovering. In some cases, an employee will reach maximum medical improvement but may be physically unable to return to their former position.

8.8.1 Light Duty within Department

Employees placed on light duty by their Authorized Treating Physician (ATP) or personal physician are required to return to their department when light duty work is available. When available, light duty work may be allowed and is provided to both full and part-time employees.

8.8.2 Light Duty Reassignment

Employees of departments which do not have any light duty work available may be reassigned to other departments by Risk & Safety with the County Administrator's and/or employee's Department Head's approval.

8.8.3 Light Duty & Pregnancy

Departments shall offer temporary light duty assignments to pregnant employees with work restrictions if the department provides the same accommodation to non-pregnant employees who have similar work restrictions and Light Duty work is available. This policy is in accordance with EEOC laws and the Pregnancy Discrimination Act (PDA).

8.8.4 Light Duty Position Transfer

Employees placed on light duty with a qualifying disability, and who can no longer meet the essential duties of their current position, will be considered for other open job positions for which they qualify and meet the physical requirements.

Employees should be given priority consideration for open positions of a sedentary nature where reasonable accommodations may be provided.

8.8.5 Light Duty & Physical Training

County employees are prohibited from attending internal or external training while on light duty when such restrictions are in conflict with doctor's orders. When not in conflict with doctor's orders, employees may attend sedentary classroom training only with Department Head and Risk & Safety Director approval.

8.8.6 Light Duty & Off-Duty Activities

Employees on light duty shall follow doctor's orders during all on and off-the-job activities.

8.8.7 Light Duty & Secondary Employment

Employees on light duty are prohibited from working a secondary job unless it is within the work restrictions prescribed by his/her physician. In addition to Department Head authorization, employees who work a secondary job must provide the secondary employer(s) with a copy of their light duty restrictions and return a signed copy of the Work Status form to Risk & Safety.

The employee's Department Head, supervisor, or the Risk & Safety Director may require a copy of the secondary job description to measure its compliance with work restrictions.

8.8.8 Light Duty & Mandated Recertification

Job and professional recertification or continuing education requirements do not supersede light duty restrictions. Employees on light duty are prohibited from certification, recertification, or continuing education training when the physical requirements exceed Doctor's Orders. This policy includes certification, recertification, or training not only within the employee's primary position with the county but also with self-pay and auxiliary training or secondary employment.

8.8.9 Injured & Light Duty Payroll

Employees who are put on light duty for on-the-job injuries are entitled to 2/3 of their Average Weekly Wage (AWW), up to certain maximum limits, per the Georgia State Board of Workers' Compensation. Employees will not initially be compensated for the first seven (7) calendar days in which they are out of work. Workers Compensation payroll is administered through the Office of Risk & Safety

8.8.10 Light Duty Payroll

Employees who return to work with light duty restrictions shall be paid their full hourly wage for hours worked. When work restrictions require limited work hours, the employee is entitled to 2/3 of the difference between wages earned and their AWW, up to certain maximum limits.

Employees may also use sick or vacation time to subsidize their payroll up to normal and regular earnings.

8.9 Return-to-Work (RTW) Program (Risk & Safety)

Douglas County employees are highly valued assets whose training, experience and skill sets are critical to providing superior services to the community. Consequently, Risk & Safety's Return-to-Work Program (i.e. Work-Hardening) allows employees who are unable to perform their usual and customary job duties due to an injury or illness, to return to work in a temporary, limited, or light duty capacity while they recover. RTW light duty assignments are limited and dependent on availability within the parent or sibling departments.

Risk Management and Workers Compensation professionals know that returning to work as soon as possible and medically feasible after illness or injury can render countless benefits not only to the employer and community but primarily to the injured employee. From maintaining workplace routines to receiving regular pay, the sooner an injured employee returns-to-work the more likely he/she is to fully recover or at the very least reach maximum medical improvement. According to the Center for Health & Safety, RTW reduces the average number of time units a worker is absent by 42% (RAND Institute of Civil Justice, 2010).

8.10 Regular Duty

It is our goal for injured employees to return to regular duty as soon as possible. Employees who are released from their ATP or approved specialist without restrictions are required to advise their supervisor immediately, but no later than 30 minutes prior to the start of their next scheduled shift. Employees on Regular Duty without time-restricted modified duty will receive their full wage.

The Office of Risk & Safety provides weekly updates to key personnel on the status, diagnosis, prognosis and recovery of injured employees. This is achieved by continuous communications with medical providers, insurance administrators, departments, and employees.

8.11 Firefighter Cancer Policy

Douglas County firefighters are now afforded disability benefits if diagnosed with certain types of cancer in accordance with Georgia House Bill 146. More specifically, the insurance provided by the Board of Commissioners is under the Georgia Firefighters' Cancer Benefit Program as provided by ACCG and The Hartford Life & Accident Insurance Company.

The Firefighter Cancer Policy, in which became effective on January 1, 2018, is paid for by the employer at no charge to firefighters and provides up to three years of disability benefits (\$50,000 lifetime limit) for those, who, because of injury or illness, cannot work as a firefighter. The actual amount of disability benefit received is dependent on the type and severity of cancer attributed to the inhalation of certain carcinogens.

Please contact Douglas County's Human Resources Department for additional information or to file a claim.

Community volunteers are an integral part of the Douglas County Community. Their support and assistance in providing a variety of programs and activities to the community is invaluable and greatly appreciated.

9.1 Application Process

All volunteers must complete and submit the following documentation to their department.

- A. Volunteer Application
- B. Consent Form (background / MVR checks)

9.2 Volunteer Requirements

- All volunteers shall be at least 16 years of age and must have parental consent.
- Volunteers shall be at least 18 years of age for moderate-to-high risk operations, such as Animal Control, Fleet Management, or other functions where injury is more frequent / severe.
- Volunteers shall be 21 years of age to operate motorized vehicles.
- Volunteers who will be working with or near children must receive Child Protection Policy training before working with children.
- Safety Orientation may be scheduled through Risk & Safety. Volunteers will receive instruction on basic organizational safety policies and accident prevention.
- Volunteers who have received Driver Orientation and who serve as a permanent volunteer for more than a 90-day term must attend Defensive Driving and renew his/her DDC Certification

every three (3) years in order to remain authorized to operate motor vehicles.

9.3 Volunteer Customer Service

Providing superior customer service, to both internal and external customers, is of the utmost importance and valued highly in Douglas County Government. Volunteers who work with citizens or program participants are expected to conduct themselves in a positive and professional manner at all times.

9.4 Behavior Policy

Volunteers are required to follow the policies set forth in the Merit System, this Safety Manual and departmental policy and procedure handbooks. For volunteer's safety and the safety of others, the below-bulleted list outlines **prohibited activities for volunteers**:

- Volunteers are prohibited from operating motorized vehicles (unless trained and authorized through Driver Orientation).
- Volunteers are prohibited from operating heavy equipment or power tools.
- Volunteers are prohibited from collecting monies on behalf of Douglas County.

9.5 Injured Volunteers

While greatly appreciated and honored for "giving back" to the Douglas County community through volunteering, persons injured while volunteering are not covered by or eligible for receiving Workers Compensation benefits. By completing a Volunteer Application with a Hold Harmless agreement, volunteers accept all risks, to include health, disease, injury or death, associated when volunteering for Douglas County. Dive Team members are covered by Workers Compensation, with limits for being "in service."

10 COMMUNITY SERVICE WORKER & INMATE SAFETY

The safety of all Community Service Workers (CSWs) and Inmates is important as they rehabilitate and re-enter the community. As such, supervisors of CSWs and Inmates are responsible for ensuring the following safety procedures are followed.

10.1 Community Service Worker Safety

- CSWs must wear Personal Protective Equipment (PPE) (i.e. safety glasses, reflective vests, gloves, hearing protection, hard hats, etc.) when performing any task where flying debris or objects are possible. This policy includes, but is not limited to, working with power tools, lawn mowers, weed eaters, machinery, etc.
- Supervisors of CSWs are responsible for providing PPE and any necessary safety training.
- CSWs are required to wear seatbelts while being transported in county vehicles.
- CSWs are prohibited from operating vehicles, heavy equipment, machinery or other dangerous equipment where training, authorization, and certifications are required.

10.2 Working Around Inmates

The Douglas County Sheriff's Office developed the Inmate Work Program to provide beneficial maintenance services to the Douglas County community. Inmates are often seen working in the community, at public parks, the Landfill, and on roadways.

In order for an inmate to join a work detail, he/she must meet certain criteria as defined by the Sheriff's Office. Inmates with a history of violence or escape are prohibited from being on public work details.

10.3 Inmate Service Rules

- Inmates are to be supervised by employees authorized by the Douglas County Sheriff's Office at all times.
- Inmates may only work on approved details or assignments.
- Inmates must only conduct tasks beneficial to the community.
- Inmates are prohibited from having visitors on job sites.

10.4 Inmate Safety for Supervisors

- Inmates are required to wear Personal Protective Equipment (i.e. safety glasses, reflective vests, gloves, hearing protection, hard hats, chainsaw chaps, etc.) as deemed necessary by the Sheriff's Office.
- Inmates shall wear seatbelts in motorized equipment or vehicles equipped with seatbelts.
- Inmates shall not operate heavy equipment, machinery, motorized vehicles, lawnmowers, chainsaws, or other *county insured* equipment without proper training and departmental authorization.

10.5 Employees & Inmates

County employees may come into contact with inmates from the Douglas County Sheriff's Office through the Inmate Work Program. Employees, volunteers, and facility tenants shall abide by the following rules regarding interaction with inmates.

- Employees shall maintain professional relationships with inmates at all times.
- Employees are prohibited from giving inmates any consumable items, such as drinks, toiletries, medicine, tobacco, chewing gum, snacks, or any tangible objects. Authorized consumables are provided by the Sheriff's Office.
- Employees are prohibited from lending or giving inmates any electronic communications or media devices, such as cell phones

or tablets. This is a violation of Georgia Law and persons providing such items will be subject to arrest.

- Employees shall not give inmates or offer to give inmates “tips” or money for their services.
- Employees shall not accept communications (notes, letters, etc.) from inmates nor agree to contact ANY third party on an inmate’s behalf.
- Employees should have minimal contact with inmates and must communicate with inmates through the assigned Sheriff’s Work Detail Supervisor.
- Departments and employees should refrain from suggesting special refreshments, meals or appreciation parties for inmates. Consideration for any extra privileges should first be brought to the attention of the Detail Supervisor or command staff within the Sheriff’s Department.

11 SAFETY

PERSONAL

Employees, tenants in county facilities and volunteers are responsible for good decision making when it comes to their personal safety and the safety of co-workers. The below guidelines will help keep employees safe when commuting or conducting County business.

11.1 Top 10 Personal Safety Tips

1. Call E-911 or use office panic buttons if your safety is at risk.
2. Use the "buddy system" and travel in pairs or groups.
3. Park in well-lit areas if arriving or leaving work when dark.
4. Watch for and avoid suspicious persons.
5. Do not stop or exit your vehicle if your environment does not look or feel safe.
6. Do not prop open doors. Keep buildings locked whenever public access is closed.
7. Consider all firearms to be loaded.
8. Activate alarms only if you can do so without detection.
9. Exit and "get away" from any worksite or facility immediately if your personal safety is being threatened.
10. Avoid staying alone in buildings after hours.

11.2 Personal Articles

Employees, tenants in county facilities, and volunteers may bring personal articles to the workplace that are in compliance with the Merit System and pose no threat or potential harm.

Employees are responsible for the security and safekeeping of all personal articles, belongings, jewelry, cellphones, computers, and other devices or items brought onto County property.

Law enforcement should be contacted in the event of theft or damage of **personal property**. Employees should use the Incident Report form (**ORS-2**) to report any such losses of personal property on Douglas County property. While not responsible for reimbursement of personal property, submitting an Incident Report (**ORS-2**) or Property Loss or Damage form (**ORS-6**) to Risk & Safety will provide a record of documentation for an internal investigation.

11.3 Personally Owned Vehicles (POVs)

While on county-owned property, employees are required to operate personal vehicles in a safe manner at all times.

Damage, break-ins, theft or vandalism to Personally Owned Vehicles while on county property should be reported immediately to Law Enforcement. Once discovered, the employee should avoid touching or moving their POV until Law Enforcement has completed its investigation. Touching or moving the vehicle, or any of its contents, could potentially damage evidence critical to an investigation.

All incidents to include, but not limited to theft, damage, vandalism, or parking lot motor vehicle accidents should be reported to the Office of Risk & Safety using forms **ORS-2 and/or ORS-6**.

11.4 Parking Lot Safety

The Douglas County Board of Commissioners encourages all employees to maintain constant awareness of their surroundings while on County property. The following safety policies apply to all employees, volunteers, and tenants in Douglas County facilities.

- Always look into your vehicle before entering it.
- Never leave valuables in plain sight.

- Park personal vehicles in lighted areas.
- Walk to personal vehicles in groups.
- Maintain constant awareness and avoid suspicious persons or groups of persons.
- Maintain awareness of fixed objects in parking lots.

11.5 Travel Safety

Due to traffic, ever-changing environments, and reduced resources, traveling is always an endeavor with increased risks. The following travel safety policies apply to all employees.

- Employees shall follow all policies and procedures in the Douglas County Travel Policy and Procedures Manual,
- Employees are encouraged to travel in groups.
- In the event that an employee travels alone, they should communicate with their supervisor daily.
- When using a rental vehicle, ensure that it is in good condition (working lights, no leaks, seatbelts in good condition, etc.).
- Choose appropriate attire (no heels over 2 inches in height in case of walking on uneven surfaces, or unfamiliar terrain).
- Employees should maintain constant awareness of suspicious persons or groups of persons.
- Employees staying in hotels are encouraged to store their valuable personal items (jewelry, tablets, cellphones, cash, credit cards etc.) in a safe if there is one provided.
- Upon entry, hotel rooms should be inspected by more than one person.
- Employees are responsible for the securement, loss, damage or theft of personal items while traveling on County business.

11.6 Personal Weapons

Only P.O.S.T. (Peace Officer Standards and Training Council) certified employees are permitted to possess, carry, and utilize weapons in the course and scope of employment or while on duty. Otherwise, employees are prohibited from carrying weapons to include but not limited to firearms, Tasers, illegal knives, mace or pepper spray.

11.7 Safety Dress Code

The Douglas County Board of Commissioners requires that workers in county facilities wear clothing that meet minimum safety standards and which favorably contribute to the county's professional image.

Employees, volunteers and facility tenants shall abide by the Dress Code outlined in Sec. 13-146, of the Merit System. The following Safety Dress Code policies apply to all personnel in facilities:

- Employees are prohibited from wearing loose clothing, bolos, ties, or dangling jewelry when working on machinery.
- Hair that reaches or falls below the shoulders must be tied-up prior to inspecting machinery.
- Natural or artificial scents that may be distracting, create respiratory problems, or cause allergic reactions are prohibited. Employees shall not wear personal fragrant products (fragrances, colognes, perfumes, lotions and other similar products) that are unpleasant or cause illness to others.
- Clothing with logos, messages, obscenities, or illustrations that create distractions or a hostile work environment is prohibited in Douglas County facilities.

12

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The purpose of Personal Protective Equipment (PPE) is to protect employees exposed to health and safety hazards from risk of injury by creating a barrier from workplace hazards. Department Heads and supervisors are responsible for ensuring that all necessary Personal Protective Equipment (PPE) is provided to employees as outlined in this manual.

All employees are responsible for using applicable Personal Protective Equipment. Employees shall report lost or damaged PPE to their supervisors immediately. Please contact Risk & Safety for PPE training or questions about proper maintenance and usage.

12.1 Clothing

In addition to the County Dress Code outlined in Sec. 13-146 of the Merit System, employees are required to wear the proper clothing for their individual position and assigned tasks. Douglas County employees should not wear any clothing that interferes with the safe performance of his/her duties and which creates or exposes the employee to unsafe hazards.

12.2 Chainsaw Chaps Policy

All Douglas County supervisors must require anyone under their supervision to wear chainsaw chaps or chainsaw pants whenever operating a chainsaw. Over 35,000 U.S. workers are injured by chainsaws annually (CDC, 2017). Chainsaw users wearing turnout gear or other protective articles that cover the lower extremities are exempt from wearing chainsaw chaps if necessary.

12.3 Communication Devices (Working Alone)

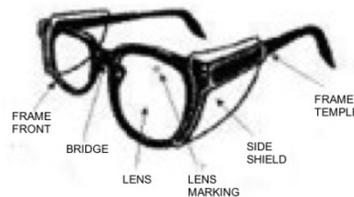
Employees shall carry communication devices when working alone as a safety precaution. The following precautions should be taken to ensure employee safety.

- Know what the prevailing hazards are and make sure safety measures, including PPE, are in place prior to beginning work.
- Routinely report to your workgroup supervisor or to Dispatch when working alone in remote areas; notify your supervisor or Dispatch when changing work locations, or when you will be in the field for extended periods of time.

Every attempt should be made to avoid highly hazardous tasks when alone (i.e. working with chainsaws, hazardous chemicals, confined space entry, electrical work, etc.) If unavoidable, notify someone of what you are doing and why, and check-in hourly.

12.4 Eye Protection

Employees shall use appropriate eye protection when exposed to eye or face hazards. Safety goggles, safety glasses, welding helmets, or face shields must be used to protect against flying debris, chemicals, or potentially injurious light radiation.



Prescription Safety Glasses are exempt from the employer-paid PPE policy. Employees who wear prescription glasses and are required to wear safety glasses may wear an employer-provided face shield or goggles over their glasses. Otherwise, the employee is responsible for purchasing, using, and maintaining prescription safety glasses.

12.5 Foot Protection

Employees and facility tenants are required to wear proper footwear while in the performance of their duties.

Safety shoes, steel-toed boots or other footwear may be required for certain positions and/or tasks. Supervisors of electricians, construction and maintenance personnel are required to consider and provide safety footwear where deemed necessary.

Aluminum alloy, fiberglass, or galvanized steel foot-guards may be worn over usual work shoes, but not if a trip hazard is created. Employees should wear heat-resistant soled shoes to protect against hot surfaces like those found in the roofing, paving, and other maintenance and construction jobs. Electricians must wear rubber-soled shoes.

When traveling, employees are prohibited from wearing open-toed shoes or heels over 2" in height due to unfamiliar environments (i.e. conferences, training).

12.5.1 Ice Cleats

Employees who are issued Ice Cleat footwear attachments shall wear them during inclement weather when traction is reduced by ice and/or snow. Do not use ice cleats on tile or wood flooring whenever possible.

12.6 Fall Protection

Employees working 6 feet (1.8 m) or more above ground or floor levels shall be protected from falling by guardrail systems, safety net systems, or personal fall arrest systems. This policy is mirrored by the United States Department of Labor, Safety and Health Regulations (CFR) (Part 1926).

12.7 Hand Protection

Employees are required to wear appropriate hand protection when his/her hands are exposed to hazards.



Employees shall wear hand protection when working with chemicals, applicable machinery, heat, glass, electricity, welders, frozen materials and any other hazard that may cause injury to the hand. The selection of appropriate hand protection shall be based on job hazard analysis and as deemed necessary by Supervisors.

12.8 Head Protection

Head protection equipment shall be worn on a job site, when there is a possible danger of head injury from impact, flying or falling objects, or electrical shock and burns. Each employee is responsible for the maintenance and proper usage of their issued head protection.



Supervisors and employees shall periodically inspect head protection for damage. Hard hats and helmets should be inspected immediately when dropped from more than three (3) feet or when the article sustains any significant blunt force or makes contact with corrosive chemicals. Punctured or cracked helmets must be replaced immediately.

12.9 Hearing Protection

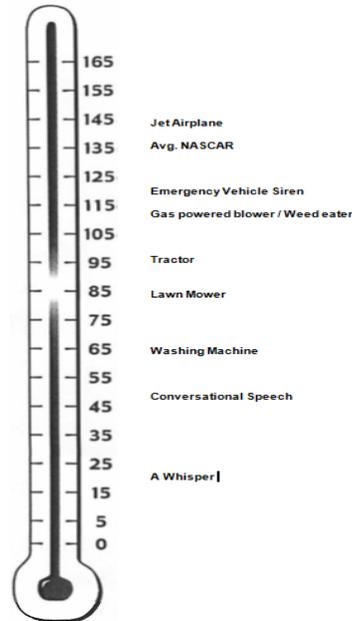
Exposure to high noise levels can cause hearing loss and/or impairment. Each department is responsible for identifying operations or tasks in which noise level hazards exist. Noise levels are measured in decibels (dB).

Employees, volunteers, and other stakeholders performing duties on behalf of Douglas County shall wear the appropriate hearing protection (i.e. earplugs or earmuffs) when:

Low Noise Level: Noise level of 80 decibels (dB) or higher for 30 or more minutes.

Medium Noise Level: Noise levels over 100 dB for more than 10 minutes.

High Noise Level: Noise levels over 135 dB can cause immediate hearing loss. Employees shall wear hearing protection at all times when noise levels meet or exceed 135 dB.



12.10 Safety Vests

Safety vests shall be worn by employees in construction or work zones or where deemed necessary by supervisors. Communications personnel, Flaggers and construction crews are required to wear Class II or III high-visibility safety vests when working on project sites or near local, state or federal roads or highways.

12.11 Gowns / Aprons / Lab Coats

The level of protection worn, a gown, apron or lab coat, should be determined by the exposure potential and industry Best Practices.

12.12 Specialty Safety Equipment

In addition to the above referenced PPE, employees are required to wear Specialty Safety Equipment as deemed necessary by professional standards, departmental policies, and/or supervisors.

***ALL POTENTIALLY CONTAMINATED PERSONAL PROTECTIVE
EQUIPMENT SHOULD BE REMOVED PRIOR TO LEAVING THE
WORK AREA, AND PROPERLY DISPOSED OF AND/OR
DECONTAMINATED IMMEDIATELY.**

Housekeeping is an important component of safety in the workplace. A clean, sanitary and organized work environment eliminates many potential hazards that can cause accidents. Good housekeeping practices are essential to all Douglas County operations.

13.1 General Housekeeping

- Keep work areas and storage facilities clean, neat and orderly.
- PPE to include eye protection and rubber soled shoes shall be used when sweeping, mopping, or operating a floor buffer.
- All aisles, stairways, passageways, exits, and access ways to buildings shall be kept free from obstructions at all times.
- All water, chemical and grease spills shall be removed immediately. In the event the removal cannot be done immediately, the area shall be barricaded and secured with appropriate signage.
- Do not place supplies on top of lockers, boxes or other movable containers at a height where they are not visible from the floor.
- When stacking materials for storage, make sure the base is firm and level.
- Do not let consumables, soiled clothes, etc., accumulate in lockers or in work places.
- Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc., in such a way to minimize trip hazards.
- Nail points, tie wires, etc., shall not be left exposed when packing and unpacking boxes, crates, barrels, etc. Nails are to be removed as soon as lumber is disassembled.
- Sharp or pointed objects shall be stored in a safe manner.

Workplace Safety Policies

- All packing materials shall be properly disposed of to prevent fires.
- Electrical fuse box doors shall be kept closed at all times
- Electrical fuses and breakers shall be properly labeled.
- Employees shall report housekeeping safety hazards to their supervisor and/or Building Services, Property Management, or Risk & Safety immediately
- Cabinet, File and Desk Safety
 - Keep file, desk and cabinet doors closed when not in use.
 - Use handles when closing desk drawers, files, safes, and doors.
 - File cabinets with four or more drawers have an increased probability of tipping over and causing injury. Only open one drawer at a time. Keeping top drawers lighter than bottom drawers will reduce the chance of toppling the file cabinet.
- Chair Safety: All chairs should be used per manufacturer instructions. Employees should always sit with the lower back touching the seatback and feet firmly on the floor or footrests.
 - Inspect your work area floor prior to use of chairs. Even small objects (i.e. paper clips, pencils, etc.) can cause chairs with casters to tip-over.
 - Keep all four chair legs on the floor at all times
 - Do not rock or lean in chairs unless designed to do so.
 - Inspect your chair every 90 days and report any defects to your supervisor.
 - Never stand on chairs.
 - Broken chairs must be Locked-Out / Tagged-Out and repaired prior to further use or discarded.

- Climbing Safety: Employees must use ladders which meet or exceed American National Safety Institute (ANSI) requirements. (See Chapter 23, Tool & Machinery Safety) Employees are prohibited from using chairs, furniture, pallets, cabinets or other objects to climb. (See Fall Protection, Chapter 12)
- Wet Floor Signage shall be set-up and properly displayed when mopping or when the floors are slippery and/or wet. Building Services and/or Property Management should be notified immediately in the event of any spills or water on the floor.

13.2 Kitchen Galleys & Break Rooms

- Employees are responsible for cleaning up after themselves when they use a kitchen galley or break room.
- Workers shall wash hands prior to utilizing kitchen galleys.
- Departments are responsible for stocking kitchen galleys with disinfectant solution, dishwashing soap, and hand towels.
- Spoiled food must be discarded immediately. Departments are responsible for disposing of food and ingredients that have reached the expiration date.
- Employees are required to monitor food while being cooked. Cooking foods should never be left unattended.
- Defective appliances are prohibited from use and must be Locked-Out / Tagged-Out immediately (see 23.2, LOTO Policy).
- Handling Knives:
 - Always cut away from your body when using a knife.
 - Never attempt to catch a knife if it falls.
 - Always use a cutting board to protect counter tops.
 - Keep blades sharp and clean.



Workplace Safety Policies

- Keep the sharp edges of knives away from your hands and stored with point facing to the back of galley drawers.
- Do not soak knives in a sink of soapy water – they may not be seen and may result in a laceration to the hand.
- Clean up spills immediately and utilize Wet Floor signage when applicable. (see 13.5, Wet Floor Signage)
- Do not leave open food out overnight.
- Consumables should not be stored where body fluids or other potentially infectious or toxic substances may be present.
- Microwave Safety
 - Never operate a damaged or defective microwave. This includes a bent door, broken or loosened hinges and latches, broken door seals, or broken inside surfaces.
 - Do not use aluminum foil or metal dishware in microwaves.
 - Use potholders when handling hot cookware.
 - Do not cook shelled eggs in the microwave.
 - Do not heat oil or fat in microwaves.
 - Potatoes, tomatoes, egg yolks, and other foods with a skin or membrane must be pierced before they are microwaved. This allows the steam to escape.
 - Popcorn should only be cooked in special microwave popper bowls or popcorn bags in accordance with manufacturer's instructions.

13.3 Office Equipment Maintenance

- Report all defective equipment to your supervisor immediately and Lock-Out / Tag-Out (LOTO) (See 23.2, LOTO policy) unsafe devices.
- Only certified technicians are authorized to repair office equipment.

13.4 Office Safety

- Good housekeeping is the key to a safe office environment. Desks and work areas shall be kept clean and orderly.
- Report loose or rough floor surfaces and/or covering.
- Furniture shall be maintained in good condition and free from sharp corners, projecting edges, exposed stuffing, loose legs, etc.
- Paper cutter blades should be kept in the closed position with the blade locked when not in use.
- Scissors, paper cutters and razors shall only be used for their intended purpose.
- Be sure equipment is grounded and that electrical cords are in good condition. In the event of electrical shock by office equipment or if the machine is smoking, UNPLUG IT, and report it immediately. (See 23.2, LOTO policy)
- Safety Suggestion form (**ORS-9**) should be used to identify safety hazards and/or recommended solutions.
- Space heater policy: (See 20.6, Space Heaters)
- Employees should use handrails when using stairs.
- All departments are required to train employees on their approved fire evacuation plan.

13.5 Wet Floor Signage

Wet floor signs are used to notify and/or remind people of slip and fall hazards in the immediate area. These hazards include the presence of liquid or other slippery substance on the walking surface as a result of routine cleaning, accidental spills, product leaks, or presence of inclement weather conditions. Proper use of wet floor signs clearly communicates the hazard and reduces the potential for slips and falls. It is important to remove wet floor signs when the hazard is no longer present. Failure to do so reduces their effectiveness when a hazard needs to be communicated.

1. COLOR - Wet floor signs should use a color that increases visibility. The American National Standards Institute (ANSI) has designated yellow as the color to mark physical hazards and indicate caution. These signs usually have black writing and may incorporate stripes or checkers that are also black

2. PLACEMENT - Unused signs should be stored out of sight, yet easily accessible. The best practice is to store signs near entrances and other locations with known temporary hazards such as water fountains and restrooms.

When in use, signs should be visible from all directions. Consider the physical characteristics of the space. Walls, partial walls, stairways, and door openings are just some of the items that could turn your well-intentioned sign into a trip hazard.

3. BAD WEATHER - Inclement weather is one of the most prevalent causes of slip-and-fall injuries. Particularly in colder weather, melting ice and snow can cause an unforeseen accumulation of water. Placing a wet floor marker in the entry ways of a building should be the first line of signage during wet weather.

Preventing the spread of communicable disease and illness is the responsibility of each Douglas County Department, employee, and facility tenant. By maintaining a healthy immune system the probability of contracting serious illnesses and diseases is reduced.

14.1 Hand Washing Policy & Procedures

Keeping hands clean through proper hand hygiene is one of the most important steps to avoid getting sick and spreading germs to others. The correct procedure for hand washing is to:

1. Wet the hands and apply soap.
2. Vigorously rub lathered hands together (*at least 10 seconds*).
3. Rinse hands and repeat as needed.

Employees, volunteers and facility tenants shall wash hands after using the restroom.

14.2 Influenza Prevention

The single best way to prevent seasonal influenza is to be vaccinated each year with a flu shot. Good habits, like a healthy diet, exercise and adequate rest, can help to combat illness. As prescribed by the CDC, the below list explains several precautions that you can take to prevent acquiring or spreading the influenza virus in the workplace.

A. Avoid close contact.

Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick.

B. Stay home when you are sick.

If possible, stay home from work, school, and errands when you are sick. This will help prevent spreading your illness to others.

C. Cover your mouth and nose.

Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from becoming sick.

D. Sanitize your hands.

Washing your hands often will help protect you from influenza. If soap and water are not available, use an alcohol-based hand rub.

E. Avoid touching your face and shaking hands.

Germs are often spread when a person touches something that is contaminated and then touches his / her face. Shaking hands when sick should be avoided.

14.3 Body Fluids

Body fluids and body tissues are widely recognized as vehicles for the transmission of human disease. As a general protocol, all departments are to follow Universal Precautions (*see Glossary*) by assuming all body fluids are potentially infectious and capable of transmitting illness/disease. This includes mucous, vomit, urine, feces, blood, etc. Avoid skin contact with these fluids.

Note: If blood and/or body fluids do come in contact with skin, it does not necessarily constitute as an “exposure,” but must be reported to Risk & Safety using the WC-1 (**ORS-1**) and Incident Report (**ORS-2**), to ensure medical assessment and treatment if necessary.

14.4 Biohazardous Waste Controls

High-risk departments should have Sharps containers for the disposal of any needles and use biohazard bags for other items contaminated with body fluids or other hazardous substances.

14.5 Infection Control Officer

Any employee who is exposed to infectious diseases or an exposure of any health risk must immediately report the incident, using the Incident Report form (**ORS-2**), to their supervisor, Infection Control

Officer, and then Risk & Safety (ORS) to schedule necessary medical assessment and/or testing.

As public service providers, departments such as Fire/EMS, Sheriff's Office, Parks and Recreation, Animal Control and others, are more susceptible to infectious diseases or viral exposures. These departments shall have tailored procedures to identify areas of exposure, train employees how to respond to these hazards, coordinate occupational specific vaccinations, and ensure the application of "Universal Precautions."

To achieve an effective infection control program, all employees should receive initial training and retraining as needed or as required by professional standards. Departments may contact Risk & Safety to schedule Infectious Disease Control training.

14.6 Procedures for Exposure to Infectious Disease

The following procedures shall be taken in the event of suspected exposure to infectious diseases.

1. Secure the work area and prevent others from exposure.
2. Notify your supervisor and Risk & Safety immediately.
3. Identify employee(s) at risk.
4. Transport exposed employee(s) to an Occupational Medical Clinic for evaluation (*see Workers Compensation Panel of Physicians on your department's bulletin board*).
5. Ensure the proper selection and use of Universal Precautions and personal protective clothing and equipment when cleaning-up bodily fluid and sanitizing the incident scene.
6. Uniforms and other personal items contaminated with blood or body fluids **shall not be taken home**.

14.7 Open Wounds

Employees with open wounds (cuts, abrasions, and scratches) must cover and/or bandage the areas with appropriate bandages or dressings while on duty.

14.8 Vaccinations

Immunization requirements vary by Department and position. Employees should be made aware of any immunization requirements prior to employment. It is recommended that all employees receive vaccinations as prescribed by professional standards.

The Employee Declination form (**ORS-11**) should be completed, signed and submitted to Risk & Safety by any employee who refuses required vaccinations.

14.9 Biohazardous Waste Disposal

All biohazardous waste should be labeled and properly disposed of in an approved manner and never disposed of with routine trash.

Regulated waste other than sharps containers, such as used bandages or other contaminated items, should be disposed of in cooperation with a contracted biomedical waste company or hospital.

Local hospitals (ERs) and Urgent Care providers will often accept, receive and dispose of small amounts of biohazardous waste upon request.

14.10 Human Exposure to Animal Disease

Employees exposed to animals, which may carry diseases or infections, should follow the below guidelines. Any animal which demonstrates unusual signs and symptoms of disease, including but not limited to, *erratic behavior*, *seizures*, *aggression* and/or *paralysis* should be treated with extra caution.

- If the animal is not contained, contact **Animal Control** immediately. Law enforcement may be contacted if necessary.
- Ensure that co-workers and bystanders are warned that a possibly ill or diseased animal is uncontained.
- Avoid approaching any unfamiliar animals. While it might look friendly, different animals have varying temperaments.
- Avoid bites and scratches. If bitten or scratched by an animal, **IMMEDIATELY** seek medical attention in case of possible exposure to diseases / infections. If the animal has no rabies/ vaccination tags and/or veterinarian papers, then it must be held for observation by Animal Control.
- Report any bites / scratches to Animal Control and Risk & Safety immediately.
- If an unfamiliar animal approaches and you feel threatened, retreat to your vehicle or a building and contact Animal Control.
- Do not handle or pet unfamiliar animals except as necessitated by job function.
- When dealing with wild or exotic animals, always contact Animal Control, as wild and exotic animals can carry different diseases and/or infections.
- Employees may direct and discharge a fire extinguisher if faced with an aggressive or threatening animal. Fire extinguishers should be discharged in short bursts as the employee retreats to his/her vehicle or place of safety.

The key to fire prevention is education, employee training and regular inspections. While fire prevention is the responsibility of all Douglas County employees, departments should regularly inspect for fire hazards in work areas and facilities. Departments should use the Office & Facility Self-Inspection form (**ORS-17**) to help identify fire hazards. Completed Inspection forms should be submitted to Risk & Safety annually.

Building Services or Property Management must be notified immediately of any fire hazard. Departments may contact Risk & Safety for assistance in fire hazard assessment or remediation. Listed below are fire prevention measures required by all Douglas County employees, tenants and volunteers.

15.1 In Case of Fire

1. Sound the alarm to begin facility evacuation immediately.
2. **DIAL 911**
3. Follow your department's evacuation plan.
4. Close all doors behind you; leave lights on.
5. All occupants are required to leave the building in a swift and safe manner, using stairways and exits. **Do not use elevators.**
6. Move at least 200 feet from the building.
7. Do not return until receiving the "all clear" from security and/or safety officers.



15.2 Fire Prevention

The following safety procedures shall be followed by Douglas County employees and facility tenants.

Workplace Safety Policies

- Fire extinguishers shall be prominently displayed, labeled for usage, and kept clear for easy access at all times.
- Oily rags and other flammable wastes shall be kept in covered, metal containers. Such debris shall be removed from shop buildings as soon as possible, and in no case shall be left unattended in a building overnight.
- Cardboard boxes, paper, and other flammable materials should not be allowed to accumulate; they should be removed to a safe storage, recycling or trash bin immediately.
- Cleaning solvents with flammable properties shall be labeled properly and be kept in approved containers or fire cabinets.
- Dark places, basements, or cellars must not be entered without proper light. The use of matches or lighters is strictly forbidden.
- **No Smoking** within 50 feet shall be enforced in all areas where flammable substances are stored.
- All heavy equipment shall have a “dry chemical” fire extinguisher in the cab.
- Each Department Head shall be responsible for inspection of fire extinguishing equipment on an annual basis. Each department shall have a designated person or vendor to inspect fire extinguishers on an annual basis.
- Flammable cleaning fluids and gasoline for equipment should not be stored in buildings occupied by offices or for public assembly. Minimum inventories of flammable chemicals should be kept on hand.
- Make sure light bulbs do not come into contact with combustible materials in storage areas.



- Stairways and exits should be kept clear at all times. Under no circumstances are they to be used for storage.
- Routine inspections and maintenance schedules shall be established for all fire alarms and extinguishers.
- Fire extinguishers should be inverted and tapped with a rubber mallet or shaken to keep the powder loose on an annual basis.
- Manufacturer SDS (Safety Data Sheets) documents must be received and maintained for all hazardous and flammable chemicals (See 17.5)

15.3 Departmental Evacuation Plans for Facilities

1. Evacuation plans shall be posted showing primary and secondary exit routes.
2. All employees shall be trained on the evacuation plan in case of an emergency.
3. Emergency exits should be clearly marked.
4. When evacuating a building, turn off (unplug, if possible) all electrical equipment in use, close all windows, turn off lights, and close all doors as you leave.
5. Use stairs in case of a fire emergency or power outage.
6. WALK quickly to the nearest exit. Once outside, move a safe distance away and do not re-enter the building.

15.4 Vehicle Fires

1. Shut off engine and apply parking brake.
2. Get yourself and all others out of and away from the vehicle. If the vehicle is in a garage or other structure, exit immediately.
3. **DIAL 911**

4. **Do Not** open the hood or trunk of vehicles if you suspect fire. Oxygenated air will rush in, enlarge the fire, and likely lead to injury if not extinguished via proper procedures.
5. **Never** re-enter a burning vehicle to retrieve personal property.
6. Stay up wind and a safe distance (at least 200 ft.) away from vehicle fires. In addition to toxic gases and other hazardous substances found in burning synthetic materials, flying debris and explosions are serious threats with vehicle fires.
7. Never put yourself in danger using a fire extinguisher. "ABC" class fire extinguishers are recommended for vehicles fires.

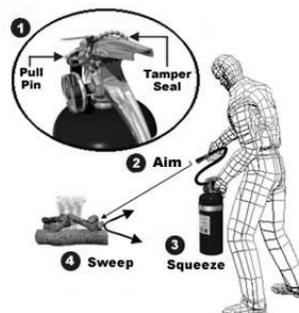
15.5 Fire Extinguisher Procedures

P-Pull the pin

A-Aim at the base of fire

S-Squeeze the trigger/handle

S-Sweep left and right at base of fire



15.6 Fire Drills

Fire drills are recommended periodically in Douglas County facilities. Unless coordinated with the Fire Department, employees, volunteers and tenants should follow the procedures outlined in section 15.1, with the exception of calling 911.

Douglas County employees should always be aware of the weather forecast and plan each day accordingly. This chapter provides basic guidelines for what to do in the event of unusual or extreme weather conditions.

16.1 General Weather Safety

- In severe weather conditions, including hard rain, departments and employees should question the feasibility and necessity of operating vehicles and conducting work outdoors.
- Employees, tenants and volunteers should never run during inclement weather, and always use sidewalks and designated paths — especially in wet or icy conditions.
- Employees, tenants and volunteers shall dry their shoes on entranceway floor mats to avoid slip, trip, and fall hazards.

16.2 Heat Safety

High temperatures can have adverse effects on health, including heat cramps, heat exhaustion, and heat stroke. County employees are advised to take precautions when working outside in direct sunlight or in hot areas. The Heat Index (*see Glossary*) is a better measure than air temperature alone for estimating the risk to employees from environmental heat sources. The table on the following page shows the Heat Index and the corresponding recommended protective measures.

Workers who show symptoms of heat-related illness need **immediate** attention. Treating milder symptoms (headache, weakness) early by providing rest in a shaded area and cool water to drink can prevent a

more serious medical emergency. Heat stroke is fatal if not treated immediately.

Heat Index	Risk Level	Protective Measures
Less than 91°F	Low	<ul style="list-style-type: none"> • Drink water (3 - 8 oz. every 20-30 min) • Take breaks in shaded locations
91°F-103°F	Moderate	<ul style="list-style-type: none"> • Drink water (3 -8 oz. every 20 min.) • Take breaks in shaded locations
103°F-115°F	High	<ul style="list-style-type: none"> • Drink water (3 - 8 oz. every 20 min.) • Take breaks in shaded locations • Avoid working alone and watch co-workers for signs of heat illness.
Greater than 115°F	Extreme	<ul style="list-style-type: none"> • Drink water (3 - 8 oz. every 20 min.) • Take breaks in shaded locations • Avoid working alone and watch co-workers for signs of heat illness. • Avoid working in direct sunlight

***Note that work in direct sunlight can add up to 15°F to the Heat Index**

Heat-Related Illnesses			
	Heat Stress	Heat Exhaustion	Heat Stroke
Symptoms	<ul style="list-style-type: none"> • Severe cramps in the hands, calves, or feet • Profuse sweating • Dehydration • Fatigue 	<ul style="list-style-type: none"> • Fatigue • Nausea • Headache • Excessive thirst • Weakness • Confusion • Drenching sweats • Cold/Clammy skin • Slow/Weak pulse • Dizziness • Fainting 	<ul style="list-style-type: none"> • High body temperature (above 103°F) • Headache • Confusion • Nausea/Vomiting • Hot, red, dry skin • No sweating • Rapid/Strong pulse • Unconsciousness • Convulsions
Medical Treatment	<ul style="list-style-type: none"> • Get out of direct sunlight • Drink water or sports drinks. • Avoid drinks with caffeine 	<ul style="list-style-type: none"> • Move to a cooler location. • Apply cool, wet cloths to body. • Sip water. • If you have vomited and it continues, seek medical attention immediately. 	<ul style="list-style-type: none"> • Call 911 immediately • Move person to cooler location. • Reduce body temperature with cool cloths. • Do NOT give fluids to unconscious persons.

16.3 Tips for Working in the Heat

- Stay hydrated. Drink water frequently enough to never become thirsty. Avoid caffeine, which can dehydrate you. (See above table)
- Take breaks in the shade or a cool area when possible.
- Be aware that protective clothing or personal protective equipment may increase the risk of heat stress.
- Maintain effective communication with crew members. Avoid working alone and watch co-workers for signs of heat illness.

16.4 Cold Weather Safety

Working in cold weather can be dangerous. Hypothermia and frostbite are two major health hazards of cold exposure. Hypothermia is the lowering of body temperature due to excessive loss of body heat. Frostbite is the freezing of extremities such as fingers, nose tip, toes, ears, and cheeks.

16.5 Cold Weather Tips

- Wear at least three layers of clothing, keep dry, and always layer to protect the head, hands, and feet.
- Drink plenty of fluids, preferably warm, sweet beverages. Cold weather suppresses thirst, and dehydration can occur without proper fluid intake.
- Increase calorie intake. Working in heavy, protective clothing expends more heat, so 10-15% more calories are recommended.
- Take periodic breaks to warm up, with additional breaks as wind velocity increases or the temperature drops.
- Work in pairs so partners can monitor one another and obtain help quickly in an emergency.

16.6 Lightning

Lightning is a dangerous electric discharge that can occur at any moment when clouds are present. Approximately 240,000 people are injured every year by lightning strikes. The safe practice is that “when lightning roars, everyone goes indoors”.

- Stay inside during thunderstorms.
- Go indoors if you see or hear lightning.

16.7 Floods

Flooding is a coast-to-coast threat to the United States nearly every day of the year.

- Flash Flood Watch means a flash flood is possible in the area.
- Flash Flood Warning means a flash flood is imminent.
- Listen to local news, Douglas County’s Emergency Warning System or NOAA Weather Radio for emergency updates.
- Never drive through a flooded road or rushing waters.
- Stay away from and report downed power lines immediately.

16.8 Thunderstorms

Thunderstorms come in different shapes and sizes but are considered **severe** if they produce hail at least 1 inch in diameter or have wind gusts of at least 58 miles per hour. Every thunderstorm produces lightning. But, heavy rain from thunderstorms can cause flash flooding, while high winds may damage structures, utilities, and infrastructure.

16.8.1 Indoors

- Listen to local news or NOAA Weather Radio for emergency updates.
- If a severe thunderstorm warning is issued, take shelter.

- If you can hear thunder, you are close enough to be in danger from lightning strikes.
- Keep away from windows.
- Stay inside for at least 30 minutes after the last thunderclap.

16.8.2 Outdoors, in a Vehicle

- If you are driving, safely exit the roadway and park.
- Stay in the vehicle and turn on the emergency flashers until heavy rain ends.

16.8.3 Outdoors, on Foot

- If you are outside and cannot reach a safe building, avoid ground water, tall, isolated trees, and metal objects such as fences or bleachers. Picnic shelters, dugouts, and sheds are NOT safe and should be avoided.
- Stay away from downed power lines and report them immediately.
- Get in your County vehicle and close the windows.
- Turn on emergency flashers.

16.9 Tornadoes

16.9.1 Outdoors, in a Vehicle

- The least desirable place to be during a tornado is in a motor vehicle. Cars, trucks and construction equipment are easily tossed by tornado winds, which can exceed 300 mph.
- Drive the vehicle away from the tornado if the roads are clear and safe. Tornadoes can travel at speeds up to 70 mph.
- Get out of your vehicle and seek shelter in a secure structure, ditch, or low-lying area if in imminent danger.
- Take cover on the ground if necessary. Lie down flat, arms covering the head, face down in a gully, culvert, ditch or low-lying

area. Be aware of the potential for **flash floods** and be prepared to take evasive action.

- Stay away from and report downed power lines to E-911 immediately.

16.9.2 Outdoors, on Foot

If you are caught outside during a **tornado** and there is no adequate shelter immediately available:

- Avoid areas with many trees.
- Avoid vehicles.
- Take cover on the ground. Lie down flat, arms covering the head, face down in a gully, culvert, sewer, ditch or low-lying area. Be aware of the potential for flash floods and be prepared to take evasive action.
- Stay away from and report downed power lines immediately.

16.9.3 Inside a Building Structure

- Stay out of large rooms, such as Citizen's Hall, auditoriums, and the courthouse atrium.
- Seek shelter on the first floor in an interior room and get beneath a sturdy table or desk.
- Position yourself in a kneeling position by an interior concrete wall. Cover your head with your arms to protect against flying debris.

16.10 Douglas County Severe Weather Policy

The following severe weather policy applies to all Douglas County employees, tenants and volunteers.

16.11 County Office Closings

Adverse weather conditions sometimes require a flexible approach to opening or closing County offices. It is the purpose of this policy to

reduce the possibility of risk to the public who may visit County-owned facilities, and promote the safety of County government employees.

County offices may be closed at the discretion of the County Administrator, after an assessment of road conditions by the Douglas County Emergency Management Agency, the Sheriff's Office, E-911, and the Fire Department. Public Safety departments work diligently to determine when ice, snow, heavy rains, flooding, or other adverse conditions have created hazardous circumstances for the traveling public. It is the responsibility of the employee to obtain information regarding work status changes.

16.12 Plan A – Offices Closed

If Plan A is implemented by the County Administrator, County offices will be closed all day and nonessential employees should not report to work.

If a decision to close County offices is made before or after normal working hours, information concerning the closing will be placed on the following media:

- www.CelebrateDouglasCounty.com, the Douglas County web site (banner heading on home page)
- DCTV23 (channel 23 on Comcast cable) for Douglas County residents (all other programming will be pre-empted)
- All Atlanta television stations (rotating announcements at the bottom of the screen)
- Radio stations associated with a television station group (most major radio stations)
- 770-949-2000 (Courthouse main switchboard number)
- Social media sites used by the County to publish information (Facebook, etc.)

Nonessential employees are advised to stay informed by any of the previously listed means concerning the status of office hours during inclement weather; it is not the responsibility of your employer or your supervisor to contact you.

Employees will be compensated at their normal rate of pay for the period in which County offices were closed due to weather conditions.

16.13 Plan B – Delayed Opening

If Plan B is implemented by the County Administrator, nonessential employees should report to work at a time to be determined by the County Administrator. Upon implementation of Plan B, a nonessential employee may arrive at his/her work site on or before time designated without a penalty.

Employees arriving after the designated time will be required to charge all time lost to accrued annual leave or accrued compensatory time. If an employee does not have accrued annual leave or accrued compensatory time, the employee's salary will be adjusted to reflect all lost time after the designated time with said amount to be deducted from the employee's next scheduled payroll check. Employees will be compensated at their normal rate of pay for the period prior to the designated time during which county offices were closed.

If Plan B is implemented by the County Administrator, information will be posted on the previously listed communications outlets.

16.14 Plan C – County Offices Open with Employees to Arrive As Safety Allows

There may be circumstances where County offices will open at their regular opening time, but due to weather conditions, it may be difficult for employees to safely get to the Courthouse by that time. Under these circumstances, employees should arrive at work as soon as it is safe for travel. If the employee arrives by 10 a.m., they may be paid for the full day at the discretion of their Department Head. After 10 a.m., the employee will be paid for the time they work, and will be

allowed to take accrued vacation time or compensatory time for the time they missed. If an employee feels that it is not safe for them to come in at all on a day that the Courthouse is open due to roadway / weather conditions, they may take accrued vacation time or accrued compensatory time for that day at the discretion of their Department Head.

Misuse of the weather/travel conditions to arrive late for work may result in disciplinary actions by the Department Head.

If Plan C is implemented by the County Administrator, information will be posted on the previously listed communications outlets.

16.15 Weekend Personnel

The County Administrator will determine which plan of action will be implemented for nonessential employees who are required to report for work during weekend hours. Department Heads who are responsible for nonessential employees should contact the County Administrator, or his designated agent, via telephone, cellular phone or pager, for instructions for Plan A or B. Department Heads will then inform employees of action. Employees will be compensated at their normal rate of pay for the period during which the department is closed.

16.16 Essential Personnel

Essential personnel are defined as employees who work in Public Safety, Public Works (DOT), E-911 or where 24-hour personnel are essential to the operation. The designation of essential employees within these departments is at the Department Head's discretion. Employees who are classified as essential personnel and who are required to report to work while the county is operating during inclement weather conditions, will receive additional compensation at their normal (straight time) rate of pay for the period in which he/she worked. The overtime policy applies to essential personnel who work hours in addition to their normally scheduled hours excluding

additional compensation for hours worked during inclement weather. Compensation may be in the form of compensatory time.

16.17 Early Closing

In the event weather conditions become adverse during normal working hours, the County Administrator may dismiss nonessential employees. The County Administrator, or his designated agent, will advise Department Heads of the appropriate action to take. Employees will be compensated at their normal rate of pay for the period during which county offices were closed.

16.18 Extenuating Circumstances

In the event of a loss of power or heat, or if structural problems are sustained by a department, it will be at the discretion of the County Administrator, if and when said department will be closed. In departments where multiple sites exist, only the affected site will be closed. Employees will be compensated at their normal rate of pay for the period in which the department is closed.

Providing protection from chemical hazards is a challenging task because of the range of applications and critical operations. All Douglas County Departments that maintain or use chemicals (*other than small quantities of household cleaners*) are required to maintain updated Safety Data Sheets (SDS) for all chemicals in inventory or use. Departments may contact Risk & Safety for assistance in developing, reviewing and/or updating SDS books.

17.1 Handling Chemicals

- Extreme caution should be exercised at all times by personnel working near or with acids, corrosives, pesticides, dry lime, petroleum products or other toxic or caustic chemicals.
- Employees are prohibited from storing food, drinks or other personal items in areas where toxic substances are stored, mixed, or otherwise handled.
- Do not expose chemicals to excessive heat or store at temperatures above 110° F.
- Departments should maintain minimum chemical inventories.
- All chemicals must be stored in approved containers.
- Employees are required to wear the proper Personal Protective Equipment (PPE) when working with chemicals. Such equipment includes, but is not limited to, protective goggles, face shields, aprons, gloves, hazmat suits, respirators and self-contained breathing apparatuses.
- Employees are responsible for referring to the Safety Data Sheets (SDS) before moving, using, or working around chemicals.

- WARNING: DO NOT MIX CHEMICAL DISINFECTANTS OR OTHER CLEANING AGENTS!

In the event an employee handling chemicals displays any of the following symptoms, they should seek medical attention immediately. Employees should go to an Occupational Medical Clinic, the emergency room if life-threatening, or contact Risk & Safety for specialty referrals.

- Coughing
- Chest pain
- Nausea
- Irritation to the throat, nose and/or eyes
- Shortness of breath
- Wheezing
- Watery eyes
- Pneumonia and fluid in the lungs

17.2 Chemical Spill Response Procedures

1. Contact 911
2. Isolate the spillage and/or source if possible.
3. Leave the area, keep others away and stay upwind.
4. Remove contaminated clothing.
5. Use large volumes of cool (not cold) water to irrigate and cool chemical burns. Eyes should be irrigated for 15 minutes.
6. Notify your supervisor and Risk & Safety immediately.
7. Seek immediate medical attention if you have difficulty breathing or incur any chemical burns (*See Chapter 8, Workplace Injury Procedures*).
8. Refer to Safety Data Sheets (SDS) for clean-up instructions.
9. Save all rinse water, clothing, contaminated articles and clean-up supplies for proper disposal.
10. Submit Incident Report (**ORS-2**), Supplemental Narrative Form (**ORS-7**), and photographs to Risk & Safety.



17.3 Hazardous Communications Program

As a Best Practice, Douglas County adopted the Hazard Communication Standard (29 CFR 1910.1200) which requires chemical manufacturers and importers to obtain and furnish SDS (Safety Data Sheets), previously known as MSDS (Material Safety Data Sheets), for each hazardous chemical.

17.4 Reporting & Documenting a Chemical Spill

Employees must report any spill of potentially harmful chemicals to their supervisor immediately. While Risk & Safety may be contacted to assist in the identification or response to small spills, 911 should be contacted if there is a known reportable quantity of hazardous materials spill. To assist in identifying chemicals, hazardous materials and potential chemical changes from mixtures, contact:

Chemtrec's Emergency Hotline - (800) 424-9300.

The Georgia Oil or Hazardous Material Spills or Releases Act (O.C.G.A. 12-14-1 et seq.), requires that all reportable spills be immediately reported to the DNR Emergency Operations Center at 800-241-4113 or 404-656-4863. Any spill which is reportable in Georgia must also be reported to the Federal National Response Center (NRC) at 1-800-424-8802

17.5 Safety Data Sheet Program

Safety Data Sheets (SDS) are documents that communicate the product and chemical names, exposure hazards, substance reactivity, applicable PPE, first-aid measures, toxicology information, accidental spill procedures, handling and storage protocol, and clean-up instructions.



All departments are required to maintain SDSs that are received with incoming shipments of chemicals, and ensure that they are organized

and readily accessible at all times. Contact Risk & Safety for assistance.

17.6 Purchasing Chemicals

When purchasing chemicals, such as corrosives and flammables, departments should order the smallest quantities possible in order to meet operational needs. While bulk discounts may not be an option, the reduction in the risk of fire or injury is of greater value.

17.7 Chemical Inventory & Storage

Chemical inventories should be stored properly in order to prevent damage, leakage or spillage from their containers. Chemicals such as ammonia and bleach should never be stored at the same location. Doing so could create a synergistic and toxic effect through chemical change (*see Glossary*). Fire cabinets should be used to store flammable chemicals.

17.8 Designated Representative Medical Release Policy

All Douglas County elected officials, department heads, managers, superintendents, supervisors, and key staff are considered Designated Representatives. Designated Representatives are provided access to employee exposure records and/or medical records related specifically to serious incidents involving chemical or radiation events, or State-wide infectious disease pandemics. In the event of an incident, employees may be required to submit to physical specimen testing, to determine levels of a chemical in the blood, urine, breath, hair, fingernails, etc.

17.9 Chlorine Safety

- Always read product labels and follow manufacturer's instructions.
- Do not breathe in chlorine fumes or vapors—they are highly toxic!
- Wear proper PPE when handling chlorine.
- Do not mix chlorine with other chemicals.

- Keep spilled materials isolated. Follow label directions and Safety Data Sheets for cleanup and disposal. Do not put spilled materials back in the original container.
- Store chlorine away from doors and windows.
- Vent fans should run for at least 2 minutes prior to entering room.
- Use waterproof covers for opened or damaged packaging.
- Exercise caution to prevent contact with stored chlorine any time water is used for cleanup near stored packages.
- Close container lids properly and securely.

17.10 Gasoline Safety

- Only employees and approved volunteers over the age of 18 are permitted to dispense fuel into vehicles, equipment or gas cans.
- Turn off the engine when dispensing gasoline.
- Never ignite an open flame or smoke within 50 feet of a gas pump or any fueling activity.
- Remain outside of vehicles and within 25 feet of the fuel pumps when dispensing gasoline, diesel or kerosene into vehicles or equipment.
- Static electricity created by interior fabrics can ignite vapors and cause serious injury or death. Always monitor fuel pump nozzles and do not reenter your vehicle while fueling.
- While filling your department's UL rated gas can with gasoline, remove the container from the vehicle and place it on the ground. Never fill a container in a truck bed or trunk of a car. Keep the nozzle in contact with the container.
- When placing a gas can in a vehicle, tighten



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both the container cap and vent cap. Always place the container in the pickup bed or the car trunk. Secure the container so it will not slide around or tip over.

- Only use or dispense gasoline in open areas where there will be plenty of fresh air and keep it away from your skin, eyes, and clothing. Avoid prolonged breathing of gasoline vapors.
- Never fill a gas can or fuel tank more than 95% of capacity. Do not leave gas cans in direct sun and remove cans from the vehicle as soon as possible to minimize pressure build-up in the container.
- Employees are required to allow gas-powered equipment, such as lawnmowers, to cool before refueling. Always move the gas container at least 50 feet from gas-powered equipment after fueling and before starting the machine.
- Departments shall store gasoline in approved metal or plastic containers only. Look for the UL or CSA label. Never store gasoline in office buildings. Gasoline should be stored in an outside well-ventilated shed away from ignition sources, or in a fireproof cabinet.

18 CONFINED SPACE & TRENCH SAFETY

A confined space is an area large enough for a person to enter and perform assigned tasks, but has a limited or restricted means of entry or exit and is not designed for continuous occupancy. Examples include but are not limited to trenches, tanks, boilers, dust collectors and pump stations.

18.1 Procedures for Entering a Confined Space

1. Departments with known confined space entry exposures should have specific procedures from which employees shall operate.
2. Employees who are required to work in a confined space area should be trained in procedures for testing, safe entry, purging, ventilating, locking / tagging out, and communication.
3. Once a space is opened, protect it against falls.
4. Use calibrated testing device to test inside the space for oxygen levels, flammable gases and vapors, and toxic air contaminants.
5. Continue testing to ensure proper ventilation to prevent accumulation.
6. Use forced air ventilation to eliminate any hazards and continue ventilation until space is unoccupied.
7. If reentry is necessary, follow all procedures from the start.
8. Ensure proper equipment is used and well maintained. Types of equipment include testing, ventilating, communication, personal protective (PPE), lighting, ladders, rescue and emergency, and any other equipment necessary for safe entry and exit.
9. Designate the responsibility of the supervisor, the attendant (person attending the site) and the entrant (employee entering the space).

10. Maintain constant communication between the entrants and the attendant during entry. Test the communication devices prior to each entry.

18.2 Manholes & Sewers

When employees must enter manholes for infrastructure repair there may be dangerous gases or a lack of oxygen present. These may be caused by natural sewer gases from decomposition, spills of chemical compounds, or seepage through the ground. The protection against these hazards involves adequate precautionary measures.

Testers are available to detect the presence of dangerous gases or vapors. If testing results indicate hazardous conditions, the area should be ventilated and tested again before entry. The source of contamination should be closed off. Whenever it is necessary for a worker to enter a potentially hazardous space, appropriate respiratory equipment shall be used.

- No employee shall enter a manhole, sewer, tank, or other underground confined space without a safety belt or harness and attached lifeline tended by another employee at the point of entry.
- Smoking or open flames shall be prohibited in any underground operations or in other confined spaces.
- Construct perimeters with barricades and warning signs to caution and detour pedestrian traffic.
- Never allow exits to be blocked.
- Ladders shall be used when entering manholes where there is any question about the condition of original steps.
- Only lights approved and power provided by the County shall be used in manholes and sewers.
- Air supply shall be shut off at the supply source when changing air tools (not shut off by bending or pinching airline hoses)

18.3 Excavation, Trenching & Shoring

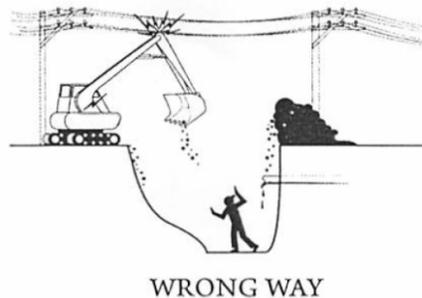
All Douglas County trenching and excavation operations should comply with Excavations Standard (Subpart P) located in the 29 Code of Federal Regulations 1926. Contact Risk & Safety for assistance.

18.4 Top Ten Trenching Rules

1. Trenches 5 feet or deeper must be sloped, shielded or shored.
2. Prepare trench thoroughly for shoring installation.
3. Install shoring system from the top of the trench down.
4. Always use a safe means of entrance and exit (i.e. ladder).
5. Keep spoil pile two (2) feet from edge of trench.
6. Stay inside shoring system.
7. Inspect shoring system daily.
8. Use shoring properly and do not climb on it.
9. Remove shoring from the bottom up.
10. Inspect shoring components before each use.

18.5 Excavation and Trench Safety

- Approved guards such as cribbing, barricades, warning signals or flaggers shall be in place when workers are engaged in any street excavation or street repair work, or when removing or replacing manhole covers. Open manholes shall be properly guarded with barricades and warning signage.



- A signalman shall be posted on the surface to assist the machine operator. The worker shall be stationed where he/she can be seen

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by the operator, outside the range of movement or hazardous area from loads, and warn the operator of the presence of others who may enter the area. An approved ANSI Class 2 fluorescent safety vest must be worn.

- Manhole covers not provided with lifting devices shall be raised slightly on one edge and slid off the hole. To replace the cover, reverse the procedure.
- All tools, materials, and equipment shall be kept at a reasonable and safe distance from the edge of trenches, curbs, or embankments.
- When chains, ropes, cables, slings, etc., are placed under tension, workers and bystanders shall be warned to stay beyond the range of whipping strands in the event of a break.
- The public shall be directed away from hazardous areas and material piles.

Douglas County employees are often involved in tasks related to the construction industry. Heavy machinery is often used in public works projects to save time and labor, but potential hazards to inexperienced or untrained workers are multiplied in the process.

Douglas County road and construction crews shall follow the rules and regulations provided in the federal codified work safety requirements and applicable state and local ordinances as standards and guidelines for construction projects. Supervisors and employees shall maintain operational compliance with 29 Code of Federal Regulations, Part 1926, Construction.

Safety precautions must be a part of job planning with consideration of above and below ground utilities and hazards. The most immediate danger to workers lies in contact with electric utilities or rupture of a gas line. Such accidents can be prevented by advance planning.

19.1 Supervisors Job Site Checklist

All supervisors shall check job sites prior to the start of any work for the following:

1. Check plans to see what public utility services are located on or near the job site area.
2. **Call 811 Before You Dig!** Georgia 811 is a non-profit, member-funded organization which works with utility providers, water, sewer, telecommunications, natural gas companies to notify them when digging or excavating. This service is provided at no charge.
3. Conduct a comprehensive inspection of the job site area to identify what signs, post markers, overhead electrical lines, etc.,

may be identified and make this information known to all crewmembers.

4. Obtain the service and repair telephone numbers of all utilities having services in the job site area, so that an immediate report can be made to them if accidental contact is made.

19.2 Natural Gas Service

- Call 811 (Call Before You Dig) to locate all potential gas lines.
- Inform crewmembers of locations and depths of buried gas lines.
- Hand-dig when in close proximity to buried pipelines.
- Be aware of proper compaction procedures when using mechanical compaction equipment after backfilling over buried pipelines.
- Do not use drop-weight type concrete over buried pipeline.
- If a damaged or ruptured gas line is identified, call 911 and the utility company immediately.
- Shut off all engines, extinguish all flames, and enforce **No Smoking**.
- Always remain upwind of a gas leak.

19.3 Electrical Utility Safety

Call 811 Before You Dig! to locate all potential underground electrical sources.

- If excavating near poles or guide wires and the possibility of damage to cables or collapse of a pole line exists, consult the power company during the project planning stage.
- All wires and conduits shall be considered energized and dangerous.
- Booms and protruding parts of construction machinery shall not be operated closer than 10 feet from overhead electrical lines.

- Crew members should use extreme caution when on the ground guiding suspended loads, slings, cable, or in contact with the machine, as they are in the most hazardous position if contact with energized electrical lines occurs.

19.4 Telephone Line & Pole Safety

- While telephone circuits operate on low voltage and are not an electrical hazard in themselves, they may be energized with higher voltages when crossed with power lines by accident at points far removed from the job site. Consider all lines hazardous.
- Do not cut or disturb guide wires. Sudden release of tension may cause an entire pole line to collapse.
- Underground cable is generally buried with a minimum cover of 24 inches but may vary. Subsequent grading or erosion may have reduced the depth of the cable. Call 811 (Call Before You Dig).

19.5 Construction Site Safety Apparel

Employees should wear safety vests, hard hats, safety glasses or goggles, heavy soled work shoes or boots, work gloves, and clothing suitable for the work and weather. Supervisors may prescribe and shall provide additional Personal Protective Equipment (PPE) as deemed necessary and in the safe interest of the employee and/or construction crew.

19.6 Working in Public Right-of-Ways

County employees are often required to work in or alongside right-of-ways normally used for vehicle or pedestrian traffic. DOT crews and other employees who work in the right-of-way shall follow all regulations as defined in the U.S. Department of Transportation's MUTCD (Manual on Uniform Traffic Control Devices) (CFR) (23 Code, Part 655, Subpart F).

For minor construction or maintenance operations requiring fifteen (15) minutes or less, the work vehicle itself with high visibility color or

reflective markings mounted on the vehicle and warning lights will usually be adequate.

19.7 General Construction Safety Requirements

- No county road or street shall be completely closed for utility repair work without prior approval and adequate notice to the Sheriff's Department and E-911.
- Vehicles and equipment used for maintenance and repair work of county roads shall be equipped with warning strobe lights.
- High visibility fluorescent safety vests (ANSI Class 2) must be worn by crews and staff working in or near roadways or right-of-ways.
- Any obstruction of a public right-of-way by county work crews for maintenance and repair work exceeding **15 minutes** duration shall be signed and barricaded.

19.8 Asphalt

Asphalt paving can be a complex and laborious endeavor. In addition to the danger of working in close proximity to heavy equipment, complex machinery, and hot asphalt, there is also the danger of working close to vehicle traffic.

19.8.1 Asphalt Safety

- Wear sleeves over your wrists, shirt buttoned to the neck, and trousers over your boot tops.
- Wear proper gloves without gauntlets or fasteners inside your shirt sleeves.
- Have a fire extinguisher handy and know how to use it. (See *Section 15.5*)
- If hot asphalt splashes on your skin, cool it with water and seek medical attention.

- When working around asphalt, observe NO SMOKING rules. When hot, the fumes are just as explosive as gasoline fumes.
- Watch your step and footing. Look out for backing trucks and all moving equipment and personnel.
- Keep Traffic Control Devices in place.
- Load trucks from one side only. Watch for stones and dirt falling from material loads.
- Always tarp loads of materials while in transit.
- Notify your supervisor of any unsafe condition.
- Never repair or adjust any machine while it is running.
- Never clean machine parts or tools with gasoline.

19.9 Road Construction

- Employees flagging traffic on a state or county road must have attended and passed an approved Flagger Certification Course.
- The traveling public shall be given advance warning before they get to the work area of the presence of work and equipment.
- Employees shall wear high-visibility safety vests (ANSI Class 2), hard hats, safety glasses or goggles, heavy soled work shoes or boots, work gloves, and clothing suitable for the work and weather.

19.10 Flagger Safety

Flaggers provide Traffic Control not only for construction crew safety, but they also ensure the safety of motorists and pedestrians. Per this policy, all Flaggers must maintain compliance with the U.S. Department of Transportation's MUTCD (Manual on Uniform Traffic Control Devices) (23 CFR Code, Part 655, Subpart F). The below bulleted list illustrates some of the minimum safety requirements for Flaggers.

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- Flaggers shall wear high visibility apparel in which meets ANSI Class 2 Risk Exposure.
- Flaggers shall wear hard hats and other PPE as assigned by supervisors.
- Flagger stations shall be located such that approaching road users will have sufficient distance to stop at the intended stopping point. Flaggers should maintain at least 100 feet of distance from paving crews.

19.11 Welding

When performing welding, cutting, and/or brazing operations, refer to the Welding, Cutting, and Brazing Standard (Subpart Q) located in the 29 Code of Federal Regulations 1910 or contact Risk & Safety for assistance.

Douglas County employees shall be certified and/or trained in welding and must be authorized by a supervisor in order to operate welding equipment.

19.11.1 *Welding Safety*

- **Electric shock:** The most serious and immediate risk facing a welder is electrical shock, which occurs when welders touch two metal objects that have a voltage between them, and by extension creating an electrical circuit.
- **Fumes and Gases:** Overexposure to welding fumes and gases can be hazardous to your health. Welding areas require adequate cover and ventilation to keep fumes and gases from the breathing zone and the general area.
- **Fire and Heat:** The welding arc creates extreme temperatures, and may pose a significant fire and/or explosion hazard if safe practices are not followed. While the welding arc may reach temperatures of 10,000 degrees Fahrenheit, the real danger is not from the arc itself, but rather the intense heat, sparks and spatter

created by the arc. This spatter can reach up to 35 feet away from the welding space. Always inspect your work area for flammables and have a fire extinguisher nearby.

- **Hand Protection:** Heavy, flame-resistant gloves shall be worn to protect from burns, cuts, and scratches. Leather or Kevlar are Best Practice in selecting gloves for welding.
- **Clothing:** Long sleeve shirts or welder's sleeves and long pants that are 100% cotton or leather shall be worn while welding. Polyester and other synthetic fabrics should be avoided while welding as they can melt in extreme heat.
- **Welding Helmets:** Specialized welding helmets with side shields are required PPE and essential for protecting the eyes and skin from exposure to arc rays. Helmets also protect against sparks, heat and even electric shock. Welder's flash from improper eye protection may cause extreme discomfort, swelling or blindness.
- **Ear Protection:** Earplugs or earmuffs shall be worn if welding in an area with high noise levels. Doing so will protect your hearing from damage, as well preventing metal and other debris from entering the ear canal.

19.12 Gas Cylinders

Employees assigned to handle gas cylinders that are under pressure should be carefully trained. Serious accidents may result from the misuse, abuse or mishandling of compressed gas cylinders.

- All cylinders must be kept clean and free from flammable liquids, oils, and greases.
- Cylinders should never be dropped, rolled or dragged.
- Do not tamper with safety devices on valves or cylinders.
- Cylinders should be kept in a safe, dry, and well-ventilated place that is set-up and reserved for storing cylinders.

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- Cylinders should be chained or otherwise fastened firmly against a wall, post or another solid object.
- When oxygen and acetylene cylinders must be stored in the same building, each type should be stored separately, preferably in separate sections of the building.
- A direct flame or electric arc should never be permitted to contact any part of a compressed gas cylinder.
- Only use cylinders in an upright position.
- Steel caps shall be secured on cylinders without attached regulators.
- Do not stand directly in front of regulator gauges when opening tank valves.

19.13 Machinery

When operating machinery, powered industrial trucks, and hydraulic powered equipment, Douglas County employees should refer to the Materials Handling and Storage Standard (Subpart N) and the Machinery and Machine Guarding Standard (Subpart O) located in the 29 Code of Federal Regulations 1910 or contact Risk & Safety for assistance.

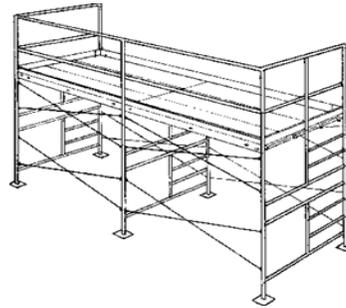
The following rules apply to all machinery operations.

- Never operate machinery or equipment without supervisor authorization and adequate training and instruction.
- Wear safety glasses / goggles and other necessary PPE.
- Machinery guards and safety devices must be kept in place at all times while being operated.
- Remove energy source (electrical, batteries, etc.) from machinery before making repairs or performing maintenance or cleaning.
- Loose clothing, neckties, gloves, rings, and bracelets shall not be worn when working with rotating machinery.

- Long hair should be tied up when working with rotating machinery.
- Never leave machines unattended while running.
- All machinery equipped with moveable parts that raise and lower, (i.e. front-end loader, backhoes, skid steers, bush hogs, etc.) must keep the moveable part lowered to ground level when the machinery is unattended.
- No one other than the machine operator is permitted on the machinery while it is in operation.
- Lock-Out / Tag-Out machinery in need of repair or maintenance.

19.14 Scaffolding

Maintenance and construction crews may at times need to use scaffolding to complete above ground projects such as painting, cleaning or other repair work where scissor lifts or boom lifts cannot be safely operated. In the event it is necessary to use scaffolding, the following materials and precautions must be used.



- The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Scaffolds and their components shall be capable of supporting at least four (4) times the maximum intended load capacity.
- All planking or platforms shall be overlapped (minimum 12 inches) or secured from movement.
- Scaffolding, runways and other working platforms which are supported more than five (5) feet above a solid surface or water shall be provided with a top rail extending at least 42" above the upper surface of the platform.

Electricity is a difficult hazard because it cannot be seen. For this reason, all safety precautions should be taken when performing electrical work. All electrical wires are to be considered energized.

When performing electrical repairs and/or maintenance in and around Douglas County facilities, authorized personnel shall maintain compliance with electrical codes, to include the State of Georgia and National Electric Code and the Electrical Standard (Subpart K) located in the 29 Code of Federal Regulations 1926, as well as the Electrical Standard (Subpart S) located in the 29 Code of Federal Regulations.

20.1 Electrical Safety Lock-Out / Tag-Out

When performing Lock-Out / Tag-Out and de-energizing procedures, please refer to the General Environmental Controls Standard (Subpart J) located in the 29 Code of Federal Regulations 1910.147 (The control of hazardous energy [Lock-Out / Tag-Out]), or contact Risk & Safety for direction.

20.2 Electrical Work Safety

Personnel performing electrical work shall also take precautionary safety action per the below safety procedures.

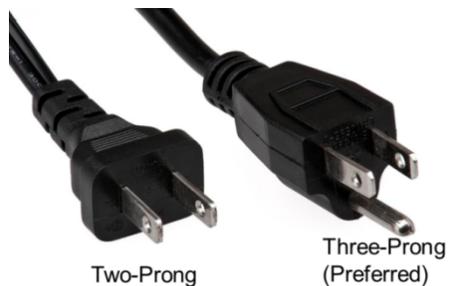
- Only trained, certified and authorized personnel are permitted to perform electrical work on county facilities.
- Personnel performing electrical work shall wear the appropriate Personal Protective Equipment (PPE).
- All electrical work areas shall be inspected for safety hazards prior to the commencement of a project.

Equipment Safety Policies

- All electrical work shall be done in a safe and professional manner per the National Electrical Code.
- Electrical circuits which are being repaired will first be tested with an electrical meter to ensure they are not energized.
- Electrical circuits shall not be overloaded.
- Zip cords shall not be used for extension cords.
- Two (2) prong plug adapters are prohibited in County facilities.
- Extension cords smaller than #16 Ga shall not be used.
- Live electric equipment shall not be left exposed; to include panels, junction boxes, etc.
- Only insulated ladders shall be used to perform electrical work.
- Moving machinery shall be secured at the specific circuit breaker before performing maintenance work.
- Any items in storage must be at least 3 feet from electrical panels and sub-panels.
- Work being done on electrical equipment should always be done as if the power was on and energized.

20.3 Electrical Cords

The U.S. Consumer Product Safety Commission (CPSC) estimates that each year, approximately 4,000 injuries associated with electric extension cords are treated in hospital emergency rooms. About half the injuries involve fractures, lacerations, contusions, or sprains from people tripping over extension cords.



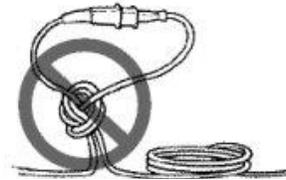
The National Electrical Code states that cord-connected appliances should be equipped with polarized grounding type plugs.

Employees, staff, volunteers, and other tenants in county facilities shall not overload extension cords or allow them to run through water or snow on the ground. Furthermore, extension cords shall not be used as substitutes for permanent wiring and should NEVER be run through walls, doorways, ceilings or floors.

Voluntary industry safety standards now require that general use extension cords have safety closures, warning labels, rating information about the electrical current, and other safety information for the protection of children and other consumers.

20.4 Electrical Power Strips

Per the National Electric Code (29 CFR 1910.303(a)), the interconnecting of extension cords with multiple power strips on one outlet (“Daisy Chaining”) is prohibited in County facilities.



Departments should only purchase and use UL-listed extension cords with #16 Ga or larger wire. The electrical extension cord should be rated to carry 13 amperes (*up to 1560 watts*) and have GFCI protection if used outdoors. Extension cords with damage or showing exposed wiring shall be cut-up, discarded and replaced.

20.5 Lighting

Inadequate lighting creates a hazard for personnel. Fixed artificial lighting should be provided for all interior work areas so that it is adequate for the work being performed. Provisions should also be made for portable or temporary lighting when necessary.

Equipment Safety Policies

- Each facility's interior work area, pathways, and storage areas should be provided with proper artificial lighting and maintained in good working order.
- Compact fluorescent light bulbs should be handled with caution and disposed of in accordance with environmental regulations due to mercury.
- Employees must wash their hands after cleaning up a broken fluorescent light bulb to prevent infections.

20.6 Space Heaters

The use of space heaters should be limited. Department Directors must approve the use of space heaters within their department, and the following safety measures shall be met:



- The recommended space heater should not have visible heating coils and should have a thermostat control and a timer.
- Space heaters must have a tip over feature that forces them to shut off when not in the upright position.
- Space heaters shall not be positioned beneath furniture.
- Space heaters must be UL approved and have a grounding plug.
- No space heater should be used around combustibles.
- Tenants are responsible for unplugging space heaters when not present or not in use.
- Prohibited space heaters found in Douglas County facilities may be discarded at the owner's expense.

Douglas County provides a recreational swimming pool facility at Boundary Waters Aquatic Center. While there are many health, safety and facility rules for swimmers, employees of the Aquatic Center must also follow professional maintenance and safety standards.

Employees at this facility shall abide by the following rules and policies to ensure that the public and co-workers remain safe while at the Aquatic Center.

21.1 Chlorine Handling Procedures

Chlorine levels in Boundary Water's swimming pools shall be maintained to professional standards so as not to jeopardize the health and safety of swimmers. Employees should refer to Chapter 17 for proper chlorine handling procedures.

21.2 Lifeguards

Lifeguards are employed to maintain a safe environment where people can enjoy swimming and mitigate their personal risk. The primary role of the aquatic lifeguard is to ensure client safety by monitoring swimmers and enforcing pool rules.

Some job duties include, but are not limited to:

- Maintaining continuous surveillance of swimmers.
- Supervising swimmers to ensure they are adhering to safety protocols.
- Identifying and correcting health and safety hazards.
- Checking condition of rescue tubes and buoys and performing needed maintenance prior to daily operations.

Equipment Safety Policies

- Performing pool chemical checks to ensure safety and hygiene.
- Ensuring that all pool equipment is stored safely.

21.3 Inspection & Maintenance

Facility inspections shall be conducted in locker rooms, office areas, bathrooms and storage and machinery rooms prior to opening the facility to the public.

Employees shall inform a supervisor of any health or safety hazards prior to opening. If at any point a pool is deemed unsafe, the pool shall be closed until the unsafe hazard(s) is/are corrected. Employees shall communicate these issues to Aquatic Center Management. Only authorized Certified Pool Operators (CPOs) shall perform maintenance to pools or related equipment.

21.4 Pool Chemistry

- Pool chemistry needs to be within range and needs to be tested by hand and by control board.
- In the event of readings being out of range, the pool in question shall be closed until safe levels are attained and stabilized.
- Water treatment boards need to be within range of hand tested chemistry and adjustments made accordingly.
- Restock/check supply of treatment chemicals, including muriatic acid and chlorine pellets.

21.5 Drain Covers

In accordance with federal regulations, 15 U.S. Code § 8003, Boundary Water's swimming pool or spa drain covers shall conform to the entrapment protection standards of the ASME/ANSI A112.19.8 performance standard, or any successor standard regulating such swimming pool or drain cover.

21.6 Water Chemistry

When measuring water chemistry, authorized personnel shall wear the appropriate Personal Protective Equipment (PPE) when handling chlorine, muriatic acid, and other toxic chemicals.

Chlorine-

- Wear goggles and respirators when around chlorine.
- Minimum level is 1.5 parts per million (ppm). Maximum level is 10 ppm.
- Ideal level is 3.0-5.0 parts per million.
- Refer to Chapter 17 for chlorine handling procedures.



pH-

- Always wear goggles when adding chemicals to lower or raise the pH level.
- Minimum level is 7.2. Maximum level is 7.8.
- Ideal level is between 7.4 and 7.6.
- Low pH causes water to irritate the skin and eyes.
- High pH can cause the water to be cloudy.

Calcium Hardness-

- Wear goggles when adding to pool.
- Ideal level is 200-250 parts per million.

Alkalinity-

- Wear goggles when adding sodium bicarbonate to the pool.
- Ideal level is 80-120 parts per million.

21.7 Contamination Procedures

In the event of any potential contamination in or around the pools, employees shall follow the proper contamination protocols and Universal Precautions and wear appropriate PPE. Only Certified Pool

Equipment Safety Policies

Operators (CPO's) shall "shock" or chemically treat contaminated pools. Pools will only be reopened once they are tested and determined to be clean and safe.

21.8 Boiler Rooms

- Prior to opening, all mechanical rooms shall be inspected for proper function and hazards. Equipment to be inspected includes pumps, boilers, water treatment control boards, pipes, and other equipment.
- Pumps need to be functioning within posted RPM ranges.
- Any leaks or damage to the boilers, pipes, fittings, or other equipment shall be reported to management staff immediately.
- Boilers shall be set to safe temperatures and correspond to the reading on the control board and thermometers located within the pools.
- Only authorized personnel or contractors shall perform maintenance or repairs to boilers and/or related equipment.
- Boilers are required to be inspected every two years and are serviced yearly.



Maintaining a fleet of vehicles and equipment requires a safety-minded skillset, including the ability and awareness to identify and avoid the many on-the-job hazards.

The following are general rules for garage and shop safety.

22.1 Back Injury Prevention

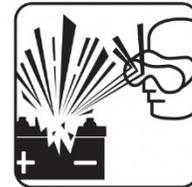
- See section 7.6, Back Injury Prevention
- Do not attempt to lift anything too heavy for you.
- Always lift with your legs and follow proper lifting techniques.
- Use a hoist, hand truck, cart, or forklift to move heavy items

22.2 Air Quality

- No smoking in county facilities, vehicles, or equipment, including light and heavy vehicle garage bays in accordance with Georgia Code (O.C.G.A. § 31-12A.)
- Employees must ensure proper ventilation prior to starting an engine in a confined area, such as a garage bay or machine shop. All employees must guard against carbon monoxide gas from engines exhaust.

22.3 Battery Safety

Lead-acid batteries contain a diluted sulfuric acid electrolyte, a highly corrosive poison, and will produce flammable and toxic gasses when recharged. The U.S. Eye Injury Registry reports that battery related incidents are the third leading cause of eye injuries.



When working with batteries, employees shall wear safety glasses (or preferably Z-87 rated safety goggles), have plenty of ventilation, remove jewelry, and exercise caution. Do NOT ever allow battery electrolyte to mix with salt water. Even small quantities of this combination are dangerous. Employees should follow the manufacturer's instructions for testing, jumping, installing, discharging, charging, equalizing and maintaining batteries.

22.4 Garage Door Safety & Inspection

- Visually inspect garage doors each month. Look at springs, cables, rollers, and pulleys for signs of damage or excessive wear.
- Employees shall not attempt to remove, adjust, or repair garage doors.
- Only trained door technicians are permitted to make adjustments and repairs to garage doors.
- Test the garage door openers reversing mechanism monthly by placing a 2 x 4 board or a roll of paper towels in the door's path. If the door does not automatically reverse after contacting the object, call a qualified garage door professional for repair.
- Never place fingers between door sections.
- Garage doors shall remain closed when bay and/or facility is unoccupied.



22.5 Housekeeping

- Employees are responsible for maintaining clean, organized and safe work areas in garages.
- All work areas must be swept daily.
- Floors should be mopped or scrubbed when there is a slippery substance present.

22.6 Tools

- Employees are responsible for the security of personal tools, toolboxes, Personal Protective Equipment (PPE) etc.
- Use the right tool for the job.
- Inspect all hand tools, wrenches, and power tools prior to use. Do not use any tool that is cracked, bent, broken or damaged.
- See Chapter 23 Tool and Machinery Safety

22.7 PPE (Personal Protective Equipment)

- Wear eye protection whenever using hand tools, power tools, sanders, grinders, machinery, chemicals, or as is necessary to prevent eye injury.
- Safety goggles shall be worn when working near oil, grease or other petroleum products.
- Rubber soled safety work shoes / boots shall be worn when working in Fleet or repair shops.
- Departments should consult Risk & Safety for specialty PPE in the event of unique safety needs in garages.

22.8 Fire Prevention

- All Fleet and garage shop work areas shall maintain a minimum of 5 lbs. ABC fire extinguishers.
- Larger fire extinguishers shall be strategically placed throughout Fleet and garage shops.
- Keep aisles and open spaces on the floor free of tools, slip & trip hazards, parts, and all other potential hazards.
- Oily rags and other flammable wastes shall be kept in covered, metal containers. Such debris shall be removed from shop buildings.
- Clothing soaked in flammable liquids or other hazardous materials shall not be taken home.

22.9 Gasoline Safety

- See Chapter 17, Chemical Safety, for gasoline handling.
- Be on guard against flashes or explosions of gasoline vapors, alcohol anti-freeze solution vapors, and hydrogen from storage batteries. Keep flames and sparks away from these hazards.
- Do not allow gasoline to stand in open containers. If gasoline must be stored, D.O.T approved safety containers of 5 gallons or less with a flash arresting screen, spring closing lid and spout cover and designed that it will safely relieve internal pressure when subjected to fire exposure shall be used.
- Gasoline shall not be used for cleaning purposes. It has a very low flash point and is, therefore, a fire hazard. Only approved non-flammable cleaners shall be used. Also, most commercial gasoline contains tetraethyl lead. Due to the hazard of lead poisoning, **do not wash hands or other body parts with gasoline.**
- Refueling vehicles and equipment:
 - a. Gasoline dispensing equipment shall be located outdoors.
 - b. Shut off engine.
 - c. Observe “No-Smoking” rules.
 - d. Stay near fuel pump nozzle while fueling.
 - e. Do not reenter vehicles while fueling.

22.10 Aboveground Storage Tanks

- Aboveground storage tanks (ASTs) used for the store of petroleum products is regulated primarily under 40 CFR 112.
- Ensure that the support structure is built on a level and solid foundation that is strong enough to support the combined weight of the tank and liquid contents of aboveground storage tanks.



- Inspect storage tanks on a monthly basis for leaks, corrosion, or other damage.
- Supervisors should be notified immediately if any leaks or damage are found on above ground storage units.
- **NO SMOKING** within 50 feet of above ground storage tanks.
- Tanks should be properly labeled so that employees know the contents and if they are flammable or hazardous.

22.11 Fuel Island Safety

Only certified and authorized employees, tenants and volunteer drivers may use Douglas County Fleet Management's fueling pumps to fuel-up vehicles, equipment, transfer tanks or gas cans. Regulations strictly enforced by Georgia's Environmental Protection Division require a minimum of a Class C UST certification to dispense gasoline and/or diesel from organizations with self-service stations (i.e. Fuel Island). While Fuel Island certification training is usually conducted as part of Driver Orientation during the onboarding process of new employees, the training may also be obtained separately.

To become a Class C UST (Underground Storage Tank) fuel pump operator, please contact Douglas County's Office of Risk & Safety; *Safety Coordinator* at 770-920-7205 or by email. You will receive a 4-digit PIN / upon completion of your training along with the vehicle's assigned key, will activate the fuel pumps.

22.12 Safe Fueling Rules

- Turn off your vehicle's engine when refueling.
- Do not smoke, light matches or use lighters while refueling.
- Pay attention to what you're doing. Pumping fuel is the transfer of a hazardous substance; NEVER engage in other activities.
- If you must use any electronic device, such as cell phones, computers or portable radios while refueling, follow manufacturer's instructions.

Equipment Safety Policies

- Use only the refueling latch on the gasoline dispenser nozzle, if there is one. Do not jam the latch with an object to hold it open.
- To avoid spills, do not top off or overfill your vehicle.
- After pumping gasoline, leave the nozzle in the tank opening for a few seconds to avoid drips when you remove it.
- If a fire starts while you're refueling, don't remove the nozzle from the vehicle or try to stop the flow of gasoline. Leave the area immediately and follow protocol per your Class C UST training.
- Don't get in and out of your vehicle while refueling. A static electric charge can develop on your body as you slide across the seat, and when you reach for the pump, a spark can ignite gasoline vapor.
- If you must get into the vehicle during refueling, discharge any static electricity by touching metal on the outside of the vehicle, away from the filling point, before removing the nozzle from your vehicle.
- Use only approved portable containers for transporting or storing gasoline. Make sure the container is in a stable position.
- Never fill a portable container when it is in or on the vehicle. Always place the container on the ground first. Fires caused by static charges have occurred when people filled portable containers in the back of pick-up trucks, particularly those with plastic bed liners. Removing the container will also prevent a dangerous spill of gasoline.
- When filling a portable container, keep the nozzle in direct contact with the container. Fill it only about 95 percent full to leave room for expansion.

Employees are required to have proper training and supervisor authorization before using tools and machinery. All tools and equipment should be inspected prior to use and only those which are in good condition shall be used. Improper use of tools and/or machinery can lead to unsafe working conditions, employee injuries, and potentially endanger the public.

23.1 Basic Safety Rules for Hand Tools

- ALWAYS wear the right Personal Protective Equipment (PPE) for the job.
- Use tools that are the RIGHT SIZE & RIGHT TYPE for the job.
- Follow the correct procedure for using every tool.
- Keep cutting tools sharp and in good condition.
- Handle sharp-edged and pointed tools with caution.
- Always carry pointed tools by your side with points facing downward.
- NEVER carry tools in pockets.
- DO NOT use tools that are loose, cracked or damaged.
- Broken or malfunctioning tools shall be removed from use until repaired or replaced.
- NEVER place tools or parts on the edge of workbenches or toolboxes.
- Store tools vertically, with the points and heavy ends down.



Equipment Safety Policies

- Cut AWAY from yourself when using chisels, knives and other cutting tools.
- Hammers, axes, shovels, and similar tools shall not be used if the handles are loose, cracked, or splintered.
- Shovels, picks, and similar tools should not be handled in such a manner as to endanger other workers, nor shall they be left lying in such a manner as to create trip hazards.
- Sharp-edged or pointed tools must have the edge or point guarded at all times when not in use. Shovels and rakes placed on the ground should be positioned so the sharp or pointed edges are directed toward the ground.



Chips or
dents on
face



Mushroom
face



Crack in claw
section



Dents in
Hammer
Handle

Cell phones and other electronic devices to include but not limited to headphones and earbuds, shall not be used while operating county equipment.

23.2 Lock-Out / Tag-Out Policy (LOTO)

Lockout / Tag-out (LOTO) is a safety procedure to ensure that dangerous machines are properly shut off and not able to be started again prior to the completion of maintenance or repair.

Employees shall not attempt to operate any tools, machinery, valves, pumps or other energy-isolating machine where it is locked or tagged out. In LOTO, the energy-isolating device shall be used to secure the machine in a safe position with a descriptive tag attached to it.



All employees are authorized to shut down and LOTO dangerous equipment or machinery. If unfamiliar with machinery, the employee should contact a supervisor or other trained personnel to remove energy source or power from machinery.

23.2.1 Sequence of Lock-Out / Tag-Out System Procedure

1. The employee will notify all employees that a lock-out or tag-out system is activated and the hazards.
2. Supervisors shall be notified immediately after equipment is locked-out / tagged-out.
3. If the machine or equipment is operating, it should be shut down by the normal stopping procedures (stop button, switch, etc.).
4. The employee will operate the tool, machinery, switch, or valve so that the equipment is isolated from its energy source(s).
5. Lock-out malfunctioning equipment with assigned individual lock(s) and tag(s).
6. The employee shall operate the switch or the normal operating controls to make certain that the equipment will not operate and ensure disconnections from electrical outlets (i.e. energy source).
7. The equipment shall remain locked-out until service, maintenance or repair is complete and machinery is deemed safe for normal operations.

23.3 Air Compressors

- Supervisors and employees are responsible for ensuring only trained and authorized workers operate air compressors.
- Inspect air compressor and all fittings prior to usage.
- Always read the instruction manual before running the compressor.



Equipment Safety Policies

- **NEVER** point air tools, such as nail, grease, or spray guns towards yourself or other persons.
- Air compressors should **NEVER** be operated at speeds faster than the manufacturers' recommendation.
- Never add or change the oil when the compressor is running or has just recently been used.
- Compressed air must not be used under any circumstances to clean dirt and dust from clothing or off a human's skin.
- Eye and hearing protection shall be worn when using compressed air for cleaning equipment.
- Air compressors shall only be plugged into properly grounded electrical outlets.
- Static electricity can be generated when using pneumatic tools. Equipment must be grounded or bonded if it is used where fuel, flammable vapors or explosive atmospheres are present.

23.4 Axes

- Check the axe head to ensure it is sharp and has no defects. A dull axe may glance off the wood being cut and strike the user.
- Check the axe handle to make sure it is not cracked and that the axe head is securely attached.
- Be sure that others are a safe distance away from you and clear the area of obstructions (vines, limbs, brush, etc.) that may catch the axe as it is swung.
- Axe blades should be protected with a sheath or other guard. When the blade cannot be guarded, carry the axe at one's side in a manner that it will not strike the leg or foot when walking. The blade of a single-edged axe should be pointed down when being carried.

23.5 Chainsaws

Chainsaws are among the most dangerous power tools used. The unguarded blade, rough terrain, and stresses applied to the materials to be cut create safety hazards. The use of proper operating procedures, PPE, chain brakes, and proper work planning can greatly reduce risk of injury.



Note: Safe use of a chainsaw requires an alert operator. Do not operate a chainsaw if feeling ill, fatigued or taking any medications that cause drowsiness or may otherwise impair the ability to operate a chainsaw safely.

23.5.1 Required Chainsaw Components

All chainsaws used by Douglas County employees and workers must be equipped with the following safety components:

- Chain catcher to prevent a broken or dislodged chain from striking the operator.
- Throttle interlocks that stop the chain when pressure on the throttle is released.
- Muffler to reduce engine noise.
- Chainsaws must have a flywheel, clutch, decompression valve and a hand guard.

Chain brake lever to stop the chain if disengaged, for saws placed into service after February 9, 1995. ([29 CFR 1910.266](#))

23.5.2 Procedures for Operating a Chainsaw

These procedures should be followed when operating a chainsaw.

- Supervisors and employees are responsible for ensuring only trained and authorized workers



Equipment Safety Policies

operate chainsaws.

- Never work alone, but other employees in the area should keep a safe distance from a running saw.
- PPE for chainsaw use shall include, kevlar chainsaw chaps, eye, hearing and head protection.
- Plan an escape route, shut off engine, and move away. As the tree begins to fall, move 10 to 20 feet away from the base along your cleared route.
- Always carry the saw with engine stopped, guide bar and the chain facing backward.
- Chainsaws shall be secured when not in use.
- Shut off engine when refueling, adjusting, cleaning, etc. Use spout can or funnel to refuel.
- Clean and check saw thoroughly and lubricate chain as required.
- Always inspect the chain for sharpness and proper tension.
- Watch for dead wood above that may fall during tree trimming.



23.6 Drill Presses

- Supervisors and employees are responsible for ensuring only trained and authorized workers operate drill presses.
- Keep your hands away from the revolving drill.
- Be sure both the chuck and the drill are tight on the spindle.
- Materials shall be fastened to the drill press table.

- Never run variable speed drill presses faster than the rated speed as this may result in broken drills, damaged materials and injury.
- Never leave key in chuck after tightening the drill.
- The wearing of gloves and loose clothing while operating drill press is *prohibited*.

23.7 Floor Jacks & Jack Stands

- Floor jacks & jack stands shall be inspected before usage.
- Position the jack & jack stands properly per the vehicle manufacturers' specified lifting location or the frame and/or chassis.
- Never rely on floor jacks alone to support any load.
- Jack stands should be used whenever possible.
- Chock grounded vehicle/equipment wheels as necessary.



23.8 Grinders

- Supervisors and employees are responsible for ensuring only trained and authorized workers operate grinders.
- Grinders should be inspected before usage.
- When wheel is mounted, stand at one side in order to allow it to develop full operating speed for at least (1) one minute.
- Never store a grinding or cut-off wheel on damp or cement surfaces, nor put oily rags on the wheel.
- Every grinding tool must be securely fastened to the shaft before usage.

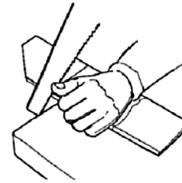


Equipment Safety Policies

- Use the cutting surface of a grinding wheel uniformly as a grooved wheel has been dangerously weakened.
- Do not use the side of the wheel unless the wheel is specifically designed for that purpose.
- Do not abuse the wheel by applying excessive pressure.
- Machine safety guards shall be maintained for each grinder.
- Employees and workers using Douglas County grinders must wear eye protection.

23.9 Handsaws

- Eye protection shall be worn when using handsaws.
- Use each type of saw only for its intended purpose.
- Start the cut carefully so the saw will not jump and strike you.
- Be sure the materials to be cut are firmly supported or secured.



23.10 Hand Trucks

- Employees shall ensure only trained and authorized workers operate hand trucks.
- Inspect hand trucks prior to usage.
- Four-wheel hand trucks with swivel axles are to be pulled; all other trucks are to be pushed.
- Watch where you are going when pushing or pulling a hand truck, and slow down around corners.
- Get help when moving hand trucks up or down inclines or steps.
- Stop at all blind intersections before passing the area.



- Always park trucks at a spot where people will not stumble over them; leave handles in a vertical position.
- When using hand trucks, be sure to watch the floor ahead to avoid bumps, cracks, uneven surfaces, etc.
- Stack loads evenly and secure articles to hand truck if necessary.

23.11 Hoisting Equipment

- Supervisors and employees shall ensure only trained and authorized workers operate hoisting equipment.
- All hoists shall be properly labeled to show maximum load capacity of the hoist. Workers shall not exceed the specified lifting limit.
- Conduct periodic inspections of cranes, hooks, ropes, slings, and chains in accordance with the technical manual furnished with the hoisting equipment.
- Hoisting equipment and lifting hooks should be inspected for cracks and other damage before usage.
- Hoisting hooks should be removed from service when the throat opening exceeds more than 15 percent of normal or hook shows more than a 10-degree twist from the plane.
- Hoisting hooks must have safety closure latches properly positioned and functional.
- The load rating and date of next periodic inspection should be stenciled on A-frames, shop floor cranes, hoist booms, jacks, and jack stands.

23.12 Ladders

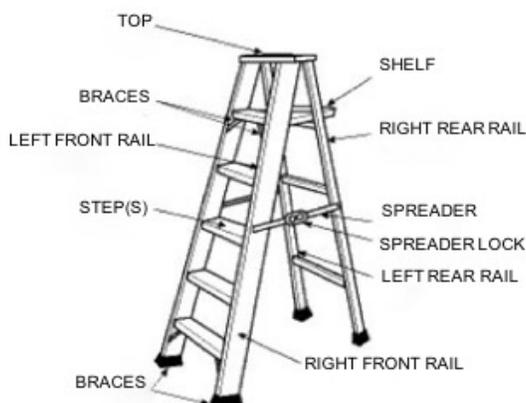
Many of the basic safety rules that apply to most tools also apply to the safe use of a ladder. According to OSHA, falls from ladder (step, straight, combo) are one of the leading causes of occupational fatalities and injuries.

Equipment Safety Policies

- All employees are responsible for ensuring only trained and authorized workers use ladders.
- Before using a ladder, inspect it to ensure it is in good condition.
- Do not use a ladder if you feel tired, dizzy, or are prone to losing your balance.
- **NEVER** use the top step/rung of a ladder.
- Ladders with loose or missing parts must be discarded or repaired. LOTO as necessary (see Section 23.2).
- The Duty Rating of the ladder must be greater than the total weight of the climber, tools, supplies, and other objects placed on the ladder.
- Ladders may only be used when placed on firm level ground.
- Only one person at a time shall be on a ladder unless the ladder is specifically designed for more than one climber (such as a Trestle Ladder).



- Ladders must not be placed in front of closed doors that can open toward the ladder. The door must be blocked, open, locked, or guarded.



- Read the safety information labels on the ladder.
- Ladders shall not be loaned to non-county entities or persons due to created liability.
- Ladder users must meet the criteria tabled below.

ANSI Safe Ladder & Support Rating Scale		
Type	Capable of Supporting	Rated Use
TYPE IAA	375 lbs.	Special Duty
TYPE IA	300 lbs.	Extra Heavy Duty Industrial
TYPE I	250 lbs.	Heavy Duty Industrial
TYPE II	225 lbs.	Medium Duty Commercial
TYPE III	200 lbs.	Light Duty Household

23.12.1 Three Points-of-Contact Climbing Policy

Three points-of-contact shall be maintained when climbing a ladder. At all times during ascent or descent, the climber must face the ladder and have two hands and one foot, or two feet and one hand in contact with the ladder steps, rungs and/or side rails.

The user's weight or size typically does not increase the likelihood of a fall, but improper climbing may create user clumsiness and may result in a fall. You can reduce chances of falling during the climb by with the following tips.

- Wear slip-resistant shoes.
- Use proper towlines, a tool belt, or an assistant to convey materials so that the climbers' hands are free when climbing.
- Climb slowly and deliberately and avoid sudden movements.
- Never move a ladder while standing on it.
- Keep the center of your belt buckle (stomach) between the ladder side rails when climbing and while working. Do not overreach or lean while working on ladders.

23.13 Lathe Operations

- Supervisors and employees are responsible for ensuring only trained and authorized workers operate lathes.

Equipment Safety Policies

- Only lathe dogs (lathe carrier) equipped with safety screws are to be used.
- Ensure that all gear and belt guards are in place before use.
- Whenever chucks or faceplates are changed, they must be started on the spindle by hand power. Keep hands off chuck rims when lathe is in motion.
- Be sure the tailstock, tool holder, and material are properly clamped before turning on power.
- Use a brush to remove chips. Do not use compressed air.
- Goggles or face shields must be worn when operating a lathe.

23.14 Power Tools

- Supervisors and employees are responsible for ensuring only trained and authorized workers operate power tools.
- Operating manuals shall be studied prior to usage.
- Safety guards must be kept in place and in good working order.
- Do not use electric power tools in damp or wet locations.
- Bystanders should be kept safe distances from work areas.
- Power tools should be stored in dry and secure locations.
- Loose clothing or jewelry shall not be worn when operating power tools.
- Employees must use safety glasses and other PPE as necessary.
- Never carry tools by the cord. Keep electrical cords away from heat, oil, water puddles, and sharp edges.
- Disconnect tools from electrical outlet when not in use.



- Use only approved, properly insulated, and inspected extension cords. (See Chapter 20, Electrical Safety).

23.15 Tree Trimming

- Bucket trucks should be used for tree trimming whenever possible. Climbing trees should only be performed as a last resort.
- No employee shall be assigned to work in a tree unless he/she has been trained as a climber and is:
 - Able to use a climbing rope and saddle.
 - Able to tie all necessary knots.
 - Able to use necessary hand tools.
- The supervisor is responsible for instructions to his/her employees, enforcement of all safety rules, and seeing that suitable clothing is worn for the job to be completed.

23.16 Weed Eaters & Hedgers

- Supervisors and employees shall ensure only trained and authorized workers operate air weed eaters or hedgers.
- Read the operating manual for all equipment before usage.
- Inspect equipment before use.
- Wear work boots with good traction.
- Wear eye and hearing protection.
- Wear long pants to protect your legs.
- Wear work gloves while using a weed eater or hedger.
- Ensure the correct fuel/oil mixture if equipment is gas powered.
- **Stop** equipment if someone comes within 50 feet to prevent injury from flying debris.
- Always maintain safety devices and guards.



Equipment Safety Policies

- Keep the weed eaters' cutting part beneath waist height.
- Start the engine on firm ground in an open place, holding equipment with two hands while having good balance and footing.
- Ensure engine is cool before refueling or storage.
- Always attach the blade guard when hedger is not in use.
- Stop the engine prior to setting the equipment down.
- Never perform repairs or maintenance on running equipment.



24 EQUIPMENT & MACHINERY SAFETY

Employees and workers must be trained and authorized by a supervisor before operating equipment owned, leased or rented by Douglas County. The safe operation of equipment cannot be overvalued.

It shall be the responsibility of all County drivers to operate equipment so as to prevent accidents in spite of adverse conditions and the actions of others. Each driver shall be responsible for applying information, techniques, and standards acquired from the Defensive Driving Courses.

In addition to being knowledgeable of equipment and applicable operations and/or safety manuals, employees shall conduct pre-trip inspections before use.

Cell phones and other electronic devices to include but not limited to headphones and earbuds, shall not be used while operating county equipment.

24.1 Equipment Pre-Trip Inspection

Employees shall always conduct a pre-trip inspection of equipment before use. Items in the table below should be checked prior to utilizing equipment. Employees should also use Pre-Trip Inspection Report forms (**ORS-23** through **ORS-28**) or other specific forms to ensure equipment is safe for usage.

• Frame	• Moving Parts	• Wheels
• Tires & Tire Pressure	• Buckets & Lift Arms	• Steering Components
• Fuel, Coolant and Hydraulic Hoses	• Brake / Brake Connections	• Suspension Systems
• Safety Handles	• Seating	• Glass

• Lights	• Battery	• Mirrors
• Transmission	• Fuel tanks	• Engine Fluid Levels

24.2 Equipment Safety Procedures (All Rolling Equipment)

1. Supervisors are responsible for ensuring only trained and authorized workers operate Douglas County equipment.
2. **NEVER** leave the **key in the ignition** when equipment is not in use as children are naturally attracted to machinery.
3. Workers shall not use cellphones while operating equipment.
4. Never refuel equipment when the engine is running or hot.
5. Bulldozer and scraper blades, buckets, dump bodies, and similar equipment, shall be either fully lowered or blocked when being repaired or when not in use. **All controls** shall be in a **neutral position**, with the engines shut-off and **brakes set**, unless work being performed requires otherwise. (1926.600(a)(3)(i))
6. Whenever the equipment is parked, the **parking brake** shall be set. Equipment parked on inclines shall have the wheels **chocked** and the parking brake set. (1926.600(a)(3)(ii))
7. All **cab glass** shall be safety glass, or equivalent, with no visible distortion affecting the safe operation of any machine. (1926.600(a)(5))
8. Only trained and authorized personnel may perform maintenance or repairs on equipment.
9. All heavy equipment shall be equipped with a fire extinguisher.
10. If equipment is to be left at work site, leave in a well-lit area if possible to help deter vandalism or theft.

24.3 Equipment Accident Procedures

1. Refer to Chapter 28, Vehicle Accident Procedures.
2. All accidents must be reported to a supervisor immediately. Employees should collect documentation, photographs, witness

statements, and complete (**ORS-5 & 5B**), Vehicle Accident Report and (**ORS-7**), the Supplemental Narrative Form.

3. In the event of vehicle vs. equipment collision, with or without injury, employees must call 911 to report a vehicle accident. The driver must go for a drug and alcohol screen.

24.4 ATVs

The use of ATVs (All Terrain Vehicles) on Douglas County property is allowed by authorized personnel only.

- ATV operators shall wear DOT approved helmets on units without roll cages.
- ATVs should only be used to transport drivers. Passengers are prohibited from riding on ATVs unless in emergencies.
- ATVs should be ridden in a professional, non-aggressive manner not to exceed 15 mph.
- Employees are prohibited from operating ATVs in a recreational manner.



24.5 Backhoes

The basic component of the loader / backhoe is the tractor. Most tractors used as loaders / backhoes are now designed to be operated in conjunction with the loader attachment and the backhoe attachment.

24.5.1 Backhoe Operational Procedures

- Supervisors and employees shall ensure only trained and authorized workers operate backhoes.
- Authorized operators must prohibit and refuse passengers.

Equipment Safety Policies

- All utilities, hazards, and terrain must be located and identified by the operator prior to using a backhoe. (See *Chapter 19 for procedures and call 811-Call Before You Dig*)
- Workers are prohibited from transporting or lifting persons in the bucket.
- Operators shall not use the bucket in place of ladders, lifts, or boom trucks.
- Seatbelts shall be worn at all times.
- 3-Points of contact shall be maintained at all times when climbing on or off equipment.
- Operators shall not allow anyone near the equipment during usage and shall halt usage and warn bystanders to stay clear of the backhoe's stabilizers and full swing area during operation.
- Attach, lift and maneuver all loads per the manufacturers' recommended load capacity and attachment points.



24.6 Boats

Small boat operations involve certain risks that must be addressed prior to using the boat. Employees should know what equipment is required to be on the boat, understand the weather and its effects on the marine environment, and have reviewed the manual for the specific boat, in order to minimize the risks to boat occupants. Supervisors, employees and authorized volunteers shall ensure only trained and authorized workers operate County boats.



Prior to departure, the boat operator shall:

1. Perform a pre-trip inspection of the boat and trailer.

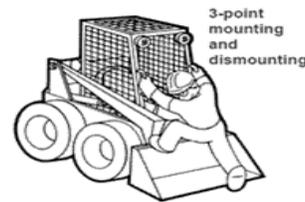
- a. Check all fluid levels in the vessel.
 - b. If you are using a jet boat, grease the jet unit.
 - c. Check hull for damage.
 - d. Ensure all safety equipment, including Personal Floatation Devices (PFDs), flares and navigation and communications equipment is present and in good working order.
2. Assess all environmental risks—water depth, forecasted weather, river and/or lake conditions.
 3. Except for the preservation of life, boats should not be operated during thunderstorms or severe weather.
 4. Inform all passengers of emergency procedures—man-overboard, fire, and abandonment and methods for seeking assistance.
 5. Inform all passengers of the location of emergency equipment, including life vests, communication devices, and flares.
 6. Complete a verbal risk assessment with all passengers, to discuss additional hazards and appropriate precautions for the particular environment, weather, and objectives of the operation.

24.7 Bobcats & Skid-Steers

Supervisors and employees shall ensure only trained and authorized workers operate bobcats and skid-steers. Equipment operators are responsible for knowing the safe operating procedures and manufacturers specifications per the operating manual.

1. Pay Attention to the Basics:

- a. Keep protective structures in place.
- b. Use seatbelt and/or restraint bar.
- c. Never exceed operating capacity.
- d. Use 3-pt. method for mounting & dismounting.
- e. Lower bucket to the ground to park safely.
- f. Only operate equipment controls from the driver's seat.



2. Regularly check:

- a. Controls & levers for safe operation.
- b. Safety start devices.
- c. Bucket & attachment locking/hooking points.
- d. Tire and wheel conditions (psi, tread depth, lug nuts, etc.)

3. If you need to leave the seat:

- a. **NEVER** leave key in ignition when equipment is not in use.
- b. Lower the arms and stop the engine.
- c. If this cannot be done, then lock the lift arms with the mechanical lock-out system.

4. Keep track of shifting balance:

- a. A loaded bucket shifts weight to the front axle.
- b. Keep bucket level as lift arms are moved.

5. Know your field of vision:

- a. The arms, bucket, and size of load alter your field of vision.
- b. Wear safety glasses and keep them clean.
- c. Be aware of all the blind spots.
- d. Equipment equipped with mirrors and cameras will improve your field of vision.

6. Stay alert to moving parts:

- a. Never swing, lift, or move a load over persons.
- b. Know the pinch points and avoid them!
- c. Inadvertent bumping of controls can result in instant lowering of lift arms.

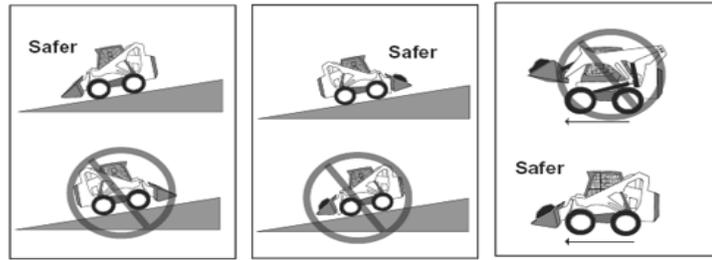
7. When traveling:

- a. Keep the bucket low. If vision is blocked, travel backwards.
- b. Slow travel keeps the machine under control.
- c. If you must travel on roads, an effective slow moving vehicle (SMV) emblem, flashing warning lights, and/or an escort vehicle should be used.

8. When using the bucket:

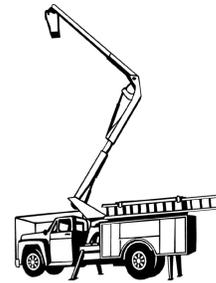
- a. Secure / tarp bulky loads that can fall from the bucket.

- b. Operate lift & bucket controls smoothly.
- c. Do not dump a lifted, loaded bucket while in motion.
- d. Always transport materials properly. (see below)



24.8 Boom / Bucket Trucks

- Supervisors shall ensure only trained, properly licensed and authorized employees operate boom trucks.
- All operators must read and understand the operators' manual.
- Pre-Trip Safety Inspections shall be conducted before use.
 - Check all visible parts of truck for cracks, bends, breaks, tires, engine fluids, signs of stress and leaks, etc.
 - Use Pre-Trip Inspection forms to ensure proper assessment of boom truck safe operational prior to usage
- Prevent Falls
 - Always keep feet on the floor of bucket.
 - Do not sit, stand, or climb on the edge of the bucket.
 - Do not place any item in the bucket for the purpose of increasing work height (ladders, step stools, etc.).
 - Do not climb down from the bucket when it is raised.
 - Ensure bucket floor is free of debris & slippery substances.
 - ALWAYS WEAR FALL PROTECTION!
 - While working in a bucket, workers must wear fall protection equipment with the lanyard connected to an



anchor point on the boom or bucket / basket. Incidents have occurred in which line trucks have been struck by passing vehicles, launching a worker out of the bucket. (See 1910.67(c)(2)(v))

- Avoid Tip-Overs
 - Do not push or pull anything while raised in bucket.
 - Do not exceed the 300 lb. load capacity.
 - Do not operate bucket when high wind gusts exceed 30 mph or during thunderstorms (i.e. electrical storms).
 - Make sure truck is parked on even and firm ground.
 - Make sure outriggers are positioned properly. *(if applicable)*
 - Never use the bucket truck as a crane.
 - **NEVER** move the truck when bucket is raised.
 - Chock wheels to prevent movement of vehicle.

- Electrocution Prevention
 - Maintain safe clearance (10 feet) from power lines and apparatus. *(See Construction Safety, Chapter 19)*
 - Contact the power company to cut power when working on or near utility poles.

24.9 Bulldozers

Because of size, weight, and risk factor, bulldozer operators must be trained professionals. Employees shall follow the below guidelines when operating or working near a Bulldozer.



- Supervisors and employees shall ensure only trained and authorized employees operate county owned / insured bulldozers.
- Operators must review and follow operating procedures provided in the bulldozer operators' manual.
- Seatbelts shall always be used.

- Always conduct a pre-trip inspection— fluid levels, brakes, signals, etc.
- Identify all utilities before digging (Call Before You Dig-811).
- Bulldozers shall be kept away from power lines and water mains.
- Backup alarms and cameras should be used if equipped.
- Bulldozers must have rollover protection structures.
- Always use specified hand or footsteps and maintain 3-Points of Contact when climbing on or off a bulldozer.
- Never use the bulldozer on structures that are taller than the bulldozer itself, unless there is sufficient overhead protection.
- Use proper systems and procedures to secure unattended bulldozers from movement. (**Never leave keys in ignition**)
- Be aware of changes on the work site that will impact safety.
- Be extremely cautious when approaching or operating near trenches or excavations.
- **No** passengers in or on any component of the bulldozer, except for employee training.
- Always park on firm, level ground.
- Never operate bulldozers within 15 feet of pedestrians or vehicles.

24.10 Floor Buffers

Most floor buffer injuries are avoidable and due to inexperience, or inattentive operation. All workers who operate Douglas County floor buffers must wear proper safety equipment (PPE) such as slip-resistant footwear, safety glasses and long pants when using a floor buffer.

- Supervisors and employees shall ensure only trained and authorized workers operate floor buffers.



Equipment Safety Policies

- Safety glasses shall be worn to protect operator's eyes from debris that may be kicked up by the rotating pads and brushes.
- Floors should be swept and free of debris before buffing.
- Only use floor buffer cleaners and waxes designed for floor buffer application and according to manufacturers' specifications.
- Keep both hands on the handles when operating a floor buffer.
- Do not run the floor buffer over electrical cords, doorstops, or other obstructions.
- Properly store floor buffers when not in use.
- Unplug the floor buffer (1) when not in use, (2) before changing the buffing pad or cleaning block or (3) performing maintenance or repairs.
- Never try to move a floor buffer by pulling on the electrical cord.
- Carefully operate a floor buffer across changes in floor surface texture to prevent strong pulling motions and loss of control.
- Setup **Wet Floor signs** (Section 13.5) near area being cleaned.
- Prevent back injuries by using floor buffer wheels or hand trucks to move buffers.

24.11 Forklifts

- Supervisors shall ensure only trained and authorized employees operate forklifts.
- Forklifts shall be operated at safe speeds dependent on pedestrian traffic, environmental factors, and surface conditions. At no time shall forklifts be operated at maximum speed.
- Drive with load low - six or eight inches off the ground - and tilted slightly back. Avoid sharp turns.
- Complete Pre-Trip Inspection Form **ORS-28** before usage



- Raise and lower your load only when stopped.
- Keep your arms and legs inside the forklift at all times.
- Be sure to wear a hard hat and other applicable PPE.
- Be sure your load is stable and secure.
- When leaving the forklift, lower the forks level and to the ground, neutralize the controls, shut engine off, set the brake and take the key with you.
- Never jump from a tilting forklift. Wear seatbelt and always keep both hands on the wheel in case of a tip-over.

24.12 Fuel Tanker Trucks

- Supervisors shall ensure only trained, properly licensed and authorized employees operate fuel tanker trucks.
- There should be no smoke, flames, or ignition sources near the fuel truck or storage tanks. Gas vapor can remain unseen in the air and can ignite from small sparks.
- Drivers shall ensure fuels are dispensed into the correct tank(s).
- The designated “Fuel Service Technician” shall be certain of fuel levels in tank(s) (*always measure twice*), and only order and receive the amount needed.
- If a fire starts, do not remove the hoses or nozzles. Leave the area immediately and turn off Emergency Shut-Off Valves. Alert others to leave the area, secure the scene, and **call 911**.
- In the case of a spill, the fuel should be cleaned with absorbent materials to prevent spreading. All spills must be reported to Fleet Management.

24.13 Golf Carts

While economical and useful in maintenance and emergency operations, golf carts can be dangerous



and result in over 15,000 injuries every year. The following guidelines for the safe operation of golf carts must be understood and followed at all times.

- Supervisors shall ensure only trained and authorized employees operate golf carts.
- Operators shall read and be knowledgeable of operating manuals.
- Drivers and passengers must wear seat belts if equipped.
- Golf carts shall be operated at safe speeds dependent on pedestrian traffic, environmental factors, and surface conditions.
- Avoid sharp turns, uneven terrain and use slower speeds to prevent rollovers.
- Avoid distractions – drivers shall not use cellphones.
- Ignition keys shall not be left in unattended golf carts.
- Golf carts shall not be overloaded and may not exceed the manufacturer's weight limits.
- Golf carts shall not be parked where they block fire lanes, entrances to buildings, stairways, disability ramps, main thoroughfares, or fire suppression equipment.
- Horseplay, racing or any risky vehicle operation is strictly prohibited.
- All accidents must be reported to a supervisor immediately. Employees should collect documentation, photographs, witness statements, and complete **ORS-5**, Vehicle Accident Report.
- Call 911 for incidents involving injured persons or other vehicles.
- **Pedestrians and vehicles have the right-of-way.**

24.14 Lawn Mowers (General Safety)

- Supervisors and employees shall ensure only trained and authorized workers operate lawn mowers.

- **Pre-Usage Equipment Inspection Forms** should be completed
- Areas to be mowed must be inspected for foreign objects. Wires, stones, bottle caps, sticks, etc., should be removed before mowing.
- Extreme caution must be used when there are children in the immediate area.
- Operators shall keep hands and feet away from the undercarriage of the mower.
- Hand and feet guards and other safety devices shall be properly used and maintained.
- During maintenance repairs, the spark plug wire must be disconnected from the spark plug, if applicable.

24.14.1 Push Lawn Mowers

- Refer to Lawn Mower General Safety (24.14), Equipment Pre-Trip Inspection (24.1), and the manufacturers' operating manual.
- Plan your mowing pattern to avoid discharge of material toward roads, sidewalks, bystanders, parked vehicles, etc. Also, avoid discharging material against a wall or obstruction, which may cause discharged material to ricochet back toward the operator and/or other persons.
- Required PPE includes safety eye protection, work boots (steel-toed recommended), gloves, and long pants.
- Immediately let go of push mower's engine kill switch handle or lever if you are tripping, slipping or falling.

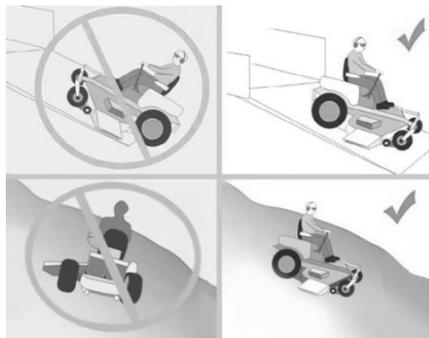


24.14.2 Riding Mowers

- Refer to Lawn Mower General Safety (24.14), Equipment Pre-Trip Inspection (24.1), and the manufacturer's operating manual.

Equipment Safety Policies

- Always start your riding mower from the operator's seat. Never start the engine while standing beside the mower with the blade(s) engaged.
- Hydraulic fluid shall only be added to mowers on level ground and the mower must be test driven on level ground before usage to ensure proper braking and steering.
- Passengers shall not be allowed on riding lawn mowers / tractors.
- When operating a riding mower on uneven terrain, use extreme care. Always mow up and down slopes—never across—and avoid sudden starts, stops or turns.
- To prevent tipping, decrease speed when going down slopes or around sharp corners.



24.15 Motor Graders & Paving Equipment

- Supervisors shall ensure only trained and authorized employees operate motor graders.
- Employees shall read and be knowledgeable of the manufacturers' operating manual before usage.
- Pre-trip Inspections shall be completed prior to daily usage.
- Seat belts shall be worn.
- Never start the engine until all personnel are at a safe distance from the grader.
- **NO PASSENGERS.** Do not permit passengers in the cab or on any external components of the grader while in operation.



- Before backing up, use extra care to ensure people and vehicles are clear of the grader.
- When equipped, operators shall use backup cameras and/or alarms and lights.
- Snow wings shall be fully raised when not in use and secured with the proper chains and/or pins.
- Start and operate the grader only from a seated position.
- Chock / block wheels if not parked on level ground.
- Operate equipment at speeds compatible with working conditions and traffic.
- Select a gear that will prevent excessive speed when going downhill. Use engine braking effect and NEVER coast downhill.
- Lower all hydraulic equipment, set the parking brake, and remove key before dismounting equipment.



24.16 Scissor Lifts

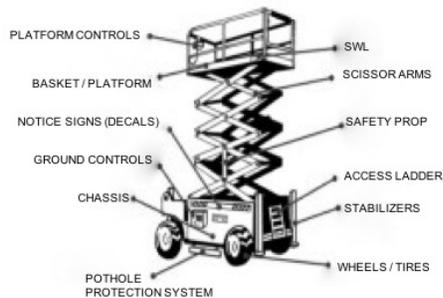
- Supervisors and employees shall ensure only trained and authorized employees operate scissor lifts.
- Employees shall read and be knowledgeable of the manufacturers' operating manual before usage.
- PPE requirements for scissor lifts include hard hat, fall protection, and safety glasses or goggles.
- Do not move with extended lifts.
- Scissor lifts may only be operated on solid, level surfaces away from hazards that can cause instability (drop-offs, holes, slopes, bumps, ground obstructions, debris, etc.)

Equipment Safety Policies

- Use scissor lifts outside only when weather conditions are dry.
- Ensure that safety systems designed to stop collapses are maintained and not bypassed.
- Never allow the weight on the work platform to exceed the manufacturers' maximum load capacity rating.
- Set parking brake and remove ignition key when not in use.

24.17 Tractors

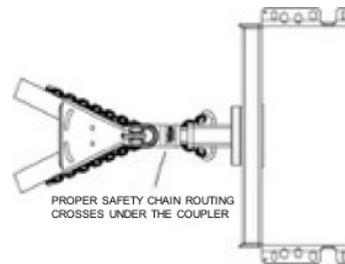
- Supervisors and employees shall ensure only trained and authorized workers operate tractors.
- Pre-trip Inspections shall be performed on tractors before daily usage.
- If equipped with a Roll Over Protection System (ROPS) never operate the tractor without seatbelt fastened, unless it is a folding ROPS and you have it folded down for clearance (*this should be avoided*).
- Tractors have high centers of gravity and are much less stable than an automobile. Exercise extreme caution when operating on slopes and when making turns, especially if tractor is equipped with attachments on the 3-point hitch or a front-end loader. The higher the load or attachment is raised, the higher the tractor's center of gravity and the more likely it will rollover.
- When dragging heavy items such as logs, be sure they are hitched to the drawbar and not above it to avoid flipping the tractor over backwards.
- Never operate tractors with the engine bonnet / hood open or unsecured.



- Turn engine off when not in the driver's seat. Never allow extra riders – it is distracting, unsafe and prohibited.
- Be sure the PTO (power take-off) shield is in place or replace it. Always walk around an operating PTO, not over it.

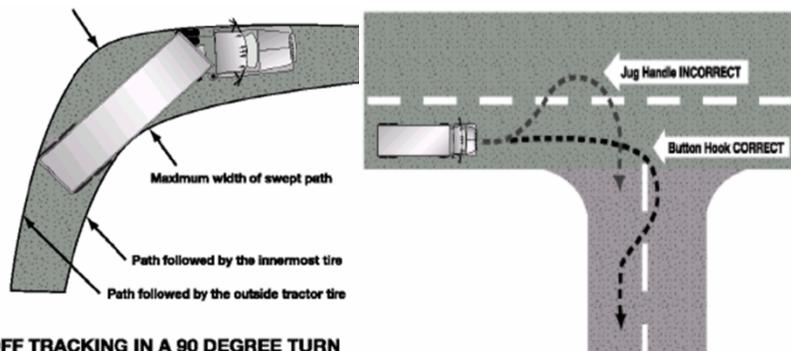
24.18 Utility Trailers

- Pre-trip inspections shall be conducted before daily usage, including ensuring the trailer is safely connected to the hitch, and all lights are properly working (**ORS-22**).
- For a regular ball hitch, the tongue on the trailer shall be properly attached to the vehicle hitch, with the locking mechanism engaged securely with lock pin in place.
- Cargo and or equipment shall be securely fastened to the trailer while in transit.
- Ensure that all items are securely fastened to the trailer, to include tarping and tie-down straps.
- Drivers must have a CDL with combination endorsement to tow trailers that weigh 10,000 lbs. or more.
- Check load distribution to make sure the tow vehicle and trailer are properly balanced front-to-back and side-to-side. Heavy cargo loads should be positioned on or in front of the axle(s).
- The **safe speed** when towing a trailer is the speed limit minus 5 mph or more, depending on weather, road and traffic conditions.
- Avoid sudden stops, starts and steering maneuvers that can cause skidding, sliding or jackknifing.
- Reduce speed on bumpy roads and railroad crossings to prevent bouncing or the shifting of load.



Equipment Safety Policies

- Avoid parking on grades or slopes. Use a “backer” (stay in driver’s mirror and view) outside to guide you as you park.
- Use extreme caution and watch mirrors at curves and corners to prevent unsafe off-tracking. Always use the Button Hook maneuver when making right-hand turns.



- When uncoupling a trailer, place blocks at the front and rear of the trailer tires to ensure that the trailer does not roll away when the coupling is released from the hitch.
- All trailers shall be taken to Fleet Management **annually** for a comprehensive safety inspection.

24.19 Utility Vehicles (Gators, RTVs, Pioneers, QUVs & Mules)

- Supervisors shall ensure only trained and authorized employees operate utility vehicles.
- Employees shall read and be knowledgeable of the manufacturers’ operating manual before usage.
- Utility vehicles shall be operated at safe speeds dependent on pedestrian traffic, environmental factors, and surface conditions.
- Seat belts shall be worn by all vehicle occupants (*if equipped*).
- **Pre-Trip Inspections** shall be performed daily before usage.



- Speed limit for utility vehicles shall not exceed 15-mph. Maximum speed is 10 mph where pedestrians are present.
- Do not exceed maximum weight or load capacity as prescribed by the manufacturer. See operators' manual.
- Horseplay, racing or any other risky vehicle operation is strictly prohibited.
- Ignition keys shall never be left in unattended utility vehicles.
- All accidents must be reported to a supervisor immediately. Employees should collect documentation, photographs, witness statements, and complete **ORS-5**, Vehicle Accident Report.
- Call 911 in the event of an accident involving persons or other vehicles.

24.20 Equipment Attachments

- Inspections shall be performed on attachments prior to daily usage.
- Never use attachments for tasks other than the specified manufacturer's purpose.

24.21 Water Buffalos (Portable Potable Water Tanks)

- Ensure that the water tank is thoroughly cleaned, sanitized and free of rust before filling and usage.
- All hoses must be stored off the ground, flushed thoroughly prior to use, and capped at both ends when not in use.
- Water must come from an approved supply.
- CDL Tanker endorsement is required when transporting 119 or more gallons.

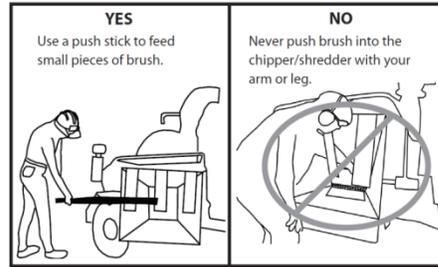
24.22 Wood Chippers

- Supervisors shall ensure only trained and authorized employees operate wood chippers / shredders.

Equipment Safety Policies

- Employees shall wear long pants to protect legs from objects that could be thrown from the chipper. Sturdy, non-slip boots will help keep a firm footing on the ground.
- Required PPE includes safety eye protection, work boots (steel-toed recommended), gloves, hearing protection, hard hats and long pants and long sleeve shirts.
- Never leave a running wood chipper unattended. When not in use, wheels shall be chocked and ignition key removed.

- Only operate chippers on level surfaces that are not concrete, paved or gravel. Ricocheting material may injure the operator or bystanders.



- Ensure that all safety decals on the machine are legible. Contact the chipper's manufacturer to order replacement decals.
- Never operate equipment without all safety guards in place.
- Ensure the hood enclosing the chipper / shredder's knives is closed and latched before operating.
- Lock-Out / Tag-Out (LOTO) machinery in the event mechanical problems are identified and report it to supervisor immediately.
- Wait for all moving parts to come to a complete stop before opening the hood.
- Never move, load or transport a chipper/shredder while the engine is running.
- Stand to the side of the chipper to feed in branches, not in front of it. This will reduce the risk of being caught and dragged into the machine. Standing to the side of the equipment will also make it

easier to reach the emergency shut-off switch in the event of an accident.

- Never push materials into the chute with your hands or feet, pitchforks, shovels, etc.
- Before attempting to unclog debris or make adjustments:
 - Shut off engine.
 - Remove ignition key.
 - Wait for all parts to stop moving.
 - Carefully remove clogged debris.

Douglas County is committed to maintaining and continuously improving a culture that reflects an obligation to protect people, property, financial resources and the environment. These goals can be achieved through the Loss Prevention Program. Employees, facility tenants, and volunteers shall follow the guidelines below to prevent accidents, injuries, losses and/or damage to property or the environment.

25.1 Loss Prevention Program

- To maintain a safe working environment, employees, workers, and tenants inside Douglas County facilities or utilizing county vehicles or equipment, shall comply with all safety, health and loss prevention policies outlined in this manual.
- Be aware of the surroundings and report any potential hazards, safety concerns, theft or vandalism to Risk & Safety.
- Damaged or improperly functioning equipment shall be fixed or discarded (LOTO), to prevent injury.
- Never engage in horseplay or other distracting activities while on duty. Douglas County's professional image is irreplaceable.
- Employees must have permission to take home county property.
- The last employee(s) to leave a building must check that all doors and windows are properly secured.
- Vehicles and equipment may not be loaned per insurance policies / contracts.
- Paid time / productivity is a critical resource that shall be used for county business related purposes.

25.2 Credit Cards & Fuel Cards

- Douglas County credit cards may only be used for business related purposes.
- Fuel cards may only be used for county vehicles.
- Fuel cards may only be used to purchase fuel. No snacks, drinks, or other items may be purchased using fuel cards.

25.3 Environmental Loss Prevention

All Douglas County employees, workers, tenants and volunteers are expected to minimize their impact on the environment. Littering is strictly prohibited. All trash should be disposed of in designated receptacles.

- Do not operate equipment on lawns or landscaped areas unless necessary. Vegetation is easily damaged.
- Douglas County encourages recycling whenever possible.

25.4 Emission Control

Emission control systems on motor vehicles are necessary to meet the requirements of law, regulation, and policy intended to reduce air pollution. The Environmental Protection Agency (EPA) establishes the standards that limit the amount of hydrocarbons, carbon monoxide and oxides of nitrogen a vehicle can emit. All county insured vehicles shall undergo annual emissions testing if applicable.

25.5 Fuel Conservation

Douglas County has developed this policy to ensure that fuel conservation is an ongoing priority. This policy is to ensure that essential services are not disrupted in the event of a fuel shortage and to monitor the monthly fuel consumption of department vehicles.

Douglas County will at all times, pursue all avenues of fuel conservation. The fuel conservation measures shall not disrupt vital county services.

25.5.1 Fuel Priority Allocation

During a fuel crisis, departments will be allocated fuel based on the priority of their use and County fuel allotments. During a national fuel crisis, County vehicles are prioritized as follows (priority listed in descending order):

- Emergency response vehicles
- Health and safety vehicles
- Operational vehicles
- Administrative vehicles
- Take-home vehicles
- Non-county owned vehicles

25.5.2 Fuel and Loss Prevention

- Implementing alternative fuel programs to reduce dependency on fossil fuels is an ongoing Loss Prevention effort.
- Assigning the most fuel-efficient vehicles to employees who have high mileage driving assignments.
- Coordinating Dispatch Vehicle Requests and monitoring the daily dispatching of Motor Pool vehicles to ensure maximum "pooling" of trips.
- Obtaining multiple contracts with multiple commercial fuel suppliers to increase the probability of purchasing fuel.
- Fuel supplied by Douglas County shall be for county business only.
- See 26.21, Anti-Idling Policy.

25.5.3 Vehicle Operator Responsibility

Operating County vehicles in a manner that will ensure maximum fuel savings including compliance with the following fuel saving standards:

- Eliminate unnecessary trips.
- Plan all travel routes in advance.
- Remove excess weight from the vehicle.

Loss Prevention Policies

- Adhere to Anti-Idling Policy (Section 26.21).
- Develop and maintain conservative driving habits, (i.e., do not over accelerate and avoid excessive braking).
- Inflate tires to manufacturer's specifications.
- Take assigned vehicles for maintenance as scheduled.

25.6 Political Activity

Employees of the county are encouraged to exercise their rights to vote; but no employee shall make use of county time or equipment to aid a political candidate, party or cause or use a county position to influence, coerce or intimidate any person in the interest of a political candidate, party or cause. An employee violating this section shall be dismissed; as set forth in Division 8. Merit System 13-144

25.7 Computer Technology & Security Policy

County computing devices, software, Internet and E-mail access are intended to increase the productivity of employees in their official duties. All personnel who access or make decisions affecting Douglas County Government's computer-based information assets play a role in protecting those resources.

Employees are responsible for protecting the County's computer-based information. The County's computing devices and information systems shall be used for official county business only.

25.8 Employee Computer Responsibilities

- Do not conduct personal business using county resources.
- Never send Spam (bulk mailing of unsolicited advertisements), chain letters, photographs, or other personal communications into or out of the county network. If you receive such a message from anyone please delete it immediately and empty it from your recycle bin or trashcan.

- Do not transmit, display, save or maintain any content on the county server that may be considered offensive, harassing, pornographic or fraudulent.
- Douglas County employees who access the network are legally bound to comply with the Federal Copyright Act (Title 17 of the U.S. Code) and all proprietary software license agreements. Noncompliance can expose Douglas County and the responsible employee(s) to civil and/or criminal penalties.
- Never copy or use software from the county computers on another computer.
- Passwords shall not be shared with others and should be changed at least every 6 months.

25.9 E-Mail

All messages distributed via the Douglas County E-mail System are the property of Douglas County Government. There are no expectations of privacy in electronic communications that are created, stored, sent, or received by the county's e-mail system. E-mails may be monitored by Department Heads or I.S. Department without user notification.

25.10 Data Loss Prevention

Because most information is stored on computers, data loss prevention is critical. Hard drive and other technological failures are the most common type of data loss. Therefore, employees are encouraged to back up any information and files using the county network or county-owned devices.

Data leakage prevention (see *Glossary*) is also an important part of data loss prevention. Employees shall not send confidential information over emails. E-mailing confidential information outside of the county network is prohibited, as it may be misrouted and sent to the wrong e-mail, and/or intercepted / hacked by others.

Prohibited E-Mail Content

Personally Identifiable Information (PII)	
• Passwords and Other Account Information	• Financial Information (<i>credit cards, bank accounts, etc.</i>)
• Social Security Numbers	• Home Addresses
• Protected Health Information (PHI)	• Insurance Information

25.11 Social Media Policy

Social Media (*see Glossary*) is an important tool that Douglas County uses to reach out to the general public. Only authorized employees shall be permitted to update the county’s social media sites.

- Departments are responsible for the creation, administration, and deactivation of social media accounts.
- Employees who engage in social networking discussions related to county business matters shall communicate that viewpoints are personal and do not necessarily reflect county opinion.
- The following forms of content posted on Douglas County social media sites shall be removed:
 - Content that promotes, fosters or perpetuates the discrimination of protected classes.
 - Sexual harassment content.
 - Promotion or endorsement of political issues, groups, or individuals.
 - Conduct or encouragement of illegal activity.
 - Information that may compromise the safety or security of the public or public systems.
 - Content intended to defame any person, group or organization.
 - Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement.

- False or malicious statements concerning any person, the County, or its operations.
- Violent or threatening content.
- Disclosure of confidential or proprietary information.
- Employees shall not post any information or engage in any online activity that violates local, state, or federal laws.
- Unless authorized, social media shall not be used for internal communications for employees and volunteers.

25.12 Property Loss or Damage Review

Department Heads and supervisors are required to report any property damage or loss in which the monetary value exceeds \$300. The Property Loss and/or Damage Form (**ORS-6**) should be submitted to Risk & Safety. This does not include assets, tools or equipment damaged through normal wear and proper usage.

25.13 Damaged or Lost Property Procedures

1. Call proper authorities – **Dial 911** (Fire, Police) if fire, theft, burglary, vandalism, etc., *is in progress*.
2. Call law enforcement's main number to report vandalized or stolen property or other criminal behavior that resulted in damaged or lost property. A Police Report case number shall be obtained and submitted to Risk & Safety.
3. Employees are required to inform supervisor immediately of lost or damaged county property.
4. Collect and report information (*i.e. vehicle tag number, insurance information, personal contact information, witness contact information, take photographs or video and property damage estimate(s), etc.*) to Risk & Safety.

Loss Prevention Policies

5. Guard premises from further damage. Warn bystanders, witnesses, and all on-scene parties of dangers related to property damage and secure the scene. Safety is your goal.
6. Report hazardous conditions to Risk & Safety.
7. Supervisors should use form (**ORS-6**) to report losses to ORS. Employee written narratives (use **ORS-7**) shall also be attached.
8. Employees shall not speak to insurance adjusters or attorneys regarding county related incidents without authorization from Risk & Safety or the Legal Department.
9. If loss is caused by another party **DO NOT** make any statement(s) which would absolve them of responsibility for paying for damages. Refer third parties to Risk & Safety.
10. Accurate reporting of losses serves several purposes, including providing information which will be helpful in preventing future losses and providing statistical data to compute the cost of risk.
11. Any lost or stolen technology shall be reported to Information Services immediately.

25.14 Employee Liability for Loss

Any employee who causes damage to or loss of county property may be required to repay the county government for any cost of repairs to or replacement of such property. *Merit System 13-104*

25.15 Media Relations

All inquiries from media outlets shall be forwarded to the Communications Department and/or pre-approved by a Department Head / Manager and/or Supervisor. It is important that all public messages be put in the correct context, stated clearly and be verifiable. Contact 770-920-7303 for assistance with media relations.

Douglas County employees, authorized users, and volunteer drivers shall abide by all vehicle policies set forth in this manual. Operators of county vehicles are also expected to follow by all local, state, and federal laws regarding vehicle operations. All Douglas County vehicles shall be operated in a safe and professional manner at all times.

26.1 Driver's License Requirement

A valid state driver's license must be in an employee's immediate possession at all times when he/she is driving on county business.

- If an employee does not have a valid driver's license, he/she shall not operate any vehicle in the course and scope of employment.
- Employees driving county-owned vehicles or any other vehicle on county business must have proper driver's license classification for the vehicle being operated.
- See Section 26.10 for requirement to report revoked driver's license.

26.2 Responsibilities of County Drivers

Each driver is responsible for the proper pre-trip inspection, care and safe operation of vehicle(s) being used for county business. Employees and/or volunteers who are authorized to drive in the course of county business are also responsible for obeying all traffic laws and for compliance with the rules set forth in this chapter.

All drivers who operate vehicles on behalf of Douglas County are responsible for proper care, use and safety of the vehicle and must adhere to the following minimum professional standards:

- Operate vehicles in a professional manner that reflects positively on the image of Douglas County. Remember, county vehicles are

Vehicle Policies

“rolling billboards” and it is everyone’s responsibility to set a good example for the community.

- All drivers of Douglas County vehicles must be on the Authorized Drivers List maintained by Risk & Safety and Douglas County’s auto insurance carrier.
- Maintain the proper license for the specific vehicle.
- Obey and follow all traffic laws.
- Follow all instructions and risk reducing techniques provided in Douglas County’s Defensive Driving Class.
- Maintain current DDC certification as required.
- Drivers and passengers must wear seatbelts at all times when the engine is running.
- Ensure that vehicles are used for authorized purposes only.
- Ensure that vehicles are maintained within manufacturer's safe operation standards (**check oil level when fueling**).
- Vehicles should be re-fueled upon reaching ¼ tank.
- Promptly report to supervisor any damage or breakdown of vehicle equipment.
- Follow established accident reporting procedures. See Chapter 28 (Section 28.4).
- Adhere to vehicle operation and control procedures per the manufacturer. See operating manual
- Never transport loads that exceed the manufacturers’ limits or unsecured luggage, equipment, or shifting cargo.
- Never operate a vehicle when physically or mentally impaired.
- Never operate a vehicle while using or under the influence of alcohol or drugs, or prescriptions that may alter an employee’s ability to safely operate a vehicle or equipment.

26.3 Driver Insurability

Drivers must be insurable in order to be authorized to operate vehicles in the course and scope of Douglas County business. The below insurance requirements illustrate Douglas County's minimum standards for the operation of motor vehicles.

- Standard driving age is 21.
- Minimum driving age is 18. (**Restricted**)
 - Age of passengers (no minor children)
 - Type of vehicles (weight & classification)
 - Usage of vehicles
 - See Risk & Safety Director for insurability consultations
- Satisfactory Motor Vehicle Report (MVR) (5-year review).
- Must complete Driver Orientation and demonstrate an ability to safely operate a motor vehicle.
- Must maintain Defensive Driving Certification provided by Douglas County.
- Must be a Douglas County employee or formal volunteer.
- Must meet insurability requirements.

Uninsurable Violations

Douglas County vehicles may not be operated by any employee or volunteer upon being convicted, to include a plea of nolo contendere, of any of the below moving violations within the previous five (5) years as required by Douglas County's commercial insurance carriers.

With a majority vote by the Safety Board, driving privileges may be suspended upon any of the below charges until adjudicated by the courts. Drivers must report any of the below charges to their Department Head and Risk & Safety before operating a County vehicle.

- Driving while intoxicated or under the influence of alcohol or a controlled substance.
- Driving with a suspended driver's license.
- Reckless driving.
- Illegal drug conviction.
- Leaving the scene of an accident.
- Evading or attempting to elude law enforcement.
- Vehicular homicide.
- Speeding in excess of 29 mph.

26.4 Driver Authorization Process

Employees and volunteers may be authorized to operate county vehicles on a Temporary or Permanent basis.

Department heads, supervisors and employees are required to only permit authorized drivers to operate county vehicles. Otherwise negligent entrustment, training and supervision claims may be made. The only exception to this policy is with supervisory approval and when life-threatening circumstances necessitate a one-time vehicle operation to a medical facility.

26.5 Driver Orientation

Driver Orientation is a one-on-one (or small group) driver training program which sets minimum safety, operational and professional standards for users of county insured vehicles. In addition to on-the-road driving, fuel island safety and completing the instructional checklist and health questions, Driver Orientation may also include driver simulator training.

Public Safety departments may conduct their own Driver Orientation for personnel operating emergency response vehicles, but all other departments shall schedule Driver Orientation through Risk & Safety. Driver Orientation may be needed upon hire, job transfers, re-hires, seasonal employees, or as assigned by the Safety Director or Safety Board. The training can usually be scheduled and completed within 48 hours during the normal business week and takes less than 1.5 hours to complete.

The National Safety Council's six (6) hour Defensive Driving Course is required for employees or volunteers to become permanent authorized drivers. Because drivers receive tailored instruction related to Douglas County vehicle usage, accident procedures, etc., only DDC certificates received through Douglas County's Defensive Driving Program shall be accepted.

Temporary Drivers: Must complete Driver Orientation prior to operating a County vehicle. The temporary driver may become a Permanent Driver by attending Defensive Driving within the following two (2) quarterly scheduled classes.

Permanent Drivers: Must have completed Driver Orientation and Defensive Driving Course (DDC) within a 90 day period. Permanent drivers must remain current and renew their DDC Certification every four (4) years.

Public Safety employees shall recertify DDC every three (3) years due to emergency vehicle response.

Volunteer Drivers: Volunteer Drivers must meet either the Temporary or Permanent Driver criteria, but shall also complete a Volunteer Application. Volunteer Drivers must remain current and complete Defensive Driving Course every three (3) years.

26.6 Defensive Driving Course Requirements

The Department Head or their designee shall arrange for vehicle users to attend Risk & Safety's approved Defensive Driving Course. DDC is often required by the Safety Board following preventable accidents. Assignments for said course shall be made as follows:

- Mandatory attendance for employees who demonstrate questionable driving capabilities or habits as determined by their immediate supervisor.
- Mandatory attendance for employees who have not attended DDC as required.

26.7 Driver's License & Safe Driving Record

All employees whose duties require the operation of a County-owned motor vehicle or who operate a privately owned vehicle while conducting official business in the course and scope of employment

must possess a valid driver's license and meet insurability requirements.

26.7.1 Driver's Evaluation for Employment

Prior to acceptance of employment with the County in a position that requires the operation of a motor vehicle in the course of performing the assigned duties, the following evaluation of driving qualifications should be made.

- Meet insurability requirements.
- Possession of a valid driver's license of the proper class.
- Capability of passing a physical examination when a question of fitness to drive arises because of illness or injury.
- Capability of passing written tests on driving regulations whenever required.
- Capability of passing simulated or on-the-road driving tests.
- Demonstration of proficiency with the particular type of vehicle or equipment routine to be utilized.
- Completion of Driver Orientation and DDC as required.

26.8 Motor Vehicle Record (MVR)

Employees hired in positions that require operating a county vehicle will be requested to provide the Douglas County HR Department and its Office of Risk & Safety permission to acquire their motor vehicle driving record for the past seven years.

MVRs will be obtained and reviewed on all drivers annually. Drivers who become uninsurable per section 26.3 shall be removed from the Authorized Drivers List and shall be prohibited from operating vehicles in the course and scope of employment.

If violations are noted on the employees' MVR, departments shall consult Risk & Safety for guidance before allowing the employee to drive. Hiring uninsurable drivers can be a costly mistake.

26.9 Vehicle Operator Record

The Office of Risk & Safety shall maintain a Vehicle Operator Record for each employee. Supervisors shall be responsible for reporting vehicle operator information to Risk & Safety and by extension the Human Resources Department.

26.10 Reporting of License Suspension or Revocation

Any employee performing work which requires the operation of a county vehicle must notify his/her immediate supervisor in those cases where his/her license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Department of Motor Vehicle Safety. If an employee fails to report such an instance, he/she is subject to disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to his/her supervisor and continues to operate a county vehicle shall be subject to disciplinary action, including, but not limited to termination.

26.11 Commuting Vehicle Authorization

The County Administrator's Office shall be in charge of implementing the provisions of this policy with the responsibility to:

- Evaluate and authorize or deny commuting vehicle assignment requests from all departments with the exception of the Sheriff's Department.
- Notify appropriate Department Heads and Financial Administration, in writing, each time a new commuting vehicle assignment is authorized.
- Submit the summary of authorized commuting vehicle assignments to the Board of Commissioners, to the Department Heads, Risk & Safety, and to the Office of Financial Administration on an annual basis.

Vehicle Policies

- Monitor and authorize / reauthorize or deny Commuting Vehicle Authorization requests submitted by Department Heads or their designees.

26.12 Commercial Driver's License Classification

No employee is allowed to drive a commercial vehicle without a valid Commercial Driver's License.

Class A – Any combination of vehicles with a gross vehicle weight rating of 26,000 lbs. or more, provided the gross vehicle weight rating of the vehicle or trailer being towed is in excess of 10,000 lbs.

- 5th Wheel Certification
- Pintle Hook Certification

Class B – Any single vehicle with a gross vehicle weight rating of 26,000 pounds or more, or any such vehicle towing a trailer not in excess of 10,000 pounds gross vehicle weight rating.

Class C – Any single vehicle with a gross vehicle weight rating of less than 16,000 lbs. or any such vehicle towing a vehicle with a gross vehicle weight rating not in excess 10,000 lbs. This classification shall apply to vehicles designed to transport 16 or more passengers, including the driver and vehicles used in the transportation of hazardous materials.

Class F— Firefighter / Emergency Vehicles (Non-Commercial)

- Must be equipped with lights and a siren.
- Must be a vehicle necessary for the preservation of lives or property or the execution of emergency governmental.
- Must function as a fire truck, hook and ladder truck, foam or water transport truck, police special operations vehicle or ambulance.
- Must be exempt from normal traffic regulations when operating as an authorized emergency vehicle.

- Must operate the appropriate class of vehicle when accompanied by a person who is licensed to drive that class of vehicle, who is fit and capable of exercising control of the vehicle, and who is occupying a seat beside the driver.

Commercial driver's license endorsements and restrictions:

A	Authorizes the driver to operate vehicles with air brakes
H	Authorizes the driver to transport hazardous material
K	Restricts the driver to intrastate CDL only
L	Restricts the driver to vehicles not equipped with air brakes
N	Authorizes driving tank vehicles
P	Authorizes driving vehicles carrying 16 or more passengers, including the driver
T	Authorizes driving double and triple trailers
X	Hazardous materials and tank vehicle endorsements

NOTE: All employees whose job requires them to have a Commercial Driver's License are subject to the Federal Omnibus Transportation Employees Testing Act. The County's procedures, which are based on this act are detailed in the Drug-Free Work Place Policy.

**Contact Risk & Safety for addition CDL information.*

26.13 Use of County Vehicles to Conduct Business

Employees are encouraged to use county vehicles instead of their own for official county business whenever possible. In addition to ensuring vehicles are safe to operate, it is important to confirm that all vehicles being used for county business are safe and mechanically sound. Personal vehicles may be used for official county business with the prior approval of the employee's Department Head.

26.14 Authorized / Unauthorized Uses of Vehicles

Vehicles owned by, titled to or otherwise controlled by the county are authorized for use in performance of all essential travel and transportation duties. Unless specifically excluded under this policy, use is not authorized for unofficial travel duties or tasks, the transport

of unauthorized persons or items, or the performance of tasks outside the rated capabilities of the vehicle. When in doubt, the deciding criteria shall be the nature of the travel task, the extent to which the task is defensible if scrutinized by a higher authority. Authorized and unauthorized vehicle uses are defined in the following two sections.

26.14.1 Authorized Uses of Vehicles

County vehicles are to be used for county business purposes, except when specifically authorized for other use by the County Administrator. No one other than a County employee or authorized volunteer shall operate county motorized equipment.

- Transport of officers, officials, employees, clients or guests of the county.
- Transport of consultants, contractors, or commercial firm representatives when in direct interest of the county.
- Transport of materials, supplies, equipment, parcels, baggage or other items belonging to or serving the interest of the county.
- Transport of any person or item in an emergency situation.
- Commute between place of dispatch or place of performance of official business to personal residence when specifically authorized by provisions stipulated herein.
- “De Minimis” personal use such as lunch or an occasional stop for a personal errand on the way between a business delivery location and the employee’s home.

26.14.2 Unauthorized Uses of Vehicles

- Travel or task performance of a personal nature, except for commuting and “de Minimis” personal use, not connected with the accomplishment of official business.
- Travel or task performance beyond the manufacturer’s stated capabilities of the vehicle.

- Transport of families, friends, associates or other persons who are not employees of the county or serving the interest of the county, except for vehicles deemed “Exclusive Assignment – Unrestricted.”
- Transport of hitchhikers, except in the case of law enforcement personnel.
- Transport of items or cargo having no relation to the conduct of official business.
- Transport of acids, explosives, weapons, ammunition or highly flammable material except in an emergency, police situation, or performance of an authorized task in the normal performance of duties.
- Transport of any item, equipment or cargo projecting from the side, front or rear of the vehicle in such a manner as to constitute a hazard to safe driving.
- Loan of vehicle for use in non-county authorized functions.
- Transportation between place of residence and place of employment, other than as specified in this Policy.

26.14.3 Vehicle Tracking

All Douglas County owned vehicles are susceptible to vehicle tracking via Global Positioning System (GPS) or being monitored to ensure the safe operation of motor vehicles. Other reasons for tracking vehicles include fostering increased efficiency and to verify time records are accurate and that county policies herein are followed.

The County Administrator shall approve the usage of all GPS devices attached to county vehicles. Department Head’s shall be made aware of any GPS devices and all drivers should assume all vehicles are equipped and being monitored with or without tracking devices while on duty.

26.15 Revocation of Driver's Authorization

If during the course of employment a driver becomes uninsurable or exhibits a disregard for acceptable safe driving procedures, the responsible Department Head or the Safety Board may deny further authorization to operate a vehicle while representing the county.

26.16 Vehicle Assignment

The County Administrator or designee shall approve all vehicle assignments. Vehicle assignment for business purposes may be categorized in the following manner:

- Exclusive Assignment – Restricted
- Exclusive Assignment – Unrestricted
- Personal Vehicle—(Section 26.17)

26.16.1 Exclusive Assignment – Restricted

The authorized use of a county vehicle by a designated county employee/position for the purposes of efficiently and effectively performing county business and encompasses commuting to and from home and “de-minimis” personal use.

Exclusive assignment of a vehicle is expressly prohibited except with special approval. As a general rule, vehicles should be driven to a place of residence only when it is economically advantageous and in the best, operational interest of the county. Recognition must be given to the wide diversities of functions and responsibilities of the various personnel.

Minimally, the following guidelines shall be observed in approving such assignments.

- A. Employee is subject to call for work at any hour due to emergencies. (Also applies to emergency standby vehicles driven home on a rotating basis by more than one employee.)

- B. Employee must report to a project or work site rather than to his/her assigned office, provided such practice is in the best interest of the county and the function being performed.
- C. Employee is a law enforcement officer or assigned to special investigative work and routinely called out for public safety reasons.
- D. Employee on temporary assignment outside his/her normally assigned area.
- E. Other circumstances not anticipated herein where the county Manager or his/her designee, or the respective elected official determines that exclusive assignment is in the best interest of the county.

26.16.2 Exclusive Assignment – Unrestricted

The assigned, unrestricted use of a county vehicle on a 24-hour basis within the Metropolitan Atlanta area; assignment is limited to specific positions within Douglas County Public Safety Departments, including Police, Fire, Corrections, Sheriff's Office, Judicial System, Solicitor's Office, Risk & Safety, and the District Attorney's Office, whose response time to urgent and immediate needs is vital.

Unrestricted use of Public Safety vehicles by specifically authorized personnel is allowed. Such unrestricted use must encompass an urgent and immediate need to respond to Public Safety duties and responsibilities where response time is essential.

26.17 Using Private Vehicles to Conduct County Business

Any employee who operates a privately-owned vehicle (POV) while conducting official business for the county must meet county insurability requirements and must maintain automobile liability insurance in accordance with the minimum limits required by State Law, or that may be required or recommended by the county's

insurance carrier, and upon completing a pre-trip safety inspection of the vehicle.

Employees must maintain minimum liability coverage in order to operate privately-owned vehicles in an official capacity. Employees who use their own vehicle to conduct official county business will be reimbursed at the current federal rate as provided by the Department of Revenue.

- Employees using their personal vehicles will be reimbursed at the IRS's mileage reimbursement rate which is set annually after submittal of the appropriate form to the Finance Department.
- The "Mileage Reimbursement Request" (or "Travel Expense Statement") shall be signed by the employee requesting the reimbursement and the Department Manager. Reimbursement shall be filed with the Finance Department. The Finance Director may employ any reasonable means of checking the validity of mileage reimbursement requests.
- The mileage reimbursement form may be obtained from the Watercooler at www.celebratedouglascounty.com
- This type of assignment shall be considered when a vehicle is needed occasionally and other types of assignments are not available to the official, employee, or practice.

26.18 Commuting

County vehicles, both assigned and dispatched to departments / offices, shall not be used for transportation to an employee's place of residence unless the employee is required by the county to commute in the vehicle because:

26.18.1 Emergency Response

The department assignment of the vehicle shall be to a position which is responsible for responding to an emergency situation related to public health or safety and protection of property on a 24-hour basis.

Employees who are assigned on-call duties on a rotating basis shall only take a county vehicle home on those days the employee is assigned the on-call duty.

26.18.2 Night Meetings and Overnight Usage

In such cases, the county vehicle shall only be taken home on the day of the evening in which an employee is assigned to attend the night meeting or conduct county business as the result of an overnight stay outside of the county.

26.18.3 Public Safety

The vehicle is authorized for use within the Douglas County Sheriff's Department where the assigned personnel have custodial control over critical resources. Pursuant to the above provisions, Department Heads or their designees may authorize in writing a county employee to park a county vehicle at his/her place of residence.

Except where reasonably necessary to accommodate "de minimis" use, county vehicles may not be used for personal business even though that personal business may not result in additional cost to Douglas County.

26.19 Temporary Assignment of Take-Home Vehicle

A vehicle may be assigned to a department or individual on a temporary basis for "on-call" status. Temporary assignment shall be for two (2) or more days but not to exceed 90 days unless a new request is made by the agency or department and approved by the County Administrator.

26.20 Take-Home Vehicle Policy

The county wishes to restrict the number of county-owned vehicles being used by employees to commute to and from work and to ensure the proper use of public funds and resources. Assignment of a county vehicle is neither a privilege nor a right of any county employee and shall not be made based on employee merit or employee status. The need for communication access (car radio, telephone, etc.) shall not

normally be considered adequate justification for a county take-home vehicle assignment.

26.20.1 General Criteria: Take-Home Vehicles

- The employee shall reside within a 50-mile radius of Douglas County borders and shall have the approval of the county Administrator and/or the Board of Commissioners. This applies only to the departments under the direct supervision of the County Administrator. Departments outside of the County Administrator's supervision may be subject to alternate policies.
- Before approving take-home vehicle assignments, the department shall first consider whether occasional overnight assignment, temporary on-call status or reimbursement for the use of a private vehicle will be of greater economic benefit to the county than a twelve (12) month commuting vehicle assignment.
- The employee should have primary county-wide custodial control of critical resources used during emergency response, and who must be available for any and all emergencies.

26.21 Anti-Idling Policy

The purpose of this policy is to establish guidelines to eliminate the unnecessary idling of county vehicles and other rolling stock as part of an ongoing effort to reduce fuel consumption. The intent of this policy is to reduce our environmental footprint, improve health and wellness, and reduce financial expenditures.

- Why idling is a problem: Idling vehicles produce unnecessary pollution that contributes to climate change, smog, health problems, premature engine wear and wasted fuel, which increases costs to Douglas County taxpayers. It is every employee's responsibility to minimize fleet operating costs while reducing harmful effects on the environment.
- Appropriate Idling of County Vehicles and Rolling Stock:
 - County fleet vehicles will not be parked with the engine

operating for more than 2 minutes unless it is essential for the performance of work.

- Initial “warm up” idling should be minimized. Start driving after no more than 30 seconds of idling or immediately following the clearing of fogged up or frosted window glass.
- If an operator is going to be stopped for more than 30 seconds, except as required while operating the vehicle in routine traffic, they shall turn off the engine. Idling a vehicle longer than 10 seconds uses more fuel that it would take to restart the vehicle.
- Vehicles with diesel engines should be shut down after idling for 60 seconds.
- Idling for temperature control when transporting patients, prisoners, people, K-9 units, or when performing traffic control.
- Vehicles being used in the protection of life, health or safety.

26.21.1 Exceptions to the Anti-Idling Policy

Due to the diverse nature of the County’s vehicle fleet, there may need to be exceptions to this *Anti-Idling Policy*. Subsequently, the provisions of this policy do not apply to:

- Public Safety and emergency vehicles, such as fire trucks, while engaged in operational activities, but only when the vehicle must be running for the warning devices / emergency systems to function.
- Vehicles required to idle in order to power ancillary equipment
- Vehicles equipped with temperature sensitive equipment;
- A motor vehicle forced to remain motionless because of traffic conditions over which the operator has no control.
- Vehicles being idled during Fleet maintenance or diagnosis.
- Vehicles used In the performance of protecting life or health.

27

VEHICLE OPERATIONS

POLICY

This chapter provides uniform minimum standards governing the use and operation of vehicles. Employees are expected to abide by the following policies while operating all Douglas County vehicles.

Vehicles in which Douglas County owns / insures, leases, hires or borrows are vehicles for work purposes, so it is important to make sure that it is safe for use and fit for the purpose for which it is intended. As regulated by law, a vehicle used in the course and scope of employment is a place of work. Therefore, vehicles must be kept safe, properly maintained and in good working order.

27.1 Applicability

Covers all vehicles owned and insured by, titled to, or otherwise controlled by Douglas County Board of Commissioners. All vehicles must comply unless excluded by particular reference.

27.2 Department / Agency Responsibility

Departments and agencies must manage and operate vehicles and rolling equipment to meet the highest standards of safety, maintenance, appearance, and utilization. Maintenance must be performed to include, but not limited to, comprehensive inspections, repairs, testing and performance analysis per manufacturers' specifications.

27.3 Conditions Affecting Vehicle Operations

Vehicle operations are affected by a number of uncontrollable conditions. However, some conditions such as terrain, climate, weather conditions, peak traffic conditions and availability of road networks can be anticipated to some degree. Traffic, weather, type of vehicle and proper route planning should be considered before

operating a vehicle. School parking lots and residential areas should always be avoided.

27.4 Inclement Weather Driving Policy

While the risk of being in an accident is possible on any given day, driving in severe inclement weather (i.e. ice, snow, heavy rain, flooding, etc.) greatly increases the probability of a motor vehicle accident. Driving in severe inclement weather is prohibited unless for public safety or critical county business.

Employees should refer to Chapter 16, Weather Policies, for Douglas County's Inclement Weather Policy.

27.5 Inspection of Vehicles

Before operating a vehicle for county business, drivers are required to conduct a pre-trip inspection and check his/her vehicle for any damage to the body or interior that may have occurred since the previous usage. The pre-trip inspection shall also include assessing the vehicle's mechanical condition. Vehicles found with damage shall not be moved until properly reported, documented and investigated.

Safety Start Certification-By starting the engine and operating a vehicle, drivers shall be considered to have certified that the vehicle has been inspected, per the following table, and is safe to operate.

Pre-trip inspections-shall be completed daily on emergency, motor pool, passenger and commercial vehicles before usage. Other assigned vehicles and personally owned vehicles (POVs) used in the course and scope of employment must receive pre-trip inspections on a weekly basis. Pre-trip inspections forms may be downloaded at www.douglascountyriskandsafety.com.

Departments should develop filing systems for pre-trip inspection forms and submit accordingly to Fleet management for repairs and

maintenance. The following table illustrates items to be checked for Pre-Trip Inspections.

Pre-Trip Inspection		
Road worthiness	Tire (min. 4/32" tread)	Safe engine start
Body damage	Tire condition	Engine oil
Interior cleanliness	Secured cargo	Transmission fluid
Parking brake	Mirrors	Antifreeze
Windows	Seating & Seatbelts	Belts
Windshield wipers	Horn	Battery and cables
Lights and Bulbs	Fire extinguisher	Heater / Defroster

Any defects noted which would affect the safe operation of the vehicle shall be reported promptly to the driver's supervisor and/or Fleet Management for repair before the vehicle is returned to service.

The Federal Motor Carrier Safety Administration mandates that steering tires have at least 4/32" of tire tread. Douglas County's vehicles shall have no less than 4/32" tire tread, which can be measured with an upside down quarter between grooves.



27.6 Vehicle Operational Safety

All employees and volunteers operating county vehicles shall abide by the following vehicle safety policies.

27.6.1 Opening and Closing Vehicle Doors

Drivers shall ensure all cab, hood, trunk, telescopic light poles, and other compartment doors or accessories are closed and secured before operating a vehicle.

No person shall open the door of a vehicle on the side available to moving traffic until it is reasonably safe to do so, nor shall any person

leave a door open on the side of a vehicle available to moving traffic. Passenger vehicles shall always unload on the curb or on a driveway.

27.6.2 Backing Policy

As the vehicle operator, drivers are ultimately responsible for coordinating backing assistance. County-owned vehicles should be backed into parking spaces whenever possible.

Always utilize spotters while backing large vehicles, or when view is obstructed. The backer must use appropriate hand signals.

1. Vehicle is placed in position to be backed and comes to a complete stop.
2. Spotter (i.e. "backer") walks to the rear of the vehicle.
3. Spotter checks left and right side of vehicle for persons, opened vehicle doors, foreign objects, solid surfacing, obstacles, etc.
4. Spotter positions him/herself in a position to be seen in driver's rearview mirror and then uses hand signals to back slowly, adjust direction and/or stop.
5. The driver shall stop the vehicle immediately if he/she loses sight of the spotter in the rearview mirror while backing.
6. Drivers and spotters are responsible for ensuring that garage doors are fully raised before entering a garage bay.

27.6.3 Seatbelt Policy

Seatbelts shall be worn at all times by all employees, drivers and passengers while riding in a vehicle owned, leased or insured by Douglas County, or while conducting county business.

27.6.4 Transporting Equipment or Property

When items of equipment, property, supplies, etc., are being transported, the driver is responsible for ensuring all cargo is properly secured or tied in place while in transit. Cargo and securement

devices (i.e. tie-downs) should be inspected whenever the vehicle is parked or every 3 hours of operation.

Drivers are responsible for ensuring all compartment doors, tailgates, hoods, bonnets, light poles, outriggers, hooks and hitches, and other vehicle devices, equipment, or attachments that could adversely affect the safe operation of any vehicle or equipment are secured prior to usage.

27.6.5 Driving By Unauthorized Persons

Except in case of a life-threatening emergency with supervisor approval, a driver shall not allow a vehicle, which has been assigned to him/her, to be driven by any person not authorized to drive a County-owned / insured vehicle.

27.6.6 Riding on Fenders, Hoods, or Running Boards

No person shall be allowed to ride on running boards, fenders, hoods, tailgates, or rear racks of any vehicle except fire trucks, which have jump seats. Public safety vehicles are exempt if equipped with rider securement platforms given 3-points of contact can be maintained.

27.6.7 Obstruction of Driver's View

No driver shall operate any vehicle when it is so loaded that it obstructs his/her view ahead, to the right or left side, or interferes with the control over the driving mechanism of the vehicle. No more than three (3) people shall ride in the front seat of a vehicle at one time.

27.6.8 Headphone Policy

No driver shall operate any vehicle while wearing headphones (wireless headphones, earbuds, etc.) that cover both ears unless used for communications necessary for Public Safety operations.

27.6.9 Unattended Vehicles

No person driving or in charge of any motor vehicle shall permit it to be unattended without first stopping the motor, locking the ignition,

removing the key, effectively setting the brake thereon, and when standing upon any grade, turning the front wheels to the curb or side of the roadway.

27.6.10 *Flags on Projected Loads*

Loads which extend more than four (4) feet beyond the rear of the vehicle shall have the end of the load marked with a red flag which shall be at least a twelve (12) square inches.

27.6.11 *Parking Safety*

- Observe all parking regulations.
- Parking in “No Parking” zones is prohibited, except in an emergency situation, with flashing lights activated.
- Ignition keys shall not be left in unattended vehicles unless locked in a secured facility.
- Doors and compartments shall be locked on unoccupied vehicles owned / insured by the county.
- Parking brake must be applied on all parked vehicles.
- Wheel chocks shall be used when parking commercial vehicles.
- Vehicles are considered safely parked after brakes are applied, transmissions are placed in park (P) or in gear, all occupants have deboarded, and all doors are secured.

27.6.12 *Transporting Children & Safety Restraints*

The safe transport of children is of the utmost importance. Departments authorized to transport children shall use certified Child Passenger Safety (CPS) technicians to install child seats.

The following rules apply when transporting children:

- Driver must be at least 21 years of age.
- The event chaperone shall communicate with the driver in advance for route and schedule planning.

- Drivers shall check all seats and floorboards for children before leaving a vehicle unattended.
- Drivers and chaperones are responsible for ensuring all children are properly wearing seat belts or secured in car seats.
- Drivers should be able to see and communicate with children.

27.6.13 Use of Amber Flashers

When stopped in or adjacent to traffic to perform duties, amber flashing lights must be used. The amber flashing lights must also be used when operating a vehicle at lower-than-normal speeds.

27.7 Commercial Vehicle Operations

There are many different types of commercial vehicles and each presents its own challenges and risks. Unlike the common 4-wheeler, sedan, or SUV, large commercial vehicles are much heavier, travel at slower speeds than traffic, operate among other vehicle types (i.e. "Traffic Mix") and take longer distances to stop. Only authorized employees with valid Commercial Drivers Licenses (CDL) may operate Commercial Motor Vehicles (CMV) in the course and scope of county business. **Driving age restriction may apply.**

27.8 Use of Commercial Equipment

- Commercial vehicle operators shall abide by all local, State, Federal and U.S. DOT Federal Motor Carrier Safety Administration (FMCSA) laws, rules and regulations.
- Pre-trip inspections shall be performed each day before operating a Commercial Motor Vehicle (CMV). Pre-trip inspection forms may be downloaded from the Risk and Safety website, www.douglascountyriskandsafety.com.
- Air brake systems should be charged to at least 100 psi (primary and secondary tanks) before operating a CMV.
- Wheel chocks shall be used whenever parking a CMV.

Vehicle Policies

- Drivers must keep the cab and floorboards free of debris and slippery substances that could interfere with the safe operation of motor vehicles. Foreign objects and/or slippery substances may interfere with brake and/or accelerator pedals.
- Never raise dump bed of trucks and leave unattended. When trucks with dump beds are parked and idle, the bed should not be raised. Dump bed safety bars shall be used when the dump bed is raised for maintenance or repair.

27.8.1 Vehicle Fire Extinguisher

Fire extinguishers (min. 2.5 lbs. ABC) are required for all commercial and public safety vehicles. Drivers should ensure that the fire extinguishers are fully charged, without damage, properly secured and with the pin in it to prevent unintentional discharge.

Part 393.95 specifies that fire extinguishers with an Underwriter's Laboratories (UL) rating of at least 10 BC are required emergency equipment for vehicles transporting hazardous materials with DOT labels.

27.8.2 DOT Medical Card & Self-Certification Exemption

In accordance with Intrastate Commerce and other regulations, Douglas County commercial drivers / employees are exempt from the FMCSA driver qualification requirements found in 49 CFR 390.3 (f).

The Commercial Driver Self-Certification Form (for medical cards) may be downloaded from Georgia's Department of Driver Services website or Douglas County's Risk and Safety webpage at www.douglascountyriskandsafety.com.

While Douglas County Commercial Motor Vehicles (CMV) operators are exempt from having to have a **medical card**, they shall inform their supervisor or Risk and Safety of any health conditions that may adversely affect the safe operation of commercial vehicles.

27.8.3 Coupling Devices

A driver whose vehicle is towing a trailer, dolly or other equipment will ensure that the trailer hitch is securely latched, not cracked, bent or broken, and in good working order with all lights properly connected and functioning, and with safety chains properly attached.

27.9 Drivers of Emergency Vehicles

Drivers of emergency vehicles shall follow established department policies to protect the public and employees of Douglas County. Additional departmental policies may be more stringent and should be understood prior to operating an emergency vehicle.

Eating, drinking, applying cosmetics, or other distractions are strictly prohibited while riding in emergency vehicles. Handheld cellular phones shall only be used by drivers in emergency conditions.

27.10 Traffic & Public Right-of-Way Work

County employees are often required to work in or alongside right-of-ways normally used for vehicle or pedestrian traffic to repair utility services, perform tree trimming or landscaping tasks, and other maintenance activities. It is desirable that, whenever possible, some continued flow of traffic be maintained with the least possible interference with normal patterns.

There are two safety considerations involved – protecting employees from being struck by vehicular traffic and helping the public to safely avoid hazardous obstructions, excavations, etc., that interrupt the flow of both vehicle and pedestrian traffic.

When road surfaces are being repaired, manholes opened, or excavations dug, it is necessary that adequate warning of the hazard be posted, that a minimum amount of the right-of-way be blocked off consistent with safety requirements, and that traffic be efficiently re-routed. Construction crews should reference MUTCD for uniform work zone and construction safety signage, barricades and Flagger needs.

If repair work obstructs a traffic lane in a street and thus compresses several lanes of traffic into fewer lanes, warning by signs, flaggers, and barricades must be given to motorists 1500' in advance of the hazard or lane closure. If manhole openings and excavations constitute a hazard to pedestrians, then adequate barricades and re-routing of walkways must be provided.

27.11 Observe Traffic Laws

Employees operating county-owned motor vehicles or privately owned vehicles while conducting official business shall observe all traffic laws, rules and regulations.

27.12 Personal Items

Douglas County shall not be responsible for damage to or theft of personal items left in vehicles.

27.13 Cell Phone Usage

In accordance with the National Safety Council's DDC program as adopted, employees are prohibited from doing anything that takes their "hands off the wheel", "eyes off the road" or "mind off of operational safety". Therefore, cell phone usage, to include hands-free devices, is prohibited while operating county owned, leased or insured vehicles or rolling equipment, unless in the event of an emergency.

In accordance with Georgia State Law, employees are also prohibited from using cell phones for writing, reading or sending text messages, e-mails, social media content, or watching or recording videos, and other internet data while driving. However, navigational / GPS videos and continuously running dash cameras are allowed.

27.14 Basic Maintenance Policies & Procedures

Only trained and authorized mechanics shall perform maintenance or repairs on vehicles or equipment.

- All vehicles shall receive Preventive Maintenance (PM) in accordance with OEM standards. Basic PM's shall be performed on all vehicles every 5,000 miles and shall include oil change, brake inspection, tire rotation (if applicable), tread inspection, check light, belts, and hoses, and top off all fluids.
- Fleet Management's Preventive Maintenance program also provides for additional maintenance beyond basic PM standards as deemed necessary.
- Departments and employees shall monitor the PM sticker and mileage in order to schedule maintenance in advance.
- Vehicle operators are responsible for ensuring compliance to preventive maintenance, scheduled maintenance, and winterization programs.

28 VEHICLE ACCIDENT PROCEDURES

Any Douglas County employee involved in a vehicle accident while operating a county vehicle shall follow the policies herein. The proper handling of vehicle accidents is critical in the effort to prevent further injury and mitigate losses.

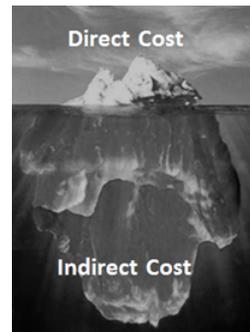
A “Motor Vehicle Accident (MVA),” is defined by the occurrence of a motor vehicle striking or colliding with another vehicle, a stationary or fixed object, a pedestrian, or an animal. The Board of Commissioners believe that most accidents can be prevented and holds safety as its number one priority. The safe operation of motor vehicles cannot be overvalued.

In the event of an accident, the first step is always to contact E-911, and by extension law enforcement and emergency services (EMS) in case of injury. Even if there are no injuries or visible property damage, law enforcement shall be contacted to document the accident for insurance purposes.

Drivers who fail to adhere to all accident procedures shall incur additional points on the Motor Vehicle Crash Worksheet (**ORS-14**) utilized by the Safety Board in determining corrective actions which could result in loss of driving authorization.

28.1 Cost of Accidents

The cost of vehicle accidents encompasses both direct and indirect costs. While direct costs include what we see, (vehicle and property damage) the hidden indirect costs are often substantially higher. Indirect costs include medical expenses, legal fees, loss of productivity and other unseen expenditures.



By preventing accidents and avoiding unnecessary expenditures, Douglas County and its Departments can use resources more productively and by extension provide superior services to the community and/or benefits to the workforce.

28.2 Motor Vehicle Collision Control

The operation of County vehicles directly affects the production and output of each department. Vehicular collisions are usually the most costly losses Douglas County can incur when the summation of direct and indirect costs are calculated. In order to control the cost of vehicular accidents, Departments and Division Managers shall:

1. Monitor and enforce departmental, organizational, and vehicle policies as prescribed herein.
2. Ensure that all vehicles and equipment are properly maintained for safe operation. Daily or weekly vehicle pre-trip inspections shall be performed in accordance with Section 27.5 herein.
3. Ensure employees operating special purpose vehicles are certified to operate the vehicle, and can satisfactorily pass a simulated or on-the-road driving test. (Chapter 26)
4. Be alert in observing unsafe driving practices of employees. Additional driver training may be acquired via Risk & Safety.
5. Never allow anyone who appears to be physically or mentally impaired to operate a vehicle.
6. Follow all EVOC and DDC safe driving techniques.

28.3 Backing / Parking Accidents

Should an employee incur a backing and/or parking accident, the accident must be reported to their supervisor immediately, followed by the completion of a Motor Vehicle Accident form (**ORS-5 & 5B**). This policy also includes the backing of equipment. All motor vehicle and equipment accident forms must be reported to Risk & Safety within 24 hours or the next business day.

28.4 Accident Reporting

The purpose of this section is to establish a uniform procedure for the investigating and reporting of motor vehicle accidents involving county-owned, insured, leased or operated vehicles. It is the responsibility of Douglas County employees, supervisors, and Department Managers to comply with this procedure.

Prompt reporting of accidents to Risk & Safety is essential in order to maintain an effective claims handling program for the county. *All accidents shall be reported to the ORS regardless of severity.*

28.5 Vehicle Accident and Reporting Procedures

1. Put vehicle in park, apply parking brake and ensure vehicle is secure. Keep scene safe to prevent injury.
2. Call E-911 to report motor vehicle accident with “Douglas County vehicle.”
 - a) Contact supervisor.
 - b) Accidents involving severe injuries, property damage or loss of life should be reported to the significant Department Head and Risk & Safety Director *immediately* in order to expedite on-scene assistance and advanced accident scene investigation.
3. Check others involved in accident, but only provide medical assistance up to your level of certification (i.e. First Aid, CPR, etc.) unless otherwise directed by E-911 Operators. Do not extricate (remove) injured persons from vehicles unless there is life-threatening justification, such as a fire.
4. Do not admit fault or accept responsibility for accidents or subsequent damages. Instead, refer any questions to Risk & Safety. “Fault” or “Responsibility” of an MVA can involve highly technical matters that should be reserved for the courts, attorneys, insurance companies, etc. Therefore, employees are prohibited from speaking with insurance companies or attorneys without the

Vehicle Policies

express consent of the County Attorney, County Administrator or Risk & Safety Director.

5. Employees and/or supervisors on-scene shall document MVA scenes thoroughly. PHOTOGRAPH ENTIRE ACCIDENT SCENE, to include but not limited to:
 - a) All four sides of all vehicle(s), equipment(s), or object(s) from 20 feet away
 - b) Photograph all tag / unit numbers
 - c) Skid marks and/or road conditions
 - d) People, identification and vehicle interiors (if possible)
 - e) Environmental factors
 - f) Traffic / weather conditions
 - g) Traffic control devices
 - h) Street / road signs
 - i) Nearby video cameras on buildings pointed in the direction of the accident scene
 - j) Traffic control devices
 - k) Etc.
6. Gather other documents and information.
 - a) Case number from responding Georgia State Patrol Officer
 - b) Witness contact information
 - c) Any other relative documents or information
7. Go to Occupational Medicine Clinic (Urgent Care) if injured. See Workers Compensation panel for authorized medical providers.

** Only life-threatening injuries should go to the emergency room.*
8. Go for drug and alcohol screening at any of the below three service providers.
 - o Caduceus Occupational Medicine
 - o Prime Immediate Care
 - o 10-8 Forensics for public safety personnel

CDL Holders: Ensure compliance with the Federal Omnibus Transportation Employee Testing Act regarding alcohol/controlled

substance testing when an employee holding a Commercial Drivers License (CDL) is in an MVA.

9. If vehicle cannot be driven safely, have vehicle towed to Douglas County Fleet Management.
10. Submit all collected documents and information to Risk & Safety within **24 hours** or the next business day.
 - a) Case number form from Georgia State Patrol
 - b) Completed Douglas County Vehicle Accident & Supervisor Investigation form (**ORS-5 & 5B**)
 - c) Form **ORS-1**: Workers Comp WC-1. First Report of Injury (**Drug / ETOH screen billing**)
 - d) Form **ORS-7**: Supplemental Narrative Form for employees to describe only the facts of how the accident occurred. Employees may submit their narrative in any format, typed or hand written.
 - e) Photographs (*photos in electronic format is preferred to reduce paper / ink usage*)

28.5.1 Accident Reporting

1. E-911
2. Direct Supervisor
3. Risk & Safety
4. Department Head
5. Fleet Management

28.6 Accident Investigations

The investigation of accidents is important for many safety, legal and financial reasons. Once an accident occurs, it is necessary to identify the root cause or causes of the accident in order to prevent reoccurrences. Supervisors shall complete MVA reporting forms (**ORS-5A** and **5B**) and submit to Risk & Safety within 24 hours or the next business day.

28.7 Cases to be Investigated

All accidents and incidents shall be investigated. Accidents may be investigated by Department Heads, supervisors, safety coordinator and/or the Risk & Safety Director. This is so all occurrences can be analyzed to find possible safety deficiencies and/or root causes. Once problem areas have been identified, safety measures may be implemented to prevent reoccurrences.

28.8 Procedures for Making Investigations

1. Investigation of every accident or incident should begin as soon as the scene is safe.
2. The following basic guidelines should be used to conduct investigations:
 - a. Prompt Investigation: Prompt investigation of accidents will help to ensure accurate documentation of accidents. If the investigation is delayed, the scene of the accident may be cleaned-up and critical evidence may be lost. Delaying investigations may also prevent root causes from being identified.
 - b. Interviews: All persons involved should be interviewed, including witnesses to obtain their narrative of the accident. For the best results, allow each person to relate what happened in his/her own way, while only providing facts. Brief on-site interviews can be followed up with complete formal statements.
 - c. Conditions: Record information as to the type of unsafe conditions that contributed to the accident or incident. Photographs should be taken of the scene and sent with the Supervisors Accident / Incident Investigation Report form (**ORS-5 & 5B**) to Risk & Safety.
 - d. Unsafe Acts: Document any reported unsafe acts that may have contributed to the accident.

29 **VEHICLE ADMINISTRATION POLICY**

This chapter is to establish a uniform, comprehensive policy and criteria for the purchase, maintenance, assignment, use, and administrative control of vehicles owned / insured by, titled to, or otherwise controlled by Douglas County Board of Commissioners.

This policy provides the necessary information to ensure adequate and safe transportation for the performance of official business in the most cost-effective and service efficient manner possible. It also provides a standard policy for the County that is enforced in all functional areas.

This policy authorizes the County Administrator or his/her designee, or the respective elected officials to promulgate associated procedures as necessary within the scope and intent of the Policy.

29.1 Applicability

This Policy shall be applicable to all motorized, wheeled passenger and service vehicles which are owned / insured by, titled to, or otherwise controlled by or through Douglas County Government and are utilized by officials and employees in the delivery of various governmental services, except as otherwise provided for in this Policy. The County Administrator or his/her designee, or the respective elected officials, are responsible for ensuring compliance with this Policy.

29.2 Limitations

Nothing herein is intended to require the modification or replacement of existing County-owned vehicles where such action would be to the economic disadvantage of the County except where safety is of concern.

29.3 Basic Requirements

- Vehicles and vehicular equipment may only be used for official county business.
- Only vehicles necessary to meet specific demands will be used on a continuous basis in order to attain utmost efficiency.
- Vehicles and vehicular equipment must conform to the standards which the county has established for each type and class of vehicle.
- Vehicles purchased through county purchasing channels must conform to county adopted policy for replacement, operation, and maintenance.
- Bid specifications shall stress performance and design criteria, rather than specific names, which may serve to limit competition.
- Only the most economical vehicles shall be acquired to fulfill functions not met by other resources. In determining economy, workload levels and functional requirements shall be considered.
- Departments are responsible for assigned vehicles and must establish internal controls to monitor dispatch, utilization, and return of vehicles.
- Departments are responsible for consulting with Fleet management on the maintenance of assigned vehicles.
- Vehicles assigned on a full-time basis must meet standards set out herein.
- All county-owned vehicles and drivers must comply with all highway and vehicle operation laws of the State of Georgia and the community of jurisdiction.

29.4 Vehicle Registration and Licensing

All County vehicles purchased with Federal / State / County funds, transferred, or donated must be titled and licensed to Douglas County

Board of Commissioners. See Section 29.7 for instructions on having vehicles tagged, titled, received, inspected and entered into the asset schedule.

County Government tags, clearly identifying the vehicles as Government property, will be issued and placed on county-owned / titled vehicles except for vehicles certified by the County Administrator or his/her designee, or the respective elected officials as essential for conducting law enforcement work, or where there is a concern for security for key administrative, legislative, or judicial personnel.

29.5 Insurance

The county provides auto insurance for county vehicles driven by authorized drivers. Operators of county vehicles shall ensure that insurance cards are kept in the vehicle console, glove compartment or sun visor. All claims from incidents or accidents shall be reported to Douglas County's insurance carrier(s) through Risk & Safety, not through individual departments. Vehicle operators shall refer all insurance agents / adjusters to Risk & Safety in the event they are contacted regarding any incident or accident.

29.6 Vehicle Acquisition

Douglas County may come in possession of vehicles in four (4) ways:

1. Procurement
2. Donation or Loan
3. Rental / Lease
4. Asset Forfeiture

29.6.1 Procurement

The majority of vehicles will enter the county system via procurement. All vehicles shall be purchased via the Purchasing Department. Procurement shall conform to Douglas County Purchasing Policies and Procedures. All new vehicles shall be delivered to Fleet Management by the vendor for inspection and acceptance purposes. In the case of replacement vehicles, the new vehicles shall not be

released until the existing vehicles have been delivered to Fleet Management.

29.6.2 Donation / Loan

The county may accept title to and possession of motor vehicles donated for county use and pay such costs as are reasonable and necessary for maintenance, insurance and operation of such vehicles. Such vehicles are subject to all applicable vehicular and property regulations. No vehicle will be accepted which may restrict use, assignment or disposition or have existing liens in force upon them.

29.6.3 Rental / Leasing of Vehicles and / or Heavy Equipment

One short-term (90-days or less) is permissible, but prohibited on a long term basis, except by authorization of the County Administrator or Board of Commissioners. Risk & Safety should also be notified in advance of rented / leased vehicles or equipment to verify proper insurance coverage. In an effort to reduce expenditures, Douglas County provides an insurance rider for short term rental agreements.

Circumstances under which a vehicle may be rented or leased:

- a. No assigned, available, or operable county-owned vehicle available for the intended use.
- b. For out-of-town use when a county-owned vehicle is not assigned, available, suitable, or operable.
- c. For in-town use when a county-owned vehicle is not assigned, available, suitable or operable.
- d. For short-term, specialized service delivery where purchase is not feasible (90 days or less).

29.6.4 Asset Forfeiture

Vehicles may enter the county's fleet via asset forfeiture actions of the courts.

Vehicles which are condemned by the courts shall not be utilized by any county personnel until clear title is transferred to the Douglas County Board of Commissioners by appropriate court order. Upon receipt of clear title, such vehicle(s) shall be delivered to Fleet Management and shall be assigned, operated and maintained according to the policy and procedures as herein provided.

None of the acquisition means described herein shall be used as a mechanism to increase a Department's budgeted fleet except upon approval by the County Administrator or his/her designee.

29.6.5 Motor Pool Vehicle Rental Charges

Below are the rates automatically charged to departmental budgets by Fleet Management for Motor Pool vehicle usage:

- Compact car: \$10.00 per day and 18 cents per mile
- Full-size car: \$10.00 per day and 20 cents per mile
- Passenger van: \$15.00 per day and 27 cents per mile
- Bus: \$25.00 per day and 35 cents per mile

29.7 Tags, Title & Safety Inspection

All vehicles procured or inherited by Douglas County shall be taken to Fleet Management upon receipt for a safety inspection. This is important to ensure only safe vehicles are being operated. License tags shall be applied for and obtained by fleet managers. Vehicle titles shall be secured in the Finance Department.

29.8 Manufacturer Warranty Service

1. New Vehicles
 - A variety of warranty documents on all new vehicles shall be acquired upon accepting the vehicle and forwarded to Fleet Management for record keeping. Departments should also maintain copies of warranty documents.
2. Department / Agency Responsibility

Vehicle Policies

- Departments / agencies must follow manufacturer warranty service requirements as prescribed. Departments / agencies receiving or operating vehicles covered under manufacturer warranty are responsible for ensuring that all warranty service is being received from respective manufacturer dealership.
- Drivers of new vehicles should be conscious of their responsibilities in detecting and reporting all defects, malfunctions or other abnormalities to Fleet Management. Once a malfunction or deficiency has been detected and reported, determination should be made as to whether the defect is covered under the basic warranty. Questions should be directed to the original vehicle purchase source.
- Upon receipt of a new vehicle, departments / agencies should read the warranty. If further information is desired, contact the issuing dealership, Fleet Management, or the Purchasing Department.
- Safety Recall Notices shall be forwarded to Fleet Management upon receiving.

29.9 Vehicle Inventory Control (Equipment Status & Reporting)

All vehicles owned/titled to Douglas County must be accounted for on a vehicle roster (Fixed Asset Inventory) maintained by the Finance Department based on information from Fleet Management and Risk & Safety's auto insurance schedule.

29.10 Vehicle Identification

29.10.1 Governmental License Plate

Vehicles owned / titled to the county must display a valid government license plate except as applicable for Douglas County's Criminal Justice System. Lost or stolen license plates must be reported to Fleet Management immediately, and steps shall be taken by the official in charge to secure a replacement tag. Temporary license identification

may be employed. County license plates must not be removed or exchanged for any reason except for the purposes of vehicle surplus or sale.

29.10.2 County Seals

All types / classes of vehicles owned / titled to the county are required to display an appropriate Douglas County seal in a conspicuous location to be placed on the vehicle by Fleet Management in accordance with O.C.G.A. § 36-80-20. Specialized vehicle decals are authorized for Fire and the Sheriff's Department vehicles. Any waiver of the county seal display requirement shall be done in a manner prescribed by O.C.G.A. § 36-80-20.

Specialized decals are authorized for Fire, EMS, EMA, E-911 and Sheriff's Office vehicles.

Waiver of the county seal display requirement is specifically authorized for vehicles used in law enforcement operations or Criminal Justice System functions (undercover or similar investigative units). A waiver of this requirement may also be granted at the discretion of the County Administrator or his/her designee.

29.10.3 Vehicle Number

All types / classes of vehicles owned / titled to the county are required to display a fleet vehicle number in a conspicuous location (i.e., the doors, bumpers, or on the trunk lid). Vehicle numbers will be assigned by Fleet Management. Previous vehicle numbers will not be re-used for audit purposes.

29.10.4 Vehicle Title

Vehicles titles are applied for and obtained by Fleet Management but are maintained and secured in Finance Department.

29.11 Vehicle Purchasing and / or Replacement

Vehicles owned / titled and operated by the county must adhere to county purchase and replacement criteria. All vehicles recycled or transferred will be controlled by Fleet Management, through the Director of Purchasing, documented and communicated to the Finance Department for accurate record keeping purposes.

Vehicles removed from the fleet will be communicated by Fleet Management, to Risk and Safety and the Finance Department for accurate insurance and record keeping purposes. Fleet Management will maintain a limited number of Motor Pool vehicles for Department / Agency use on a temporary basis. The number will be approved by the County Administrator or his/her designee.

29.12 Determination of Replacement

The replacement of economically obsolete or inoperable vehicles is necessary to maintain a safe, efficient, reliable, and operable fleet. Replacement criteria are established to serve as a general guideline for the entire vehicle fleet. Each vehicle should also be evaluated individually by such factors as original Capital Outlay and estimated replacement cost; costs of operation, repair, downtime, and maintenance; and suitability for intended use. When it is no longer cost-effective to keep a vehicle, it is in the best interest of the county to remove it from the fleet regardless of age or mileage.

Although eligibility for vehicle replacement may be determined by established replacement criteria, this neither expresses nor implies that eligible vehicles actually will be replaced.

29.13 Vehicle Replacement

The purpose of this procedure is to set forth guidelines for departments wishing to replace vehicles. The ultimate goal of this program is to save money by monitoring the performance of our vehicles / equipment and making changes whenever necessary. All replacements will be coordinated with departments before any orders

are placed. This will enable a department the opportunity to review the work assignment and ensure that the correct size and type of vehicle is being used. Vehicles will be replaced on the basis of prescribed standard criteria as outlined herein.

29.14 Fund Availability

A critical factor in the replacement of a vehicle or piece of equipment is fund availability. Vehicles / equipment will be replaced as funds are made available.

29.15 Justification & Approval of Replacement

Justification must be submitted by the Department Manager and Fleet Management, through the Director of Purchasing, in conjunction with budget requests for the next fiscal year. The Department Manager, Fleet Management and the Director of Purchasing will review the justification and submit recommendations to the County Administrator. Approval to purchase will be granted by the Board of Commissioners. Purchases shall conform to standard purchasing procedures.

The Department Manager, Fleet Management and the Director of Purchasing will review, classify and designate vehicles eligible for replacement based on established criteria and operational costs. However, the Department Manager shall have authority to re-prioritize from the designated replacement vehicle list if justification exists.

Although auction is the most common means for disposing of surplus or replacement vehicles, nothing herein prevents the development of procurement strategies considering trade-ins.

29.15.1 Vehicle Safety Device Options

The National Highway Traffic Safety Administration (NHTSA) will require all cars, trucks and buses manufactured on or after May 1, 2018 that weigh under 10,000 pounds to include rear visibility devices as part of the vehicle's standard operating system. According to the

AAA Foundation for Traffic Safety, back-up cameras can lower the risk of backing accidents by 46 percent.

Specifications for vehicle and rolling equipment purchases shall include back-up cameras and back-up alarms when offered as an option by the manufacturer. Douglas County's Criminal Justice System is exempt from the Safety Board's back-up alarm recommendation for special operation vehicles.

29.16 Replacement Evaluation Criteria

Equipment is evaluated by four criteria: age, mileage, maintenance cost and condition of body and mechanical components. Replacement evaluation criteria have been set for each class of vehicle. These criteria are based on actual past history from reports and shop work orders. The following is a brief explanation of the criteria:

- a) Vehicles selected by the County for replacement must have met or exceeded one of the minimum criteria as described below. However, the Department Manager shall have authority to prioritize according to operational needs.
 - 1. Miles and Age: On-road vehicles (see following Table)
 - 2. Major Repair/Percentage of Wholesale Value:

*A vehicle / equipment may be considered for replacement regardless of the scheduled minimum replacement interval, if the Fleet Manager determines the vehicle has been wrecked, damaged (including wear caused by abnormal operating conditions) or is otherwise unsafe and inoperable beyond economical repair.

- b) Maintenance Costs: the base cost will be twenty (20%) percent above the average for the class of equipment.

- c) Condition: a physical evaluation is made for each vehicle that meets or exceeds the base standards for age, mileage, and or maintenance costs.

29.17 Life-Cycle Replacement Standards Table

Vehicles selected by the County for replacement must have met or exceeded one of the minimum criteria as shown in the following table. However, the Department Manager shall have authority to prioritize according to operational needs.

- 1. Miles and Age: On-road Vehicles (See Table B)

TABLE B

Vehicle Description	Minimum Replacement Interval	
	Miles	Years
Police/Sheriff/Ranger		
Police Cruiser	125,000	5
Detective/Administrative	125,000	5
General Purpose Vehicles		
(Includes standard trucks, Vans, and automobiles)	200,000	8
Fire Trucks	300,000	15
Ambulance/Rescue Vehicles	300,000	10
Passenger Vans/Buses	200,000	8
Public Works		
Dump Trucks	500,000	10
Heavy Duty Trucks	500,000	10
Heavy Equipment	20,000 hours	10

- 2. Major Repair / Percentage Of Wholesale Value

Vehicle repairs (one time or cumulative over a period of one year) exceeding 30% of wholesale value may be justification to discontinue vehicle use and schedule replacement.

29.18 Extenuating Circumstances (Vehicle Replacement)

Vehicles which do not meet the above criteria will not be removed from the fleet for replacement unless the affected agency or the requester submits written justification for these exceptions to the County Administrator for his review and approval, documenting extenuating circumstances. Some of these circumstances may be:

- Accident damage to the vehicle.
- Excessively high repair/operating costs of the vehicle.
- Continued operation of the vehicle which would present a safety hazard.
- Excessive downtime, which makes it economically unfeasible to retain the vehicle.

* Risk and Safety also provides comprehensive **Safety Inspection Reports** on vehicles or equipment upon request by Departments or the County Administrator.

The reporting forms identified in this chapter can be downloaded and/or printed at www.douglascountyriskandsafety.com, or by request from Risk & Safety. For questions regarding these forms please call Risk & Safety at 770-920-7200. The following table identifies and defines all reporting forms.

Form Number	Name	Descriptions
ORS-1	First Report of Injury (WC-1)	This form is a State form used by employers' to document the first report of injury or occupational disease. <i>(Submit to Risk & Safety)</i>
ORS-2	Incident Report	This form is to report and record incident details of an unusual event, complaint or compliment. <i>(Submit to Risk & Safety)</i>
ORS-3	Motorist Call-In Report	This form is used to document motorist call-in reports on related to County vehicle / equipment usage and may be a complaint or complimentary. <i>(Submit to Risk & Safety)</i>
ORS-4	Citizen Report Form	This form is for citizens to report incidents involving County property / personnel. For reports of bodily injury, please use the Incident Report (ORS-2). <i>(Submit to Risk & Safety)</i>
ORS-5	Vehicle Accident Report (Supervisor's Investigation Report included)	This form is for any County employee and their supervisor to report a vehicle accident/incident including damages to a County vehicle and other vehicle / property involved. <i>(Submit to Risk & Safety)</i>
ORS-5B	Supervisor's Report	This form is for the Supervisor of

		any County employee involved in an accident / incident to complete. <i>(Submit to Risk & Safety)</i>
ORS-6	Property Loss or Damage Notice	This form is to report lost, stolen, and / or damaged property owned by Douglas County. <i>(Submit to Risk & Safety)</i>
ORS-7	Supplemental Narrative Form	This form is to supplement all other forms with additional written narratives, statements, and / or diagrams. <i>(Submit to Risk & Safety)</i>
ORS-8	Employee Safety Violation	This form is for Management to report and record unsafe behaviors or actions by employees. <i>(Supervisors may use this form for low frequency or nominal unsafe actions to be kept in departmental files.) (Submit to Risk & Safety for high frequency or extreme carelessness)</i>
ORS-9	Safety Suggestion Form	This form is for anyone to make suggestions for safer work environments, equipment, and practices. <i>(Submit to Risk & Safety)</i>
ORS-10	Medical Travel Reimbursement Record	This form is used for mileage reimbursement for travel related to medical appointments approved under workers comp.
ORS-11	Employee Declination Form	This form is to allow employees to decline vaccination(s) when optional
ORS-12	Criminal Record / MVR Consent Form	This form is for prospective employees and/or drivers to allow Douglas County to obtain criminal and/or motor vehicle records (MVR).
ORS-13	Driver Orientation Form	This form is a checklist used by Risk & Safety for Driver Orientation training.

ORS-14	Motor Vehicle Crash Worksheet	This form is used by the Safety Board to calculate the preventability and severity of Vehicle Crashes. <i>This point system works in both negative (-) and numbers positive (+).</i>
ORS-15	Vehicle Crash Corrective Action Table	This form is used by the Safety Board in the standardization of Corrective Actions related to motor vehicle crashes.
INSPECTION FORMS		
ORS-16	Job Site Inspection Form	This form is for a Supervisor to inspect and ensure that a job site is safe for county workers.
ORS-17	Office & Facility Self-Inspection Form	This form is to inspect and report the condition of facilities and/or office space owned or occupied by Douglas County employees, tenants or volunteers.
ORS-18	Chemical Inspection Record	This form is to keep inventory of chemicals in Douglas County facilities and to maintain SDS (Safety Data Sheets) records for proper handling of chemicals and emergency responses.
ORS-19	Sedan Pre-Trip Vehicle Inspection Form	This form is for drivers to pre-trip inspect sedan model vehicles.
ORS-20	Pick-Up Truck Pre-Trip Vehicle Inspection Form	This form is for drivers to inspect general pick-up truck vehicles.
ORS-21	Dump-Truck Pre-Trip Vehicle Inspection Form	This form is for drivers to pre-trip inspect dump trucks.
ORS-22	Open Utility Trailer Pre-Trip Inspection Form	This form is used to conduct pre-trip inspections of utility trailers.
ORS-23	Box Trailer Pre-Trip	This form is used to conduct pre-

	Inspection Form	trip inspections of box trailers.
ORS-24	Motor Grader Pre-Trip Inspection Form	This form is used to conduct pre-trip inspections of motor graders.
ORS-25	Trackhoe Pre-Trip Inspection Form	This form is used to conduct pre-trip inspections of trackhoes.
ORS-26	Front-End Loader Pre-Trip Inspection Form	This form is used to conduct pre-trip inspections of front-end loaders.
ORS-27	Skid Steer / Bobcat Pre-Trip Inspection Form	This form is used to conduct pre-trip inspections of Skid Steers (Bobcats included)
ORS-28	Forklift Pre-Trip Inspection Form	This form can be used to conduct pre-trip inspections of forklifts.
ORS-29	Fire Truck Inspection Form <i>(Supplemental)</i>	This form can be used to conduct pre-trip inspections of Fire Trucks.
ORS-30	Law Enforcement Patrol Sedan Inspection Form <i>(Supplemental)</i>	This form can be used to conduct pre-trip inspections of law enforcement patrol vehicles <i>"Police Cruiser"</i>
ORS-31	Ambulance Pre-Trip Inspection Form <i>(Supplemental)</i>	This form can be used to conduct pre-trip inspections of Ambulances.
ORS-32	Rescue Squad Pre-Trip Inspection Form <i>(Supplemental)</i>	This form can be used to conduct pre-trip inspections of Rescue Squad vehicles
ORS-33	Ladder-Truck Pre-Trip Inspection Form <i>(Supplemental)</i>	This form can be used to conduct pre-trip inspection on Ladder Trucks
ORS-34	Bulldozer Bucket / Blade Loader Pre-Trip Inspection Form (D8)	This form is used to conduct pre-trip inspections on Bulldozers with Buckets or Blades
ORS-35	Zero-Turn Radius Lawnmower (ZTR)	This form is used to conduct Pre-trip inspections on ZTRs
<p><i>All of the above Pre-Trip Inspection Forms are provided as supplemental forms that may substitute in the event departmental-established and/or manufacturer inspection forms are unavailable.</i></p> <p>NOTE: Other Reporting and Inspection Forms may be found on Risk and Safety's webpage at www.douglascountyriskandsafety.com</p>		

Glossary

~A~

Accident - An incident that happens unexpectedly and unintentionally, typically resulting in damage or injury.

Adult - For the purpose of this manual, anyone 18 years of age or older.

Americans with Disabilities Act (ADA) - A federal law that prohibits discrimination against people with disabilities.

Administrative Vehicles - Refers to vehicles which are assigned to departments or employees and are used for administrative purposes only. [Vehicle Usage Policy](#)

Arc Welding - A group of welding processes that produces coalescence of metals by heating them with an arc, with or without the application of pressure and with or without the use of filler metal.

Assigned Vehicle - Means a county vehicle assigned to a department or county employee for county business, but not for employee commuting to and from the employee's home and work station. [Vehicle Usage Policy](#)

Assigned Commuting Vehicle - Means a county vehicle which is used by a county employee for county business and for regularly commuting to and from the employee's home and work station. [Vehicle Usage Policy](#)

Average Weekly Wage (AWW) - The AWW is another method that may be used in calculating entitlement to wage loss benefits. The average earnings, by week, for a fixed period of time are calculated and wage loss benefits are computed according to that amount.

~B~

Best Practices - Commercial or professional procedures that are accepted or prescribed as being correct or most effective.

Bloodborne Pathogen - Organisms contained in the blood that can cause harm or disease.

Body Fluids - Fluids the body produces including, but not limited to, blood, mucus, feces, urine, and any other fluids that might contain HIV or HBV viruses.

Body Substance Isolation - An infection control strategy that considers all body substances potentially infectious.

Business Trip Mileage - Means the daily mileage driven by an employee from the regular work station and back or from the first work site to the last work site or from a designated county parking area and back. Vehicle Usage Policy

~C~

Call-Out - Means a directive to an employee to report to a work site during off duty time or day, and to respond to emergencies, which require immediate response to protect life and property. Vehicle Usage Policy

Carpal Tunnel Syndrome - A condition in which pressure on the median nerve in the wrist causes soreness, tingling, and numbness in the thumb and index and middle fingers.

CDC - Centers for Disease Control

CFR - Code of Federal Regulations

Child Mistreatment / Intentional Neglect - Can be defined as any act or failure to act on the part of a parent / guardian or caretaker, which results in serious physical or emotional harm, sexual mistreatment or exploitation or death. For this definition, a "child" is anyone under the age of 18.

Civil Litigation - The process by which private individuals, businesses and governments resolve disputes concerning the payment of money.

Civil Service System - The merit system. Merit System Sec. 13-14

Claim Adjuster / Claim Administrator / Claim Examiner- A person who handles claims for employers.

Combustible - Any substance with a flash point greater than 100 degrees Celsius.

Commute Trip Mileage - Means the mileage from an employee's home to the regular place of work and back, or the actual daily mileage from home to the first work-site and from the last work-site to home. Vehicle Usage Policy

Compensation - Something (such as money) given or received as payment or reparation (as for a service or loss or injury).

Competent Safety Person - The term "Competent Safety Person" is an OSHA standard used unilaterally as a basis for safety sensitive positions. While Douglas County is not regulated by OSHA, it does work diligently to meet or exceed Best Practices and standards.

Contaminated - The presence or the reasonably anticipated presence of blood, body fluids, or other potentially infectious substances on an item or surface.

Contaminated Sharps - Any contaminated object that can penetrate the skin including, but not limited to, needles, lancets, scalpels, broken glass, knives, and jagged metal or other debris.

Control Employee - Means an elected official, or an employee meeting the Internal Revenue Service (IRS) requirements as provided annually by the DOUGLAS County Department of Finance. [Vehicle Usage Policy](#)

Confined Space - Any area that has limited openings for entry and exit that allow hazardous atmospheres to form and would make escape difficult in an emergency.

Controverted Claim - A controverted claim is one that is disputed and denied by an employer or insurance company.

Corrective Action - A training tool used to bring awareness to deficiencies in workplace behavior, vehicle operations, and protection of property. Corrective actions are commonly in the form of Safety Briefings, counseling and employee training and/or development.

Cylinder - A portable container used for transportation and storage of a compressed gas.

~D~

Data Loss Prevention - A system to prevent the loss of confidential information on computers, and the internet.

Data Leakage Prevention - A strategy for making sure that county users do not send sensitive information outside the county network.

Date of Injury (DOI) - If the injury was caused by one event (a specific injury), this is the date of the event. If the injury was caused by repeated exposures (a cumulative injury), this is the date that the worker should have known that the injury was caused by work.

Death Benefits - Money paid to qualified surviving dependents of a worker who dies from an on-the-job related illness or injury.

Decibel - A unit for measuring the relative loudness of sounds. The noise standard establishes a 90-decibel limit on employee noise exposure when averaged over an eight-hour workday and requires hearing protection at and above the 85-decibel level.

Decontamination - The use of physical or chemical means to remove, inactivate, decontaminate or destroy bloodborne, airborne, or foodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

De Minimis - An action so minor as to merit disregard.

Department Head - An individual designated by the County Administrator and approved by the Board of Commissioners to be in charge of and responsible for a county department. In some departments, for the purpose of the merit system only, the department head may be an elected official (a constitutional officer elected by the citizens of Douglas County). This does not include the Board of Commissioners. Merit System Sec. 13-14.

Designated Parking Area - Means a county parking facility or lot which has been identified by an employee's department director as an acceptable overnight location for parking the employee's assigned county vehicle. Vehicle Usage Policy

Director - An individual designated by the County Administrator and approved by the Board of Commissioners to be in charge of and responsible for a county department or multiple departments. Merit System Sec. 13-14

Disciplinary Action - A process for dealing with job-related behavior that does not meet expected and communicated performance standards. The primary purpose for discipline is to assist the employee to understand that a performance problem or opportunity for improvement exists.

Disease - A disordered or incorrectly functioning organ, part, structure, or system of the body resulting from the effect of genetic or developmental errors, infection, poisons, nutritional deficiency or imbalance, toxicity, or unfavorable environmental factors, illness or sickness, typically manifested by distinguishing signs and symptoms.

~E~

Economic Benefit to the County - Means the amount by which the cost of reimbursement to an employee for the business use of his or her private vehicle to respond to emergency call-outs is greater than the commuting costs associated with an assigned, county-owned, Commuting vehicle for the same assignment period. Vehicle Usage Policy

Egress - A place or action of going out, such as escaping from fires or emergencies in a building.

Elected Officials - The officers of the county elected by the public. For the purpose of this civil service system, this definition is limited to the Board of Commissioners, Clerk of the Superior Court, Solicitor General, Probate Judge, Sheriff, Tax Commissioner, Chief Magistrate Judge, District Attorney, Superior Court Judges, State Court Judges, and Coroner.

Emergency Response - Means an employee has primary responsibility for immediate response; to protect life and property, and to maintain and enforce law and order or an employee has primary county-wide custodial control of resources used during emergency response. Vehicle Usage Policy

Emergency Response Vehicles - Refers to vehicles used for deployment in an emergency situation such as: vehicles responding to flooding situations, malfunction of traffic signals, Public Safety Proactive units, etc. Vehicle Usage Policy

Emergency Vehicles - Refers to vehicles which are used as police patrol vehicles, crisis and crime respondent vehicles, medical vehicles, and fire vehicles. Vehicle Usage Policy

Employee - An occupant of a "position." Merit System Sec. 13-14

Engineering Controls - Physical features or mechanical process within fixed facilities or vehicles that are implemented to improve efficiency, safety, or comfort associated with their operation or use.

Ergonomics - In the workplace, ergonomics can help adapt the job to fit the person, rather than the person to fit the job. Adapting the job to fit the worker can help reduce physical stress and eliminate many potential injuries and disorders associated with the overuse of the muscles, bad posture, and repetitive motion.

Exposure Incident- A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood, body fluids, or other potentially

infectious materials, or inhalation of airborne pathogens, ingestion of foodborne pathogens and/or toxins.

Extenuating Circumstances - Circumstances, such as emergency medical needs, that renders conduct less serious and thereby serves to reduce the damages to be awarded or the punishment to be imposed.

~F~

Fall Protection - Fall protection is a part of safety equipment that is used to make working at heights safer. Generally, the term refers to any type of planned system to include PPE, harness, secure rope tie-offs, that prevents or minimizes falls from heights. When used specifically, the term refers to all measures and devices used to prevent a fall from occurring.

Fatigue - Fatigue is a mental or physical exhaustion that prevents a person from functioning normally and can impair safe work performance.

Fires -

- **Class A** Fires in ordinary combustible materials such as wood, cloth, paper, rubber, and many plastics.
- **Class B** Fires in flammable liquids, oils, greases, tars, oil-base paints, lacquers and flammable gases.
- **Class C** Fires that involve energized electrical equipment where the electrical conductivity of the extinguishing medium is of importance; when electrical equipment is de-energized, extinguishers for class A or B fires may be safely used.
- **Class D** Fires in combustible metals such as potassium, sodium, lithium, magnesium, titanium.

First Aid - The emergency care of a person who is injured or ill to prevent death or further injury.

Fit for Duty - Fit for Duty or "fitness to work" is a medical assessment done when an employer wishes to be sure an employee can safely do a specific job or task. The purpose is to determine if medically the employee can perform the job or task under the working conditions.

Flammable - Any substance with a flash point less than 100° C.

Flash Point - The lowest temperature at which a liquid in a specified apparatus will give off sufficient vapor to ignite momentarily on application of a flame.

Family and Medical Leave Act (FMLA) - A Federal law that guarantees up to 12 weeks of job protected leave for certain employees when they need to take time off due to serious illness or disability, to have or adopt a child, or to care for a family member.

Frostbite - The freezing of extremities such as fingers, nose tip, toes, ears and cheeks, which become numb and hard.

~G~

General Liability Insurance - Coverage for an insured when negligent acts and/or omissions result in bodily injury and/or property damage to a third party.

General Ventilation - Also known as general exhaust ventilation, this is a system of ventilation consisting of either natural or mechanically induced fresh air movements to mix with and dilute contaminants in the workroom air.

GHS - Globally Harmonized System for the Classification and Labeling of Chemicals. An international agreement to classify chemicals into certain categories that have specific hazards and warnings, and to use a consistent label format and a consistent "Safety Data Sheet (SDS)" to provide information to those who use the chemical.

Gross Negligence - A conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.

~H~

Hazardous Chemical - Any chemical that is a physical (combustible explosive, flammable, unstable water reactive, etc.) or health hazard (carcinogens, toxic agents, irritants, corrosives, etc.).

Hazard Communication Standard - Requires that chemical manufacturers and importers assess the hazards of all chemicals that they produce and furnish detailed information to their customers on those determined to be hazardous. It also requires all employers to provide that information to their employees by means of a written hazard communication program, labels on containers, Safety Data Sheets (Material Safety Data Sheets), employee training and access to written records and documents.

Hazardous Materials - Materials possessing a high potential for harmful effects upon persons.

Health and Safety Vehicles - Refers to vehicles which are used as police traffic vehicles, animal control vehicles and solid waste vehicles. Vehicle Usage Policy

Heat Cramp - Painful, brief muscle cramps that occur during or after exercise or work in a hot environment. Muscles may spasm or jerk involuntarily.

Heat Exhaustion - A heat-related illness characterized by elevation of core body temperature. Heat exhaustion may signal impending heat stroke.

Heat Index - A single value that takes both temperature and humidity into account.

Heat Stroke - A dangerous condition marked by fever and often by unconsciousness, caused by failure of the body's temperature-regulating mechanism when exposed to excessively high temperatures.

Hot-Work - Any work that involves high temperatures, e.g. welding.

Housekeeping - The act of keeping work areas clean and orderly.

Hypothermia - The condition of having an abnormally low body temperature, typically one that is dangerously low.

~|~

Ignitable - A solid, liquid, or compressed gas that has a flashpoint of less than 140°F. Ignitable material may be regulated by the EPA as a hazardous waste.

Imminent Danger - A situation where there is a high likelihood that a serious accident will occur immediately or at least before abatement would be required. The harm threatened must be serious physical harm or death.

Immunization - A way to make someone immune to a disease, specifically by taking a vaccine.

Incompatible - The term applied to two substances to indicate that one material cannot be mixed with the other without the possibility of a dangerous reaction.

Industrial Hygiene - The recognition, evaluation, and control of workplace hazards.

Influenza - Also called the flu, a common but sometimes serious viral infection of the lungs and airways. It can cause congestion, fever, body aches, and other symptoms.

Ingestion - Taking a substance into the body through the mouth as food, drink, medicine, or unknowingly as on contaminated hands or cigarettes, etc.

Inhalation - The breathing in of an airborne substance that may be in the form of gases, fumes, mists, vapors, dusts, or aerosols.

Inhibitor - A substance added to another to prevent or slow down an unwanted reaction or change.

IV-intravenous - The delivery of fluids and/or medication into the blood stream via a needle inserted into a vein.

Irritant - A substance that produces an irritating effect when it contacts skin, eyes, nose, or respiratory system.

~J~

Jaundice - Yellowish discoloration of the skin, whites of eyes, and bodily fluids with bile pigment (bilirubin) caused by any of several pathological conditions that interrupt liver function.

~K~

Kitchen Galleys - Small cooking areas that feature work spaces and appliances placed along the two long walls of the room with a center aisle that allows easy movement from one side to the other.

Kg - Kilogram

~L~

Latent Period - The time that passes between exposure to a harmful substance or agent and the first sign(s) of damage or illness. Also known as incubation period.

Load Limits - The maximum load that can be applied to a structure without failure.

Lock-Out / Tag-Out (LOTO) - A safety procedure to be used by any employee to ensure dangerous machines are properly shut off, secured and not able to be used prior to the completion of maintenance or repair.

Loss Prevention - The act of taking proactive measures to prevent or lessen identified risks, which, if left unmitigated, may result in loss of resources through unnecessary expenditures.

~M~

Machine Guarding - The installation of equipment or devices to eliminate hazards created by the operations of machines.

Metropolitan Atlanta Area - Shall mean Barrow, Bartow, Carroll, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Newton, Paulding, Pickens, Rockdale, Spalding and Walton counties. Vehicle Usage Policy

Motor Pool Dispatch Vehicle - Means a vehicle issued from a central or departmental motor pool for a single trip or for less than three working days. Vehicle Usage Policy

~N~

Non-County Owned Vehicles - Refers to vehicles owned by other government jurisdictions that are fueled at County fuel stations under Work Authorization Agreements. Vehicles leased or purchased by the County for use and operation by other authorized agencies by the Board of Commissioners (such as county-based state agencies, or state-based law enforcement agencies, for example) are exempt from this policy. Vehicle Usage Policy

~O~

Occasional Overnight Usage of County-Owned Vehicles - Means county employees taking home county-owned vehicles for conducting county business away from the employee's normal place of work and outside an employee's normally scheduled work hours. Occasional overnight usage of a county-owned vehicle shall mean no more than twelve times per quarter on average. Vehicle Usage Policy

Operational Vehicles - Refers to vehicles which are used for routine (Non-Emergency) Public Works, Parks, Building and Land Development, and Social Services programs. Vehicle Usage Policy

~P~

Pathogens - Organisms that can cause harm or disease

Permanent Partial Disability (PPD) Benefits - Payments to a worker who can still work, but whose ability to compete in the open labor market is reduced.

Personal Protective Equipment (PPE) - Equipment designed to protect employees from occupational hazards. E.g., safety glasses, respirators, gloves, hard hats, and safety shoes.

Permanent Total Disability (PTD) Benefits - Payments to a worker considered permanently unable to compete in the open labor market.

pH - Abbreviation for Potential Hydrogen. Indicates the level of acidity or alkalinity of water on a scale ranging from 0-15. A low pH can cause etched plaster, metal corrosion, and eye irritation. A high pH can cause scale formation, chlorine inefficiency, and eye irritation. The ideal range for pH in swimming pools is typically 7.4 to 7.6

Potable Water - Water that is safe for human consumption.

Position - A group of current duties and responsibilities assigned or delegated by the elected official in charge of a department requiring the full-time employment of one (1) person. Merit System Sec. 13-14

Preventable - An accident / incident that reasonably could have been avoided.

Probationary Period - An employee who has worked for the county less than six (6) consecutive months from the date of hire, or greater time as set forth in Section 13-66. A probationary employee shall not be entitled to employee benefits, such as retirement, vacation or sick leave, nor shall that person be regulated by these rules and regulations, except as provided in Section 13-66. Merit System Sec. 13-14

Property Damage - Destruction to county or personal property through another's negligence, willful destruction, or by some act of nature.

~Q~

Qualified - One who is trained, knowledgeable, and certified, if applicable, for the construction, maintenance, or operation of equipment; or a specified work method, and is trained to recognize and avoid the hazards that might be present with respect to that equipment or work method.

~R~

Return to Work (RTW) - A written plan designed to get employees back to work as soon as medically possible following an on-the-job injury or illness, and can be initiated by either the employer or the carrier. It is mutually beneficial to both employees and employers.

Respirator - A protective device for the human respiratory system designed to protect the wearer from inhalation of harmful atmospheres or contaminants.

Regulated Waste - Liquid or semi-liquid blood, body fluids, or other potentially infectious materials; contaminated items that would release blood, body fluids, or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood. Body fluids or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps.

Root Cause - The most basic cause of an issue that can be detected and fixed to prevent, or lessen, the chance of the issues recurrence.

~S~

SDS – “Aka MSDS” Written or printed materials containing the information known about chemicals. SDS’ must list the physical and chemical characteristics and hazards; health hazards including signs and symptoms of exposure; any applicable exposure limits; the date of preparation SDS; appropriate emergency and first aid procedures; known control measures, applicable precautions for safe use and handling, including appropriate personal protective equipment; and the name of the chemical manufacturer, importer, distributor or other party responsible for preparing or distributing the SDS.

Self-Contained Breathing Apparatus (SCBA) - An atmosphere-supplying respirator for which the user carries the breathing air supply

Serious Violation - A violation representing substantial probability that death or serious physical harm could result from the cited condition, and the employer knew or should have known of the condition.

Sharps - Hypodermic needles, syringes, (with or without the attached needle), Pasteur pipettes, scalpel blades, suture needles, blood vials, needles with attached tubing, and culture dishes (regardless of presence of infectious agents). Also included are other types of broken or unbroken

glassware that were in contact with infectious agents, such as used slides and cover slips.

Sickness - State of being ill.

Social Media - The various activities that integrate technology, social interaction, and content creation. Through social media, individuals or groups can create, organize, edit or comment on, combine, and share content. Social media uses many technologies and forms, including social-networking, blogs, wikis, photo-sharing, video-sharing, podcast, social bookmarking, mash-ups, widgets, virtual worlds, microblogs and more. Not all forms of social media may be appropriate for use by County departments.

Special Equipment Vehicles - Means vehicles manufactured for special applications or vehicles equipped with tools or devices for specific job applications. [Vehicle Usage Policy](#)

Sterilization - The use of a physical or chemical procedure to destroy all microbial life, including highly resistant bacterial endospores.

Supervisor - The person immediately in charge of an employee or group of employees. [Merit System Sec. 13-14](#)

Synergistic Drug Effect - Two drugs (including alcohol and prescribed or over-the-counter medicine) can have synergistic effects by which they increase each other's effectiveness when taken together.

~T~

Take Home Vehicles - Refers to any vehicle which is owned by Douglas County but is assigned to an employee and may be driven home. [Vehicle Usage Policy](#)

Temporary Partial Disability Benefits (TPD) - Payments to a worker who can do some work while recovering, but earns less than before the injury.

Temporary Total Disability Benefits (TTD) - Payments to a worker who cannot work at all while recovering.

Temporary On-Call Status - Means an employee is directed by his or her supervisor to be available to respond to emergency situations for a specified and limited period of time. [Vehicle Usage Policy](#)

Toxic and Hazardous Substance - Any substance which can cause acute or chronic injury to the human body, or which is suspected of being able to cause diseases or injury under certain conditions.

~U~

Underwriter - The person authorized by an insurance company to bind coverage and make changes to policy terms.

Universal Precautions - The practice of handling or treating all blood or body fluids as potentially infectious.

~V~

Vaccine - A substance that helps protect against certain diseases. Vaccines contain a dead or weakened version of a microbe. It helps your immune system recognize and destroy the living microbe during a future infection.

Vapor - The gaseous form of substances which are normally in the liquid or solid state (at normal room temperature and pressure).

Ventilation - Removal of air or gas from space by mechanical means.

Virus - A microscopic organism that invades living cells to reproduce. Many, like influenza, cause illness. Antibiotics do not affect a virus.

Voluntary Standards - Standards not required by this safety manual.

~W~

Warrant - A legal document granted by a judge. It would specify the reasons for entering an employer's worksite

Willful Violation - A violation that the employer knowingly commits with plain indifference to the law. I.e., the employer was aware that a hazardous condition existed, and did nothing to correct the situation.

Work Station - Means the office or site a county employee reports to perform normally scheduled work. [Vehicle Usage Policy](#)

~X~

X-Ray - A photographic or digital image of the internal composition of something, especially a part of the body, produced by X-rays being passed through it and being absorbed to different degrees by different materials.

~Y~

Youth - For the purpose of this manual, anyone from 13-17 years of age.

~Z~

Zoonotic Diseases - Diseases that pass from animal to human.