

PREFACE

The purpose of this manual is accident reduction, elimination of unsafe practices, and general safety consciousness of all employees of Scotts Bluff County. The intent of this manual is to identify potential hazards in the work area and to remind employees and supervisors of their responsibilities.

This manual relies on the professionalism of each individual to put forth an example of competence and skill in the performance of his/her duties. No manual can cover every conceivable event, **but**, hopefully, this manual is meant to strengthen the notion that safety performance has an essential role in the job responsibilities for each and every position within Scotts Bluff County.

Every employee is expected to be familiar with any and all specific safety procedures for his/her position or department. It is the supervisor's responsibility to make necessary safety training, equipment, and manuals available to all employees.

MISSION STATEMENT

Scotts Bluff County acknowledges its responsibility to take whatever action is necessary to insure the health and safety of its employees by providing and maintaining a safe and healthy work environment.

Through the establishment of the Scotts Bluff County Safety Committee and a written injury prevention program, Scotts Bluff County is committing itself to the development of those policies and procedures which will provide the necessary framework to meet these goals.

Whenever a condition or practice which could reasonably be expected to cause injury to an employee or others or which may result in property or financial loss to Scotts Bluff County is found to exist, the necessary preventive measures will be addressed in a timely manner.

Each elected and appointed Scotts Bluff County official has the responsibility to properly train, educate, supervise, and discipline all employees under his/her direction and to insure that all unsafe practices and conditions are, to the extent possible, eliminated from the work environment.

Each Scotts Bluff County employee has the responsibility to perform his/her respective tasks in the safest manner possible, to report all unsafe conditions, and to follow the safe work procedures established within the county.

Failure to comply with these policies and procedures, which have been established to insure a safe work environment, will subject the violator to disciplinary action.

Whenever a condition or practice which could reasonably be expected to cause death or serious physical harm or property damage is found to exist, the affected supervisor shall take whatever action is necessary to negate the cause, up to and including the stoppage of the activity in question. This same activity is charged to the Scotts Bluff County Safety Committee on a county-wide basis.

Adopted by the Scotts Bluff County Board of Commissioners . . . November, 1993

COUNTY WORKPLACE SAFETY AND HEALTH POLICY WORKPLACE INJURY PREVENTION PROGRAM

Scotts Bluff County is committed to providing the best possible working conditions for all county employees. The County Board is committed to providing effective methods for discovering, correcting, and preventing workplace health and safety hazards that could affect county employees. The County's policy is to develop and implement programs aimed at preventing any county employee from being subject to any avoidable health or safety risk. This will be accomplished by developing and implementing an effective loss prevention and loss control program.

To fulfill the policy, the County Board will:

- a. Direct the County Safety Committee to develop loss control and loss prevention policies and procedures with the cooperation and input of other county officials and employees.
- b. Direct the County Safety Committee to maintain continuing training programs for all county employees so that such employees clearly understand their individual responsibility in areas of health and safety.

Additionally, the County Board requests:

- a. That county officials and employees become directly involved in the effort to eliminate or, at least, reduce occupational injuries and illnesses.
- b. That county officials develop methods for identifying, evaluating, and documenting health and safety discrepancies within the workplace.
- c. That county officials, in cooperation with the County Safety Committee, implement orientation, training, and dissemination of health and safety information to those county employees under their direct supervision.
- d. That county officials develop or provide job-specific health and safety training for each class of county employee under their direct supervision.
- e. That county officials develop policy and procedures for refresher training whenever a new process, material, or danger occurs which could have an adverse affect on county employees under their direct supervision. Such training will be provided prior to an employee being exposed to potentially hazardous or dangerous work.

The County Board also requests:

- a. That any county employee observing a health or safety condition which could cause a potential occupational illness or injury advise his/her immediate supervisor or such conditions.
- b. That, in situations where the danger to an employee is immediate, notification should be first to the employee involved, and then immediate notification to the supervisor.
- c. That, in situations where the potential for dangerous or hazardous conditions exist, action by a supervisor should be within a reasonable time.
- d. That, in other situations, a written notification to the immediate supervisor should outline the health or safety problem and possible options for solution.
- e. That the employee may also advise the County Safety Committee of occupational health and safety situations which may need to be addressed.

The County intends to comply with applicable statutes, including LB757, and the rules and regulations promulgated by the Nebraska Department of Labor regarding LB757. The Occupational Safety and Health Act standards, specifically 29 CFR 1910 and 29 CFR 1926 and Mine Safety and Health Act standards, will be the minimum health and safety standards used for developing county health and safety operating instructions.

The County will:

- a. Provide for the proper care and maintenance of property.
- b. Provide required safety equipment.
- c. Provide training as required.
- d. Provide job-specific health and safety procedures.
- e. To the best of its ability, eliminate or at least reduce health and safety hazards in the workplace by engineering or administrative controls.

The County Safety Committee will assist the County by:

- a. Conducting facility safety inspections.
- b. Reviewing injuries and accidents involving county employees or county property.

- c. Developing job-specific health and safety standards in cooperation with other county officials and employees.
- d. Developing or providing health and safety training programs.
- e. Investigating health and safety problems brought to the committee's attention.
- f. Making recommendations to the County Board concerning such health and safety issues. The Safety Committee will not become involved in any issue not directly related to health and safety.

County officials will:

- a. Communicate to county employees under their direct supervision this policy and other health and safety policies directly related to their job.
- b. Encourage such employees to bring any health and safety concerns to the attention of their immediate supervisor or the County Safety Committee.
- c. Inspect the working environment for unsafe or unhealthy conditions on a regular basis.
- d. Investigate workplace accidents and prepare reports for presentation to the Safety Committee.
- e. Help develop work procedures which would reduce or eliminate job hazards.
- f. Demonstrate their pro-active safety commitment in their visible roles as county officials by taking whatever steps necessary to address health and safety issues.

Each county employee is responsible for the safe operation of all equipment, machinery, vehicles, or other property in his/her charge. All county employees must recognize and understand their individual responsibility in complying with all health and safety policies, procedures, rules, regulations, and standards.

Section I Fundamentals of Accident Prevention

I. Basic Activities of Accident Prevention

- A. Successful accident prevention requires a minimum of four (4) fundamental activities:
 - 1. A study of all working areas to detect, eliminate, or control physical hazards which contribute to accidents.
 - 2. A study of all operating methods and practices. **A job safety analysis from is provided in the back of this manual.**
 - 3. Education, instruction, training, and discipline to minimize human factors which contribute to accidents.
 - 4. Thorough investigations of accidents to determine contributing circumstances

II. Prevention of Accidents

- A. Many persons, either through ignorance or misunderstanding, unfortunately believe that accidents are the inevitable result of unchangeable circumstances, fate, or a matter of luck.
- B. It must be emphasized that accidents **Do Not** happen without cause, and the identification, isolation, and control of these “causes” are the underlying principles of all accident prevention techniques.
- C. No person in a supervisory position can be effective in his/her job of accident prevention unless he/she fully believes that accidents can be prevented and constantly strives to maintain safe working conditions

III. Causes of Accidents

- A. Causes of accidents are divided into three (3) major categories:
 - 1. Unsafe acts by people (88%) usually because of lack of knowledge, skill, coordination, or planning; improper attitude; physical or mental defects; or temporary lack of safety mindedness at time of accident.
 - a. Failure to follow instructions.

- b. Failure to turn off equipment that is moving, electrically energized, or pressurized prior to cleaning, oiling, adjusting, or repairing.
 - c. Failure to use available personal protective equipment such as gloves, goggles, and hardhats.
 - d. Failure to wear safe personal attire.
 - e. Failure to secure or warn of unsafe situations or conditions.
 - f. Failure to use equipment properly.
 - g. Failure to use hands or body parts properly or appropriately.
 - h. Failure to use safety devices or making them inoperative.
 - i. Failure to operate or work at safe speeds.
 - j. Failure to use safe body positions or posture.
 - k. Failure to place, mix, or combine materials in a safe manner.
 - l. Failure to refrain from using tools or equipment known to be unsafe.
 - m. Failure to make safe driving judgements (careless errors).
 - n. Failure to act appropriately (allowing horseplay).
2. Unsafe physical or mechanical conditions (10%)
- a. Defective, inferior, or unsuitable tools, machinery, equipment or materials.
 - b. Hazardous methods or procedures.
 - c. Hazardous placement of personnel (person not mentally or physically compatible with job requirements).
 - d. Inadequate guarding or securing of machinery, equipment, work areas, etc.
3. Acts of God (2%) –floods, tornadoes, etc.

IV. Control of Accident Causes

- A. There are three (3) main methods (sometimes referred to as the 3 E's of safety) utilized in the control of accident causes:
1. Engineering – environmental causes or unsafe conditions can be eliminated through the application of engineering principles. When an operation is mechanically and physically safe, it is unnecessary to be as concerned about the uncertain behavior (unsafe acts) of people. Machines are less apt to fail than man. It may be necessary to make mechanical revisions or modifications to eliminate existing unsafe conditions and, in some cases, to prevent unsafe acts. Design of machine guards, automobile brakes, traffic signals, pressure relief valves, and hand rails are varied examples of safety engineering at work.
 2. Education and Training – just as safety engineering is the most effective way of preventing environmental accident causes (unsafe conditions), safety education is the main prevention mechanism for human causes (unsafe acts). Through adequate instruction, personnel gain useful knowledge and develop safe attitudes. Safety consciousness developed in personnel through education can be supplemented and broadened by specific additional instructions in safe working habits, practices, and skills. Training is a particularly important accident prevention tool; it gives each man a personal safety tool by developing in him habits of safe practice and operation.
 3. Enforcement – Usually, accidents can be prevented through adequate safety engineering and education. However, there are some people who are a hazard to themselves and others because of their failure to comply with accepted safety standards. It is for these persons that strict enforcement of safety practices is necessary, backed by prompt corrective action. No organized accident prevention effort can be successful without effective enforcement, because accidents are frequently the direct result of violations of safety principles. This is particularly true of vehicle accidents, many of which are caused by unsafe acts which constitute traffic law violations. Department heads and supervisors are responsible for enforcing safety standards and regulations. Failure to do so would, in some cases, be condoning conduct that leads to preventable accidents.

To be completely effective, accident prevention controls cannot be applied “hit or miss.” All engineering, education, training, supervision, and enforcement measures should be directed toward the solution of specific problems based on collection of facts relating to unsafe acts or unsafe conditions.

V. Elimination of Unsafe Conditions

- A. One of the most effective means of preventing accidents is the elimination of unsafe conditions. To preach safety while permitting unsafe conditions to exist is bound to create an obstacle to cooperation required from employees. The supervisor must take the initiative in these matters without need for instructions from higher authority. If the elimination is beyond the supervisor's scope of authority, he/she must bring the matter to the attention of his/her immediate supervisor or department head.
- B. Following are some of the procedures that should be carried out to eliminate unsafe conditions:
1. Remove all obstacles and impediments to the safe movement of personnel, vehicles, or machines.
 2. Repair damaged floors, broken steps, broken glass, cracked walls, and ceilings.
 3. Replace worn or damaged tools.
 4. Provide proper equipment for the hoisting and movement of heavy objects.
 5. Install guards for moving parts of machinery, fans, etc.
 6. Provide protective equipment such as goggles and hardhats.
 7. Insist on good housekeeping practices – remove debris, waste material, and obsolete or useless equipment.
 8. Replace worn electrical wiring and fixtures.
 9. Post signs warning of hazards in certain areas.
- C. The important part of eliminating unsafe conditions is doing so **before** an accident occurs – the principle goal of the supervisor should be to search out hazardous conditions and eliminate them before they cause work interruption or bring injury. Too often an unsafe condition is allowed to exist simply because it has not caused an accident – **yet**. The job must be made as safe as possible at all times.

VI. Control of Work Habits

- A. Regardless of the degree of safety built into a job, unsafe actions on the part of human beings will always be a cause of injuries. Teaching employees good work habits means showing them how to do their tasks with less risk to themselves, less spoilage of materials, and less damage to equipment. Much of this instruction can be boiled down to a few simple principles or job rules. By concentrating on these, by showing the “why” as well as the “how”, and by constant supervising to correct promptly, safe work habits can obtain acceptance by employees.
- B. Whenever possible, actual demonstration of right and wrong ways of doing tasks should be conducted, always accompanied by the basis for preferring one work habit to another. Equally important to the initial instruction is the careful monitoring of subsequent performance. When the right way has been presented and agreed to by the individual worker, it is essential that failure to comply should be noted.
- C. It may be desirable to insist that a certain step be repeated or a job be redone, simply to emphasize the seriousness with which safe practice is taken by the department. Flagrant or repeated disregard of safety rules should be met with appropriate disciplinary action, including discharge, if necessary. No matter how skillful an employee may be in performing his/her duties, he/she is not considered to be a worthy employee if he/she does not perform them in a safe manner.

VII. Safety Orientation of New Employees

- A. When a new employee comes to work, he/she immediately begins to learn things and form attitudes about the job, the boss, and fellow employees. If his/her department head, supervisor, and fellow employees appear to be unconcerned about accident prevention, he will most probably believe that safety is unimportant.
- B. To form good safety attitudes, the new employee must be impressed by everyone’s concern with the prevention of accidents at the time he/she starts to work. He/she must be told that unsafe workers will not be tolerated and that he/she will be required to obey safety rules and instructions, wear protective equipment whenever required, and attend safety meetings in order to continue as an employee of the County.
- C. It will never be taken for granted that previous experience and apparent qualifications mean that “somewhere along the way” the new employee has learned to do the job the safe way. For example, a driver’s license plus many years of driving experience does not automatically exempt a newly hired vehicle operator from being thoroughly instructed in safe driving practices – he/she must be made aware of what is expected of

him/her in his/her capacity of operating a County vehicle, and he/she must be checked to assure that he/she understands.

- D. The supervisor will review safety rules and procedures with the new employee pointing out the possible hazards involved in doing the job. If possible, the new employee should be assigned to work with a safety-minded employee during the first few weeks. The new employee should be checked at frequent intervals, asked about any problems that may have arisen, and reminded of safe practices. Any tendency to overlook safety procedures should bring a prompt and vigorous warning.

VIII. Reporting of Accidents

A. All Accidents

1. All accidents, regardless of size or nature, must be reported.
2. Hazard and Worker's Compensation report forms are available through the Clerk's Office, the supervisor, elected official, or department head.

B. Traffic Accidents

1. Stay at the scene until a police officer arrives if involved in an accident with a privately owned vehicle or other property.
2. Make **no** statements about the accident to anyone other than a police officer or supervisor.
3. Fill out an automobile loss form, as well as accident forms required by law.
4. Fill out a required Worker's Compensation form if personal injury occurs to the employee.
5. Notify the Clerk's Office of covered vehicle's damage to begin insurance claim process.

C. In-House Accidents

1. In-shop accidents involve County property only. No police investigation is involved unless there is personal injury.
2. An "In-House" Accident Report form needs to be filled out.

3. Personal injury accidents will not be reported with an “In-House” Accident Report form.
4. Notify Clerk’s Office of vehicle damage to begin insurance claim process.

D. Personal Injury Accidents

1. Accidents which require medical attention must be reported on a Worker’s Compensation Report form.
2. All accidents that result in personal injury will be reported on a Worker’s Compensation Report form.

Section II

General Safety

Replaced from NIRMA

A. General

Each of the offices in county government has, as its primary objective, the responsibility of providing accurate and efficient service to the public in a cost-effective and professional manner. Each of us is a professional and, when dealing with either the public or our co-workers, will act accordingly.

Today, offices in county government, and industry in general, have seen many changes due to advances in the technological field. These changes range from ergonomically correct office equipment to various automated electronic equipment. Along with these changes comes a new set of safety and health concerns.

Many of the common hazards of the past, such as slippery floors, open file drawers, and electrical hazards, are still present. However, a new set of concerns has come into existence: noise, poor lighting, furniture design, technologically advanced electronic equipment and machines, and hazardous chemicals. All of these can be found and are used in the office.

Additionally, the rapid pace of office work has produced another set of new occupational hazards including repetitive motion injuries, musculoskeletal strains, and a host of stress-related symptoms. One example is the long periods of time that an employee

must remain at a poorly designed workstation. This could result in an injury to the back, neck, or shoulder, and eyestrain, or a general feeling of tension and irritability.

However, the leading injuries occurring in the office today are many of the older common hazards: slips, trips, falls, strains, sprains, objects falling on employees, employees caught between objects, and employees being struck by or striking against objects. In a majority of these cases, such injuries could be ruled **preventable**.

What is a preventable incident?

A preventable incident is one in which the employee failed to do everything, within reason, to prevent injury or damage to equipment or material.

It is the goal of this manual to provide loss prevention solutions to situations which could result in an injury.

Workplace Injury

If you are injured on the job while on duty, report the injury as soon as possible to your supervising county official. Always advise another employee or official of “minor type injuries.” Injury report forms are available from the Clerk’s Office or your official/department head.

Discovery of an Injured Individual

If an employee or member of the public is injured, evaluate the emergency and, if needed:

1. Call 9-9-1-1, using the outside access number first.
2. Get others to assist you.
3. Stabilize the injured party until a responding unit arrives. Avoid contact with blood or body fluids. Call the building custodian for clean-up.
4. Move an injured party only if a life-threatening situation is present to both you and the injured person.
5. All injuries will be reported to your county official and others as directed.

Discovery of a Fire

On discovering a fire:

1. Call 9-9-1-1, using the outside access number first.
2. Advise others of the fire.
3. Use a fire extinguisher only if the fire is small and, in your opinion, controllable; otherwise evacuate while warning others of the need to evacuate.
4. All fires will be reported to your county official and others as directed.

There is a **County Emergency Plan** available in your office. Read this and understand what you are to do in the event of a fire, weather alert, disaster or other threat situations. If you have any questions, ask your supervising county official.

B. Common Injuries

Slips, Trips, and Falls

Falls present the most common exposure to injury of county office employees, and nationally account for the greatest number of injuries. Nationally, the disabling injury rate of falls among office workers is from 2 to 2.5 times higher than the rate of non-office workers.

The most common cause of falls in the office is tripping over open file cabinets or desk drawers. Next is bending over and falling while seated in an unstable chair and tripping over electrical or telephone cords. Other common causes of injuries are climbing on boxes or chairs instead of a ladder or approved stool, and slipping on wet or damp floors. Objects improperly stored on stairs or in hallways, as well as loose carpeting or tiles, also present tripping hazards.

Each of the above conditions is a preventable situation. The following checklist can prevent a fall:

- Close file and desk drawers after every use.
- Do not bend over, twist, or lean backwards while seated in a chair.
- Secure or cover electrical or other types of cords when they are in common walkways.
- Use a ladder (Type II, Commercial) or other approved means when overhead reaching is necessary for objects or materials.

- Do not use a chair or other objects in place of a ladder or approved stepstool.
- Do not use walkways and stairways for storage.
- Clean up spills immediately.
- Use signage to warn others of wet surface hazards.
- Make carpets or mats available for placement at exterior entrances during inclement weather conditions.
- Remove loose objects and debris from the floor as soon as noted.
- Report loose tiles or carpeting to be repaired as soon as possible.
- Take smaller steps outside in wet, icy, or snowy conditions and inside when conditions make walking surfaces slippery.
- Do not carry objects that obscure your vision.
- Walk, do not run.
- Use the handrails when using stairs.
- Wear shoes that provide support to the foot—do not wear sandals, high heels, or similar types of non-supporting footwear. (Stable shoes with non-slip soles are suggested)

If you find yourself falling, do not reach out with your arms to break your fall . . . you could break your arm. Let your body crumple and roll with the fall. It is more likely your body will absorb the impact and momentum of a fall, eliminating, or at least reducing, the chance of injury.

Strains, Sprains and Overexertion

It is important to follow safe lifting practices. A carton of paper or a box of license plates is heavy. If these and other similar objects are not lifted correctly, injury can occur. Even small, light loads can cause an injury to your neck, back, or shoulders if you use your body incorrectly when lifting such items.

What an individual could safely lift at one stage of life (such as younger and healthier) may not be within our lifting range as we get older. Backs are particularly vulnerable, and the majority of back injuries are, again, preventable. Before lifting any load, ask yourself the following questions:

- Is it too heavy for me to lift?
- Will I be straining by lifting this to the height necessary?
- Will carrying this load to its destination be a problem?
- Am I trying to impress anyone, including myself, by lifting this object by myself?

If you answer “yes” to any of the above questions, ask for assistance from another employee.

Proper Lifting Techniques

- Place feet shoulder-width apart and be balanced.
- Squat close to the load when lifting from the floor.
- Keep your back in the neutral-straight position.
- Tuck in your chin so your head and neck have a straight back line.
- Grip with the whole hand, not just the fingers.
- Draw the object close to you with elbows close to your body.
- Keep the load and body weight centered.
- Lift with your legs. They are the strongest part of your body. Let the leg muscles, not your back, do the work.
- Lift by straightening your legs. Tighten your stomach muscles to help support your back.
- Maintain the neutral back position during lifting and carrying.
- Do not twist when lifting.
- Turn the body, feet first, when turning with a load. Do not twist the upper body.
- Reverse the procedure to set the object down.
- Do not carry a load which blocks your vision.

- Do not lift a load from a seated position. This places an additional strain on your back. Stand up from your chair, then squat, grasp the object, then, as previously described, stand while lifting.
- Employees who, when performing a task, twist the upper body while lifting, need to have their work task re-examined.
- Break loads into smaller loads so that they are more manageable whenever possible.
- Store materials at knee level whenever possible.
- Shelving should be no more than 12” to 18” deep. This prevents over-extending and lifting, which can result in an injury.
- Materials that are heavy should be stored as close as possible to the end user destination. This is to reduce the risk of carrying heavy objects a greater distance causing a greater exposure to injury.
- A hand truck or cart should be made available for transporting heavy loads.

Struck by or Striking Objects

Striking your body against objects is another cause of office injuries. The following are included in incidents of this type:

- Running into doors, file cabinets, and open drawers.
- Bumping into other people while walking, particularly at blind corners.
- Hitting open file cabinet drawers when bending down or straightening back up.
- Striking against protruding sharp objects such as knives, scissors, or other sharp instruments, office equipment, spindles, staples, or pins.
- Running into protruding objects such as fire extinguishers, water coolers, and display cases.

Employees need to be observant of surrounding conditions, particularly when walking or going up or down stairs. The proper storage of materials, office supplies, paper products, and other such materials will assist in maintaining a good working environment. Objects striking employees can occur by the following:

- Materials sliding from shelves or cabinet tops.

- File cabinets which are too top-heavy.
- Equipment or materials dropped on the employee's feet or fingers.
- Fingers caught under the knife-edge of paper cutters.
- Scissors, knife-edge instruments, and pins not properly stored.
- Doors which open into common walkways or office spaces.

Preventing Incidents Involving Being Struck by or Striking Objects

Injuries of this type can be eliminated by employees being observant to surrounding conditions and through effective good housekeeping and material storage procedures such as the following:

- Eliminate haphazard storage of materials on top of bookcases, shelving, and other such over-head locations.
- Distribute files properly in each drawer with the most weight in the lower cabinets.
- Open only one file drawer at a time.
- Close the drawer when leaving the filing cabinet.
- Store sharp instruments properly.
- Do not store or place materials or equipment at the edge of desks, counters, or other such areas.
- Identify and be aware of protruding objects.
- Close drawers of cabinet doors after inserting or extracting material.
- Install blind-corner mirrors.
- Exercise caution when opening doors-a person could be in the immediate area.

Caught Between

There have been situations where employees have been injured because they were not being observant to surrounding conditions. Employees have been caught between objects as a result of the following careless actions:

- Shutting drawers or doors on fingers.
- Improper stacking of materials which fall on employees.
- Setting down heavy objects on fingers or toes.
- Catching fingers, hair, jewelry, or articles of clothing in office machines.

Preventing Injuries Caused by Being caught Between

Preventing such injuries can be achieved by the using the following precautions:

- Be observant to surrounding conditions and possible safety hazards.
- Coordinate the timing when two or more employees are putting down the same heavy load.
- Properly store or stack materials to eliminate the risk of injury.
- Avoid wearing loose jewelry or clothing when operating machines.
- Exercise caution and wear a head covering if you have long hair and are working around equipment that have rotating parts.
- Work on equipment only if you have a knowledge of what you are doing, are trained, or have read the instruction manual.

C. Office furniture

All office furniture (desks, chairs, stools, tables, cabinets, bookcases) and other office equipment and supplies must be maintained, kept in good repair, and properly and safely utilized.

- Keep all drawers and doors closed when not in use.
- Have weight evenly distributed between all drawers in filing cabinets.
- Keep all chairs, stools, step ladders, and step stools in good repair.
- Securely attach cabinets, shelves, bookcases and files to walls or other building surfaces unless they are free-standing and properly weighted.
- Lock blade of paper cutters when not in use.

- Protect sharp edges of and properly store scissors, knives, and other sharp instruments when not in use.
- Protect spindles, pens, and pencils or store in a manner so as not to cause injury.
- Keep surfaces free of splintering edges or rough surfaces.
- Make sure that electric fans lower than 7' from the floor do not have openings greater than ½ inch.
- Use only ladders of the proper type and keep them in good repair.

Report any defective furniture or office items to your supervisor or department head. Any office furniture found to be defective and in need of repair must be removed, not used, and either repaired or replaced.

D. Material Storage

Safe housekeeping in a working environment is very important. Improper storage of materials can lead to falling objects, tripping hazards, creating fire hazards, and limiting sight distance.

- Make sure that cartons and other objects are the same size when stored on top of each other.
- Limit the height of stacked storage so that the objects do not become off-balanced or wobbly and easily tipped over.
- Store heavy objects on lower shelving.
- Do not store heavy items at the edge of desks, tables, or cabinets; they could fall and injure an employee or cause damage to the items.
- Do not store heavy objects such that you must reach over other materials to retrieve them.
- Do not store materials in hallways, stairwells, landings, aisles, or other walkways.
- Make sure each storage area is large enough to handle the maximum amount of stored materials needed.
- Do not store any items in front of fire extinguishers or fire door exits. These areas must be plainly marked.

- Do not store any materials within 18” of over-head lamps or sprinkler heads.
- Do not stack items in a manner that obscures or restricts sight-distance.

E. Chemical Usage in Photo Labs, Blueprint Rooms, and Offices

All chemicals used by employees in the workplace need to be handled with caution. Any chemicals or compounds which have an advisory, need to have a **Material Safety Data Sheet (MSDS)**. These range from common office supplies, such as white-out, to more exotic chemicals used in photo labs, blueprint rooms, sign shops, and office machine and copying equipment.

Materials which are common to household use and have an advisory, such as “Caution,” “Warning,” “Danger,” “Flammable,” or other such wording do not need and MSDS if they are used in the workplace in the exact same manner as in the home.

Personal Protective equipment required by the MSDS must be available to employees and used. If you have any questions concerning chemical safety, ask your supervisor or department head.

When chemicals, compounds, or materials having such advisory warnings are used in the working environment, or household type compounds are used differently than in the home, they are subject to the Hazard Communication Standard (HazCom). This standard includes the following requirements:

- A Material Safety Data Sheet (MSDS) must be available for employees and emergency use.
- Employees are to be trained in the use, care, and maintenance of Personal Protective Equipment.
- Employees are to be trained in the use of specific compounds to which they are exposed.
- Employees need to understand the dangers of the materials or compounds that they work with.
- Employees must be aware of the emergency procedures to follow in the event of an exposure.
- Employees need to be advised of any MSDS change(s).
- All containers must be marked with the contents; this includes everything from “water” to any exotic materials used in the office.

- Employees must be trained in all of the above prior to their first on the job experience with these materials.

F. Electrical Safety

Electricity is essential to the operation of today's offices. Electrical equipment can expose employees to potentially dangerous conditions. If the equipment is not properly used or maintained, a serious or even fatal injury could occur. If there are any concerns in the area of electrical safety, ask your supervisor or department head. Some of the most common types of electrical hazards occur because of the following causes:

Equipment not Grounded or Improperly Grounded

The grounding of an electrical system creates a low-resistance path to earth. When this is properly done, the low-resistance path is sufficient to prevent the build-up of voltages which could be hazardous. The majority of electrical equipment today is supplied with a ground plug: a round, third prong on the plug. This must never be intentionally removed.

Cord and plug connected equipment must be grounded if it is in a hazardous or wet location. A wet location can be defined as within arm's reach of water (such as a sink) or other damp locations. In the interest of safety, such locations must be protected by a ground-fault interrupter circuit (GFCI); this includes electrical receptacles located in restrooms.

Generally, equipment such as typewriters, coffee pots, and small fans are not required to be grounded. In a workplace, it is not permitted to use a grounding adapter. This is a small, two-pronged adapter which, when plugged into a receptacle, will accept the three pronged plug.

In some instances, insufficient or overloading of electrical outlets can still be found. In such cases, an electrical strip, with its own fuse, may be used to accommodate the needs of the office. However, a second strip is not permitted to be plugged into the first strip. Additionally, extension cords must not be used to connect permanently installed types of office equipment, such as a copier.

The use of extension cords must be limited. When such cords are used, they must be of the proper size and type required. That is, a 14 AWG extension cord must not be connected to a 12 AWG cord. Also, any extension cord used must be tagged UL or equivalent-approved.

Multiple adapters, those that convert a duplex receptacle to a triplex or more receptacle, are not to be used in any office. If floor-mounted receptacles are used, they must not be located or have cords which could cause a tripping hazard.

Failure to follow these points could result in an electrical fire or short circuit, which could cause injury and extensive damage to county property.

Non-Approved Equipment

Approved cords or equipment will have a nationally recognized testing laboratory tag, such as UL or its equivalent. Poorly maintained or unsafe cords or other electrical/electronic equipment must be taken out of service until they are replaced or repaired and safe to use.

Any employee providing their own radio, coffee pot, fan, space heater, lamp, or other such electrical equipment must follow these guidelines:

- Obtain written permission from your supervisor or department head, prior to bringing the equipment onto county property for personal use.
- Maintain such equipment in good condition at all times.
- Remove such equipment when it is not authorized, not in good repair, or not otherwise needed.

Defective, Frayed, or Improperly Installed Cords

- Repair or replace any electrical cord if the outer covering is damaged or any electrical wires are exposed.
- Repair or replace any cord, plug, or cover plate if the cover plate is missing and wires are exposed.
- Cords must be of the proper size and inspected on an annual basis.
- Repair or replace any defective cord.

Electrical Cord Placement

- Do not pull any cord from an electrical outlet by the cord itself.
- Do not string any cord over nails, hooks, pipes, sharp objects, radiators, steam pipes or through walls, doors or windows.
- Do not place cords behind shelving, bookcases, desks, etc. where the cord may be severely bent at the plug.

Electrical Cords in or Across Walking Areas

Extension or other electrical cords must not be run in or over walking areas unless properly protected so as to prevent a tripping hazard. Use tape or a cord protector in situations where such placement cannot be avoided.

Unguarded Live Electrical Parts

- Wall receptacles and switches must have a cover of the proper type.
- Wall electrical boxes must not have any open holes.
- Only a qualified person may work on live electrical equipment, including repairing or replacing receptacles or switches.
- Follow the manufacturer's service instructions if a guard must be removed to service equipment.
- Electrical panels must not have any exposed parts or wiring and must have the outer door closed at all times except for servicing or use.
- Electrical panels must have a minimum of 36" of clear space to the front of the panel and 36' lateral clearance (measured from any point of the panel). This space must not be used for storage of any type.
- Any defective electrical equipment must be removed from service and either repaired or replaced.

G. Lighting

Different tasks require different light levels. Lighting also varies from person to person, as well as from task to task. Poor office lighting can result in eye-strain, irritation, watering and reddening of the eyes and a variety of other eye problems. The county has implemented a number of measures to prevent and control poor lighting conditions in the working environment:

- Perform regular maintenance of the lighting system, including changing bulbs and repairing faulty lamp circuits.
- Seek input on glare conditions being experienced and make corrections as needed.
- Attempt to reduce glare conditions by the use of window coverings, shielding lamps, and implementing other procedures to reduce the source of glare.

- Report any problem with glare to your supervisor or department head.
- Report any noted exterior or interior lighting problem to your supervisor or department head.

H. Noise

Each of us has a different hearing level. Some of us will pick up a very low hum from certain equipment, whereas a co-worker may not hear anything. In the majority of instances, the office equipment used is within the federally required standards for noise levels. However, if you experience a problem in this area because of an acute hearing situation, please advise your supervisor or department head.

I. Indoor Air Quality

The county has attempted to provide the best working environment possible. When upgrading heating and ventilation systems, every effort was made to reduce indoor air pollutants and improve air quality. If you have any questions or concerns in this area, please advise you supervisor or department head.

J. Workstation Ergonomics

Ergonomics is the word for proper positioning of the body for work. However, it also includes proper placement of the materials and equipment necessary to carry out the daily functions of county government.

Common characteristics of working at video display terminals (VDT's) have been identified and are associated with increased problems. These include the following:

- Workstation design
- Job task
- Repetitiveness of the job
- Posture constraint
- Pace of work
- Job or Task Scheduling
- Individual worker personal situation

One of the keys to comfort is maintaining the body in a relaxed, neutral position. The ideal work position is for the employee to have the arms relaxed and hanging from the shoulders. If a keyboard is used, the arms should be bent at right angles at the elbows,

with the hands held in a straight line with the forearms and elbows closed to the body. The head should be in line with the body and slightly bent forward. To create the best work position, the following guidelines are suggested:

- The height of the chair should be adjusted so that the thighs are horizontal and the feet are flat on the floor.
- The rear of the seat should be adjusted so that the back is supported and the knees are comfortable, relative to the front of the seat.
- The back rest of the seat should be adjusted vertically so that it supports the curvature of the lower back.
- With the arms at the side and the elbow joints at approximately 90 degrees, adjust the height/position of the chair arm rests to support the forearms.
- The keyboard should be adjusted so that the fingers rest on the keyboard home row when the arm is to the side, elbow at 90 degrees, and wrist straight.
- Keeping the wrist in a neutral position, with the arm and hand close to the body, you should be able to use the mouse place next to the keyboard.
- Height of the screen should be at eye level and centered between 18" and 24" from the body.
- For bifocal and tri-focal users, place the monitor at a height so that easy viewing can be achieved without tipping the head.
- Reference documents should be placed next to the screen on a document holder and at the same distance from the eyes.
- A footrest should be used if the employee cannot comfortably rest his or her feet on the floor.

Other good office techniques can be implemented to reduce the risk of injury and improve work productivity. Among these are the following suggestions:

- Adjust window coverings to reduce glare.
- Move monitors away from sources of glare.
- Tip monitors slightly downward to reduce glare.
- Use diffusers on overhead lighting.

- Use an anti-glare filter on the screen
- Clean the monitor screen on a regular basis.
- Do not cradle a phone between the head and shoulder. Hold the phone with your hand or use a speaker phone or a headset.
- Frequently used items should be within easy reach.
- Use the minimum force necessary to strike keyboards of any type.
- Take a five-minute break, exercising fingers, wrists, and neck every hour during heavy workload periods.
- Use the minimum force necessary for staplers, paper cutters, and hole punches.
- Vary tasks, if possible, to avoid long periods in one position.
- Use mini-breaks-without stopping work-to rest eyes and muscles. Perform a different style of physical activity.
- Neutralize distracting noises by playing soft music or turning on a fan.
- Maintain a comfortable workplace temperature by using layering of clothing or a fan.

If you experience any problem with your worksite, advise you supervisor or department head.

K. Use of Vehicles

It may be necessary, as part of employment duties, to operate a vehicle in the course of work. If required to drive a county vehicle, all affected employees must follow these guidelines:

- Have a valid operator's license.
- Operate vehicles in accordance with all state regulations
- Use county vehicles only for country business.
- Maintain vehicles in accordance with county policy.
- Report any defects in accordance with county policy.

If you have any questions, ask your supervisor or department head.

L. Additional Safety and Health Issues

Due to the complex nature of our society, there are some general areas of concern the county has for its employees in addition to potential injuries. The following are some general guidelines which are covered in more detail by other county policies.

Hostile Working Environment

If at any time you feel intimidated, harasses, or threatened, report the incident immediately to your supervisor, department head, or county attorney.

Drug Free Workplace

The county is a DRUG FREE WORKPLACE. This means that no employee can possess, use, sell, distribute, or dispense any drugs in the workplace. No employee can be under the influence of drugs, including alcohol while on duty. This is more fully explained in County Personnel Manual. There are exceptions which are described in the manual. If you have any questions, ask your supervisor or department head.

Key Control

If you are authorized to access secure areas by being provided with a key, you are not permitted to loan or give the key to any other person. Only where directed by your supervisor or department head should you permit the key to leave your possession. If the key is lost or stolen, it must be immediately reported to your supervisor or department head. This is for your personal safety, as well as that of your co-workers.

Horseplay

There have been recorded injuries which have resulted from good-natured horseplay. As stated in the very beginning of this manual, our working environment is a professional place of business. Let's all work together to keep it that way.

Section III

Office Safety

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Guidelines for General Office Safety

- All aisles, stairs, and other common walkways need to be kept clear of cords, boxes, and other materials.
- If you feel yourself falling, try to roll with the fall by bending your elbows and knees.
- Never stand on a chair or boxes—use an approved Type II ladder or an approved stool.
- When climbing a ladder, always face the ladder, making a three-point contact (2 feet and 1 hand or 2 hands and 1 foot) and keep the middle of the body within the rungs.
- Flat heels with nonskid soles are the best type of footwear for preventing slips, trips, and falls.
- When walking across a slippery surface, it is best to move slowly and lift your feet.
- For the best balance of the body, walk with your hands at your sides.
- The safest place in the office is when you are seated in your chair. Care and caution need to be exercised when getting up and sitting down from the chair.
- The position of the VDT should be that the top of the screen is at eye level.
- Material to be copied should be to the left or right of the screen at the same distance as the screen.
- Wrist, hand, and finger exercises will reduce Carpal Tunnel Syndrome problems.
- A load limit of 50 pounds is the recommended carrying limit by the national standards.
- Assistance should be provided for loads over 50 pounds or bulky loads.
- Carry loads at mid body position and to the front.
- Running, even in emergencies, can lead to an accident.
- All desk and file drawers need to be closed immediately after use.

- Stacking of material on top of files is to be limited. Such stacking must be stable.
- Sharp objects (pencils, scissors, etc.) should be stored point-down or otherwise protected.
- Do not plant your feet and do a twisting, turning movement to reach for something, especially when picking up or setting down a heavy load.
- Wet or damp floors are potential hazards. Such area need to be attended to ASAP.
- Most county buildings are smoke-free. Smoke in designated places only—use ash trays, not wastebaskets.
- Do not attempt any electrical repairs—call maintenance personnel.
- No open flame devices such as candles, lanterns, burners, or pyrotechnic devices are allowed within any county building by order of the State Fire Marshall.
- Specific safety rules may be developed for individual offices and departments. Become familiar with all these rules and pay strict attention to those governing your specific activities.
- Building repair and maintenance activities are governed by Building and Grounds lock-out, tag-out policies. Before any building maintenance or repair operations are conducted by an employee or private contractor, they must contact Building and Grounds to properly activate any needed lock-out or tag-out procedures.

Section IV

Special Situations

This section will deal with situations which are not faced on a daily basis. However, the potential for these situations to arise is present and guidelines need to be presented. Special situations can include acts of nature as well as human acts, both accidental and intentional. Scotts Bluff County has produced an Emergency Operations guide which details responses to various uncommon situations, and the responsibilities of each part of the County in case of a wide-scale disaster. Each front line supervisor should be well acquainted with this guide to insure a quick response in time of disaster.

County Officials' Responsibility

It is the responsibility of each official to review, at a minimum annually, with his or her employees the procedures to be followed in the event either an internal or external evacuation is ordered. Emergency procedures must be followed by all personnel for both **Drills** and **Actual** events.

Employees of other agencies within county facilities must comply with the emergency plans and procedures, including evacuations for both drills and real events. Members of the public, if directed to a Safe Area, may choose to leave. Advise them that it may be unsafe, but do not hinder their exiting.

Each county official is responsible for complying with the County Emergency Plan. County officials are responsible for developing their individual, written office emergency closing procedures. The safety of valuable documents, money and other materials, though a priority, rank second to personal safety of the public, employees, and officials.

County Employees' Responsibility

Each county employee is responsible for complying with the individual office emergency closing plan and the County Emergency Plan.

Safety Committee's Responsibility

The County Safety Committee must review, at least annually, the County Emergency Plan and update as needed. The committee is also responsible for scheduling emergency drills and training as needed.

Other Agencies' Responsibility

Each agency housed in a county facility and their personnel, other than those of county government, are responsible for complying with the County Emergency Plan.

Members of the Public

Members of the public should be directed to areas of safety during an emergency. Procedures are incorporated for individuals with disabilities. Only under extreme emergency conditions should any individual be transported by hand-carrying, fireman's lift, or other such methods.

Members of the public do not have to comply with internal Safe Area refuge procedures. They may choose to leave. However, they must either proceed to the Safe Area or exit the building; the choice is their own to make.

Internal Evacuation Procedures

This procedure, generally, will be used for **Tornado Warning** emergencies.

Notification

Weather radios are located in the following departments:

Communications	County Clerk	Corrections	
Emergency Management	Courthouse	Keno	Roads

The Administration Building employees will be notified over the P.A. system. The other floors of the Courthouse will be notified after the weather radio gives the alert.

Prior to an event, each official will advise the employees if they are required to come to work if the facilities are closed. Emergency Management, Corrections, Communications, Law enforcement, and the Roads Department are required to report for duty unless specifically exempted by the supervising official.

Battery operated radios are located in the following departments:

Emergency Management	Corrections
Communications	Roads

First Aid Kits are located in the following offices:

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Notification will be made by the following methods:

- Voice—the first person alerted to a tornado warning will alert others immediately.
- Telephone—Notification will be developed so that each facility is alerted to the danger.

As soon as the alert is sounded, county personnel must comply with the evacuation order.

Evacuation

When notified that an evacuation is ordered, follow the **Office Emergency Closing** procedures, if time permits. Otherwise, immediately evacuate to the Safe Area.

Assist members of the public in exiting the office and proceeding to the Safe Area.

Vaults should be shut and doors locked by the last person exiting, if time permits.

Do not use telephones to call family or friends. At least one person on each floor should be designated as the floor monitor. The responsibilities of this position, if time permits, include the following:

- Check that all doors are closed and, preferably, locked.
- Check restrooms, empty storage areas, stairwells, and other such areas to assure all personnel have evacuated the floor.

Disabled Individuals

Procedures for individuals needing assistance are as follows:

- If an individual cannot walk fast, as employee should slowly walk with the individual to the Safe Area. Talk to them in a reassuring manner.
- If an individual is in a wheel-chair, guide them to an area of safe refuge. Since elevators cannot be used, such an area must be located on each floor. For tornados, this may mean a vault which must have a telephone inside.
- If the area of save refuge is used, send word to the County Clerk or other designated individual of your location and the situation.
- Stay calm and continue to talk reassuringly.
- If necessary because of damage or a medical emergency, call 9-1-1 and advise them of your location and situation.
- Floor monitors: the door to areas being used for disabled safe refuge must not be locked.

Safe Area

Upon arrival at the Safe Area, each county official or deputy must take a roll-call of personnel in their office. The accounting must be reported to the County Clerk or other designated individual. Additionally, floor monitors must report that each floor has been checked and cleared.

If an employee is unaccounted for, a decision should be made by the supervising county official if a search team should leave the Safe Area. The team should consist of a minimum of 3 members.

If a floor is not reported as “checked and cleared,” a decision should be made by the County Clerk if a search team should leave the Safe Area and check the unreported area. The team should consist of a minimum of 3 members.

A battery operated radio must be tuned into the local weather station. Telephones must only be used for emergency purposes during this time.

First aid should be administered to any injured personnel. If a serious injury occurs or a medical emergency arises, call 9-1-1. Do not attempt to transport seriously injured or medical emergencies unless directed to do so by law enforcement, emergency management, or medical personnel.

If damage occurs without injuries, contact 9-1-1 and advise them of the status. It may be necessary to evacuate the safe area if there is serious damage to the facility. Therefore, a secondary Safe Area should be designated. Make sure the secondary Safe Area is capable of handling the anticipated number of evacuees. If damage to the facility does occur, all utilities are to be turned off.

Expiration or Cancellation

An expiration or cancellation of a warning is only to be announced by local weather stations. Sirens do not mean a cancellation; rather it is a continuation of the warning. Once the warning is cancelled or expires, employees should return to their work stations, unless advised otherwise by the supervising authority.

If the building has been severely damaged, a determination should be made regarding the structural safety of the building. If it is structurally unsafe, each county official should direct their employees in such situations.

The County's Emergency Continuation of County Government Services Plan will go into effect when there will be an interruption of government services.

Record Preservation

In the event the facility is damaged and personnel can return to offices, do not handle any records that show water, fire, or other type of exposure. Record reclamation specialists may be needed to preserve the documents. Only a specialist should be allowed to handle such materials.

External Evacuation Procedures

This procedure will generally be used for **Fire** emergencies and other events requiring personnel to evacuate the building.

Notification

Call 9-1-1 in the event of smoke or fire detection.

Notification to personnel will be made by the following methods:

- Voice
- Telephone
- Public Address
- Audio-Visual Alarm

County facilities should have at least one of the following fire detection/alarm systems:

- Smoke
- Heat
- Pull Down
- Public Address

County facilities have the following type of fire suppression:

- Fire Extinguishers

First Aid Kits are located in the following offices:

- Roads
- County Vehicles
- Corrections
- Clerk
- Courthouse

Each building site should have a First Aid Kit available.

Fire Detection

Any employee detecting smoke or fire will immediately make a loud announcement of “fire” and its location. If the building has pull-down alarms, go to the nearest and activate it. If smoke is coming out from under a closed door, Do Not Open the Door.

Others hearing the announcement or alarm, should call 9-1-1 and begin Office Emergency Closing procedures. Do not assume someone else has called 9-1-1.

The employee calling 9-1-1 should report the following information to the dispatcher:

- Name
- Your location
- Type of emergency
- Specific location of emergency
- Action of personnel

Follow the dispatcher's directions. Hang up only when told to by the dispatcher and announce "9-1-1 has been called."

Evacuation

When notified that an evacuation is ordered, follow the Office Emergency Closing procedures, if time permits; otherwise, immediately evacuate to the Safe Area.

Assist members of the public in exiting the office and proceeding to the Safe Area. Vaults should be shut and doors locked by the last person exiting, if time permits.

Do not use telephones to call family or friends.

At least one person on each floor should be designated as the floor monitor. The responsibilities of this position, if time permits, include the following:

- Check that all doors are closed and, preferably, locked.
- Check restrooms, empty storage areas, stairwells, and other such areas to assure all personnel have evacuated the floor.

Disabled Individuals

Procedures for individuals needing assistance are as follows:

- If an individual cannot walk fast, an employee should slowly walk with the individual to the Safe Area. Talk to them in a reassuring manner.
- If an individual is in a wheel-chair, guide them to an area of safe refuge. Since elevators cannot be used, such an area must be located on each floor.
- If the area of safe refuge is used, send word to the County Clerk or other designated individual of your location and the situation.
- Stay calm and continue to talk reassuringly.
- If necessary because of damage or a medical emergency, call 9-1-1 and advise them of your location and situation.
- Floor monitors: The door to areas being used for disabled safe refuge should not be locked.

Safe Area

Safe Areas should be a minimum of 500 feet from the county facility, with personnel from each office assigned a specific gathering location out of harm's way. A secondary

Safe Area should be planned for in the event the primary area cannot be used because of smoke or other risks of exposure. Personnel should only go to the secondary area when advised by a county official or the senior responding emergency official (fire chief or sheriff).

Upon arrival at the Safe Area, each county official or deputy should take a roll call of personnel in their office. The accounting should be reported to the County Clerk or other designated individual. Additionally, floor monitors should report to the County Clerk that each floor has been cleared.

Report to the senior emergency responder if a floor has not been reported as “checked and cleared” or if an employee is unaccounted for. No employee is to re-enter the building in a rescue effort unless authorized by the fire chief.

The County Clerk, or designated individual, should coordinate with the senior responding official concerning personnel, injuries, unaccounted for personnel, and other important data such as the location of utility shut-offs, etc.

First aid should be administered to any injured personnel. If a serious injury occurs or a medical emergency arises, responding emergency personnel should be advised, or call 9-1-1. Do not attempt to transport the seriously injured or medical emergencies unless directed to do so by law enforcement, emergency management, or medical personnel.

It may be necessary to evacuate from the Safe Area because of smoke or other exposure situations. Make sure that the secondary Safe Area is capable of handling the anticipated number of evacuees.

If damage to the facility does occur, all utilities should be turned off. Several personnel need to be trained in this procedure prior to any unexpected event.

Exposure Abated

The fire chief or sheriff should advise when the situation is abated and employees can return to the building. Once so advised, the word should be relayed and employees should return to their work stations, unless otherwise advised by the supervising county official.

In the event damage is severe, only specific personnel may be allowed to re-enter the building. The structure may be so severely damaged that no one is permitted to re-enter. All officials and employees must comply with such a “no re-entry” order. Each county official should direct their employees in such situations.

The County’s Emergency Continuation of County Government Services Plan should go into effect.

Record Preservation

In the event that the facility is damaged but personnel can return to offices, do not handle any records that show water, fire, or other type of exposure. Record reclamation specialists may be needed to preserve the documents. A specialist should be allowed to handle such materials.

Flood or Water Leakage Problems

In the event of a flood or water leakage, the following county personnel should be immediately advised:

Official where the problem is located
County Clerk
Building and Grounds and custodian

During Office Hours

The employee discovering a flood or water leakage should immediately contact the official where the problem is located and Building and Grounds. The official should notify the Clerk. The County Clerk should advise Building and Grounds (if not previously advised), Chairman of the Board, and other officials on a need-to-know basis.

After Hours

Notify the County Clerk and Building and Grounds upon discovery or notification of a flood or water leakage problem. The County Clerk should notify the custodian, all affected department heads and the Chairman of the Board.

Utilities

Building and Grounds or the custodian should determine if all utilities need to be shut-down or specific areas need to be cut off.

County Personnel

During work hours, a decision will be made regarding the need for a full evacuation, a partial evacuation, or no evacuation. Employees should be advised of the emergency situation and the level of danger.

In wet or flooded areas, county personnel must not enter until utilities have been shut off.

Once entrance to such areas is authorized, personnel must not handle or move wet or damaged records. Employees should not move equipment or any other materials until utilities have been shut off.

Record Preservation

In the event the facility is damaged and personnel can return to offices, do not handle any records that show water, fire, or other types of exposure. A record reclamation specialist may be needed to preserve the documents. Only a specialist should be allowed to handle such materials.

Notification of Flood Warning or Discovery of a Flooded Area

Upon notification that a flood warning has been issued and the facility may possibly be flooded or a flooded area has been discovered, the following procedures must be followed:

- Each county official must determine which vital records are to be moved to a safe and secure higher location.
- In wet or flooded areas, county personnel must not enter until utilities have been shut off.
- Only after all vital records have been moved should equipment and other materials be moved to a safe and secure area.
- Additional personnel may be required to provide security for the above materials.
- Do not move documents that have been damaged.
- Cartons that are partially wet may be moved to a more secure location. However, do not remove the wet documents from the container.

Water Leakage

Upon notification that a water leak has been discovered, the following procedures will be followed:

- Each county official will determine which vital records are to be moved to a safe and secure location.
- In wet or flooded areas, county personnel must not enter until utilities have been shut off.
- Only after all vital records have been moved should equipment and other materials be moved to a safe and secure area.

- Additional personnel may be required to provide security for the above materials.
- Do not move documents that have been damaged.
- Cartons that are partially wet may be moved to a more secure location. However, do not remove the wet documents from the container.

Chemical Usage in County Facilities

Each county official must maintain a list of chemicals used in his/her area. This list must contain those chemicals which carry an adverse warning label, such as “Warning—Danger” or other such adverse wording. Included would such common office products as “White-Out.”

Exception: Such materials that are common to household use and are being used in the workplace in the exact same manner are exempt from this requirement.

A current Material Safety Data Sheet (MSDS) of such materials must be on file in the immediate work area. *Exception:* A copy of the MSDS must be maintained at the highway superintendent’s office or, if there is no highway superintendent, the Clerk’s Office.

The MSDS must be acquired from the supplier (vendor) or manufacturer. No chemical can be used in the workplace without a MSDS except as noted in this procedure.

Exception: Gun-powder, bullets, and other related materials are exempt from these regulations. However, chemicals used in photography, fingerprinting, etc. are not excluded.

If a new MSDS is issued and old material is still available, both MSDS’s must be maintained on file. Only after three (3) years of unavailability of the old material may the old MSDS be discarded.

Each county official is responsible for the training of employees prior to the employee’s first exposure.

Employees will be trained in how to use the MSDS and where they are located in the workplace. When any new chemical is introduced into the workplace, the department head will familiarize employees exposed to such chemical by reviewing with them the MSDS.

If an employee is sickened by exposure to a chemical, a copy of the MSDS must be provided to the attending medical practitioner.

Chemicals should remain in their original container (packaging). If a chemical is transferred to a second container, the following information must be on the second container:

- Chemical or product name
- Emergency phone number
- Special precautions needed

Chemicals used in the workplace must only be used in accordance with the manufacturer's or supplier's instructions.

Spills must be contained, cleaned up, and disposed of in accord with manufacturer's directions. See the MSDS.

If a spill occurs and the fumes are toxic, extremely flammable, or otherwise dangerous to yourself and/or others, follow the evacuation procedures. Call 9-1-1 after advising others and implementing the External Evacuation Procedure and exiting the facility or area.

Report the following to 9-1-1:

- Exact location of the spill
- The type of chemical spilled
- Action being taken

Follow the Nebraska Department of Environmental Control and Environmental Protection Agency reporting procedures for any spill of a classified hazardous material. See Spill Control Procedure required to be followed by the State Fire Marshall, the Department of Environmental Quality and the Environmental Protection Agency.

Systems Failure

In the event that there is a systems failure for an extended time, the County board Chairman can order a county facility closed. However, each department head must decide how to proceed for isolated events. These situations include, but are not limited to, the following:

- Air-conditioning goes down during an extremely hot period
- Heating system goes down during an extremely cold period
- All electrical utilities are disrupted
- Flooding or other major disruption

If the entire facility is to be closed for more than a few hours, it would be advisable to notify the news media so as to not inconvenience members of the public. If a specific office or group of offices is to be closed, an announcement would also be advisable.

Each county official should be responsible for setting up a notification process for his or her employees.

Emergency Closing of County Facilities

Due to extreme weather conditions or other emergency situations, it may be necessary to close one or more county facilities for the safety of employees and the public. In the event of such a closing, the news media should be advised by a designated county official.

The County Clerk or a designated official should communicate with key personnel of other agencies regarding the closing of the facilities. It should be the responsibility of such key personnel to advise their employees and supervisors.

Acts of Violence

Bomb Threat – Telephone

The Sheriff's Department should conduct training covering each possible Act of Violence.

Telephone Threat

Any employee who receives a telephoned bomb threat should write down the information provided and, if possible, ask the following:

- When will the bomb go off?
- Where is it located?
- What kind of bomb is it?
- What is your name?
- Why are you doing this?

Write down the following:

- Male or female
- Time
- How old does the individual sound?
- Any accent
- Tone of voice:
 - Angry
 - Soft
 - Loud

- Nervous
- Calm
- Any background noises:
 - Factory
 - TV/radio
 - People
 - Vehicle traffic—trucks—cars
- Individual sounds like

NEVER ASSUME THAT SUCH CALLS ARE A HOAX

The individual making the threat should hang-up . . . do not hang up—keep the line open. When the call is finished:

- Notify (in as calm a manner as possible) your supervisor, department head or senior employee present.
- Try to be as calm as possible and ask members of the public to leave.
- Evacuation will be dependent upon the expected time of detonation. If it is unknown, assume that detonation is in the very near future and an evacuation of the facility must be immediately executed.
- Evacuation procedures previously described in this policy should be followed by all personnel.
- Under this condition - time unknown – and the evacuation is ordered, all personnel will evacuate. Then, when at the Safe Area, the sheriff, emergency manager, and county attorney should be notified.
- If a time was given which is 30 minutes or more, start an EMERGENCY SHUT-DOWN of the facility. The sheriff should be notified and evacuation will be ordered by your county official or the senior employee present.
- In some instances, experienced law enforcement personnel may request that specific employees assist them in identifying various legitimate packages in various offices. Office personnel are familiar with what is a “known” package or “belonging” item and what may be a ‘suspicious” package or item.
- Regardless of who issues the evacuation order, it will be considered to come from the Chairman of the Board, the sheriff, or the county attorney. Each has the authority to evacuate a county facility under emergency conditions and all personnel must comply with this order.

- No official, employee, or member of the public will be permitted to enter or re-enter the facility without being given specific authority by the county official in charge.
- When it is safe to return, an announcement will be made and all employees are to return to their work station.

If the alleged bomb is to go off in the immediate future, an evacuation of the facility will be immediately executed.

If no time was given for the bomb to explode, it is to be assumed it may detonate in a very short time and, therefore, an evacuation of the facility will be immediately executed.

Threat-Mail or Suspicious Packages or Powders

Suspicious Unattended Package

Do not handle unattended or suspicious packages.

No containers, packages, briefcases, bags, purses, or knapsacks shall be left unattended in any county facility. Employees must place such personal articles in a specific location, unavailable to the public, for security of the item and so that such items will not be unintentionally identified as “suspicious.”

If an unattended package is observed and other people are in the area, immediately ask if the package belongs to any of those present. If ownership is claimed, request that such items not be left unattended as there is a posted **(do we have such signs?)** county rule regarding unattended packages.

If no one claims the package, immediately notify the sheriff and then your supervisor or department head. Evacuation of the area will then be ordered.

Law enforcement personnel trained in handling suspicious packages will take control of the facility and advise officials how to proceed. When the facility is declared safe, all personnel will return to their work station.

Suspicious Package Delivered

Suspicious packages may be delivered by various carriers or arrive in the mail.

Suspicious packages or mail would include the following:

- No return address
- Suspicious exterior markings or words
- Suspicious postal markings
- Others issues concerning the package that cause suspicion.

Immediately, put the package down. No one should further handle the package. Immediately notify the sheriff. The sheriff will evaluate if evacuation is needed. If evacuation is ordered, follow the evacuation procedures.

If material arrives and, once opened, it causes concern that a bio-hazard or bomb threat exists, contact the sheriff and follow any instruction given. **NEITHER YOU NOR OTHER EMPLOYEES SHOULD HANDLE THE MATERIAL.** (Preservation of evidence or activation of a specific type of device may occur from handling.)

Suspected Bio-Hazard Exposure

If you or others are exposed when opening a package or letter and dust or other debris permeates the air, do the following:

- Do not assume the situation is a hoax
- The package should not be further handled by you or other employees
- Alert your supervisor or department head and the sheriff
- Call 9-1-1 (Procedures are in place for dealing with suspected bio-hazard exposure by police and fire departments.)
- Close the office and all personnel must remain in the office. This includes members of the public. Try to keep conditions as calm as possible. Do not restrain members of the public from leaving; try to encourage them to stay for both safety and health reasons. If any do leave, attempt to get their name, address, and destination if other than home.
- Shut off any fans and air-conditioners and close any open windows or doors.
- Contact the custodian and have all air circulating systems shut down.
- If possible, remain calm.
- Emergency response personnel should advise how to proceed.

Terroristic Threat or Violence

A terroristic threat or act of violence must be immediately reported to your supervisor, department head, the county attorney, or Chairman of the Board.

Both a written and verbal report must be submitted as soon as practicable.

Responding to the Threat

If the threat is made in person, attempt to determine why the individual is making threatening statements.

If eye-contact appears to be agitating the individual, divert your eyes.

Place your hand in a neutral position.

If possible, maintain a “comfortable space” with a barrier between you and the addressor.

Use the “parroting technique” in an attempt to defuse the situation or ask the individual to fully explain what the problem is and how he or she would like you to “correct” it.

Attempt to have your supervisor or department head address the situation with the individual.

Attempt to alert other employees of the escalating situation; use a pre-arranged code phrase.

As long as a “discussion” is occurring, do not use the phone. If other employees are alerted to the situation, one should go to a different area and call 9-1-1. However, when the situation has reached the point where physical aggression is possible or has occurred, call 9-1-1 immediately.

In a situation where gunfire is heard, do not run out into the hallway. Start EMERGENCY SHUT DOWN PROCEDURES-ACTS OF VIOLENCE immediately. The Sheriff’s Department will assist county officials in developing these procedures.

Call 9-1-1 and describe the situation, the possible or specifically known location and other important details.

Take cover under a desk, in a closet, vault, or other possible safe haven.

If there is a direct ground level exit from your office, use it. If there is a fire escape or other means of exterior exit from your office, use it. Do not use an exterior exit if it will place you in view of the aggressor. Do not run out into hallways unless such an area is known to be safe.

Provide any aid possible to injured individuals.

Provide any comfort possible to co-workers or others.

If a Swat Team enters the facility, remember they do not know who is who and all personnel may feel threatened. They know their job . . . let them do it and follow all instructions.

Blood Borne Pathogens

Special precautions must be taken to prevent you from being exposed to various diseases whenever the possibility exists that your work will routinely bring you into contact with human blood or body fluids.

Special vaccinations and training are available to workers who must be exposed to blood or body fluids as part of their job. Your supervisor will notify you if these vaccinations and training are recommended for your position.

Use the following guidelines and rules for dealing with blood or body fluid materials:

- Treat all blood and body fluid materials as if they were infectious. Universal precautions should be employed at all times.
- Use appropriate protective equipment when dealing with blood or body fluids.
- **Do not** handle blood or body fluids unless you are properly trained and equipped. If you are not, the only action you are expected to take would be to cordon off the area to prevent exposure to others. Notify your supervisor immediately for clean-up or further instructions.
- Follow your department's standard operating procedures and safety guidelines at all times when dealing with blood or body fluids.
- Report any unprotected exposure to blood or body fluids to your supervisor.

This is the last of the additions to the Safety Manual. The following pages were in the old manual and have been moved down in case they are considered for addition to the new one.

As the title implies, this section of the manual will contain subsections dealing with safety guidelines pertaining to all Scotts Bluff County employees' dress and behavior, shop and office safety, and vehicles and equipment which are used on a common basis by County employees.

I. Safety Rules for Employees

A. Attire

1. Field employees should wear hard-soled foot protection at least ankle high.
2. Shorts and cut-offs are not allowed when working outside; shirts are required.
3. Safety wear such as gloves, vests, hard hats, respirators, ear protection, and safety glasses will be worn as the situation demands.
4. Pockets should be free of objects that could poke or cut.
5. Ties, loose-fitting clothing, rings, watches, or other jewelry, should not be worn when working around moving equipment.

B. Intoxicants and Narcotics

1. The use of drugs and alcohol prior to or during working hours is strictly prohibited.
2. Supervisors will not allow an employee to work if that employee reports to work in an intoxicated or drug impaired condition.
3. All employees will comply with the Drug-Free Workplace Policy as stated in the Scotts Bluff County Personnel Manual

C. Conduct

1. Horseplay and practical jokes which could create an unsafe situation will not be allowed.
2. Intentional misuse of machinery or equipment is prohibited.
3. Employees are expected to develop and maintain a safety attitude at all times.
4. Personal problems on and off the job should not distract from safety awareness.
5. Unsafe shortcuts should never be used. The only correct way to perform a job is the safe way.
6. Face traffic if at all possible when working or walking on a busy street.

D. Proper Lifting Techniques

1. Inspect the area around the object and the route over which it will be carried.
2. Inspect the object to determine the best way to grasp it.
3. Get additional help if the object is too heavy or large to lift alone.
4. Make a preliminary heft to make sure the load is within lifting capability.
5. Set feet solidly and well apart with one foot slightly ahead of the other.
6. Crouch as close to the object as possible.
7. Keep the spine as straight as possible – **do not** arch the back.
8. Grip the object firmly, lifting one end slightly. Grip it firmly so it will not slip.
9. Lift the object by straightening the legs, keeping the spine as straight as possible.

E. Employee Safety Orientation

1. Each employee will keep a current address and phone number on record with the County Clerk for accident notification purposes.

2. Each employee will receive training in the use of the Scotts Bluff County Safety Manual.
3. Each employee will periodically review all sections of the manual pertaining to his/her job.
4. Elected officials and department heads are responsible for arranging training on the details of the manual with new employees and answering any questions they may have.

II. Accident Reporting

A. All Accidents

1. All accidents, regardless of size or nature, must be reported.
2. Hazard and accident report forms are available through the Clerk's Office, the supervisor, elected official, or department head. Samples are available in Section VI of the Safety manual.

B. Traffic Accidents

1. Stay at the scene until a police officer arrives if involved in an accident with a privately owned vehicle or other property.
2. Make **No** statements about the accident to anyone other than a police officer or supervisor.
3. Fill out an automobile loss form as well as accident forms required by law.
4. Fill out a required Workers' Compensation Form if personal injury occurs to the employee.

C. In-House Accidents

1. In-shop accidents involve County property only. No police investigation is involved unless there is personal injury.
2. An "In-House" Accident Report form needs to be filled out.
3. Personal injury accidents will not be reported with an "In-House" Accident Report form.

D. Personal Injury Accidents

1. Accidents which require medical attention must be reported on a Workman's Compensation Report form.
2. All accidents that result in personal injury will be reported on a Workman's Compensation Report form.

Section III

Office Safety

- I. General rules of safety are most often regulated by common sense
 - A. Keep all desks and cabinets clean and orderly - good housekeeping in the office is a must.
 - B. Keep drawers and cabinet doors closed – an open desk or cabinet drawer is a hazard which can cause workers to trip or collide.
 - C. Open only one (1) filing cabinet drawer at a time – the standard four-drawer filing cabinet can cause injury if it upsets as a result of opening a heavily loaded top drawer while others are left open.
 - D. Use handles when closing desks, doors, files, or safes – fingers can get in the way of the closure.
 - E. Use all chairs in a sensible manner – **don't** tilt them or slump back – the added strain on the chairs can cause them to break or slip, resulting in an injury. **Don't** keep defective chairs in use.
 - F. Use a safe ladder or step stool for climbing or reaching high – **do not** use make-shift boxes, cabinets, chairs, etc.
 - G. Make sure that typewriters, adding machines, phones, and other office equipment are properly fixed in place.
 - H. **Do not** attempt any electrical repairs – call maintenance personnel.

- I. Arrange the work area to avoid cords which interfere with walkways – cords on electrically operated machines and phones create a tripping hazard when left on the floor or across walkways.
- J. Place extension cords so that they do not lie in traffic areas (tripping hazard) or through doors which may be closed and cut the cord.
- K. **Do not** remove the ground prong of a three-prong plug – electrical equipment with a three-prong plug require a three-hole receptacle. If an adapter must be used to accommodate a two-prong receptacle, have maintenance personnel assure that the adapter is properly grounded.
- L. **Walk**, don't run. Keep to the right when walking in hallways, especially at corners.

- M. Read while seated at the desk, **not** while walking.
- N. Use the handrails and take your time when using stairways.
- O. **Do not** stand and talk in front of a closed door that way be suddenly opened.
- P. **Smoke** in designated places only – use ash trays, not wastebaskets.
- Q. Avoid spilling or splashing liquids on the floor. Clean up spills immediately or place an obstacle to alert others while arranging for clean-up.
- R. Keep work area free of clutter – slips of paper, pencils, even paper clips on the floor can cause a slip or fall.
- S. Keep your mind on the job – daydreaming is a dangerous habit.
- T. Keep pens and sharpened pencils placed down in pencil holders. Other sharp objects (scissors, letter openers, etc.) should be covered or placed to prevent injury.
- U. Carry pencils, pens, scissors, etc. in such a manner that the sharp end cannot cause injury to yourself or others.
- V. Report all defective equipment to the supervisor or maintenance personnel for repair.
- W. **Remember**, report all on-job injuries to the supervisor immediately.
- X. Building Maintenance
 - 1. Replacing bulbs or fluorescent tubes:
 - a. Ask persons to move from under fixture.
 - b. Select ladder of proper height.
 - c. Remove globe or fitting and place on desk or floor beneath ladder.
 - d. Remove bulb with protective device if bulb is hot.
 - e. Be sure fluorescent tubes are properly locked in place after replacement.

- f. Use both hands to replace globe and fittings, making sure they are secure.

Y. Specific Safety Instructions

Specific safety rules developed for individual offices and departments may be included in this section. Become familiar with all these rules and pay strict attention to those governing your specific activities. If certain activities are not included in this section, check with the supervisor or foreman.

Section IV

Special Situations

This section will deal with situations which are not faced on a daily basis. However, the potential for these situations to arise is present and guidelines need to be presented. Special situations can include acts of nature as well as human acts, both accidental and intentional. Scotts Bluff County has produced an Emergency Operations guide which details responses to various uncommon situations, and the responsibilities of each part of the County in case of a wide scale disaster. Each front line supervisor should be well acquainted with this guide to insure a quick response in time of disaster.

I. Tornado

A. Be aware of severe weather terms:

1. Severe thunderstorm watch – forecast of possibility of severe thunderstorms, hail, and damaging wind.
2. Severe thunderstorm warning – a severe thunderstorm is approaching.
3. Tornado watch – conditions are favorable for a tornado to occur and the public should be prepared to take shelter.

4. Tornado warning – a tornado has actually occurred or been sighted. The public should take shelter immediately.
- B. An alert system for each county facility (Public Address System or word-of-mouth chain) should be developed to inform employees of hazards.
1. Severe thunderstorm or tornado watches should be announced to employees and the public at each facility. Everyone should be prepared to take further action if a Warning is issued.
 2. Warnings should be transmitted as quickly as possible to everyone in the facility.
 - a) Warnings should be transmitted over public address systems if available. Each building will have to determine what type of system will work best. Handheld bullhorns could be employed if no public address system exists.
 - b) An announcement should be made that a tornado warning has been issued for the area. The plan for evacuating to the designated tornado shelter should be put into effect.
 - c) All areas and persons in the building must be warned.
 - d) All offices should be secured (lights out, doors locked, gates down) and **all employees must go the designated shelter area**. Others in the building should be encouraged to go also.
- C. Designated shelter areas have been established for the following buildings (other locations are designated in individual shelter plans):
1. Administration Building – go to lower level hallway. Do not lock doors to outside as this building is also a shelter area for the general public during regular business hours.
 2. Courthouse – go to lower level hallway in the Administration Building. The Courthouse is not a designated shelter.
 3. Jail – employees go to the lower level shelter area. Inmates will be housed as specified in the Adult Corrections plan.
 4. Other County Buildings – each building should have a designated shelter plan outlined in the Safety Manual. If assistance is needed to determine the shelter area, contact the Emergency Management Office.

- D. Employees in vehicles must remain aware of the weather conditions and be aware of tornado preparedness. Listen to the radio and if a tornado seems eminent, stop the vehicle and take cover in the nearest ditch or ravine – lie face down. Cover head with hands. If a home or other building is available, seek out the lowest interior room. Avoid trailers and large, poorly supported roofs like gymnasiums. Do not try to out-run a tornado.

II. Lightning and Electrical Storms

- A. Lightning causes more direct deaths than any other weather hazard. Use the following guidelines if lightning threatens:

1. While you are inside:
 - a. Stay inside.
 - b. Stay away from open doors and windows, radiators, metal pipes, sinks and plug-in electrical objects such as radios, electric typewriters, computers, etc.
 - c. **Do not** use the telephone. Lightning may strike the telephone lines outside.
2. While you are outside:
 - a. Seek shelter in a building, but avoid small sheds or shelters in exposed locations.
 - b. Seek other shelter if buildings are not available.
 - 1) Lie flat in a ditch or ravine.
 - 2) Hide in dense woods (be alert for falling trees), a cave, a deep valley, or at the base of a steep cliff.
 - 3) Seek shelter in the cab of a rubber-tired vehicle, if available.
 - c. **Do not** handle chains, metallic tape, or any other metal object.
 - d. Keep away from wire fences, overhead utility lines, rivers, and lakes.

- e. Avoid tops of ridges, hilltops, wide-open spaces, ledges, and outcroppings of rock.
 - f. Sit or lie down if out in the open country. Avoid grouping together, large or isolated trees, and being the highest object.
 - g. Drop or take off anything metal that you may be wearing or carrying.
 - h. Lightning may be about to strike if you feel an electrical charge (hair stands on end, skin tingles). Drop to knees and bend forward, putting hands on knees, or lie down quickly in a ditch or depression.
- B. The most common injuries caused by lightning are burns, possibly accompanied by heart and breathing stoppage. Use the following guidelines if someone is struck by lightning:
- 1. First aid may start immediately since the victim does not retain the electrical charge.
 - 2. Treat victims with mouth to mouth resuscitation, cardiac massage, and artificial respiration, if needed.

III. Earthquakes

- A. Scotts Bluff County is in a moderate earthquake hazard zone. Earthquakes are caused by underground volcanic forces or shifting of rock beneath the surface. They are unpredictable and may strike without warning. Earthquakes range in intensity from small tremors to severe shocks, and may last anywhere from a few seconds to as long as five minutes. Earthquake injuries usually result from falling debris rather than from the direct movement of the earth. Disruption of communication lines, light and power lines, and sewer and water mains can be expected.
- 1. Use the following guidelines if an earthquake strikes when inside:
 - a. Stay inside. Keep calm, and stay where you are. Most injuries occur when people decide to enter or exit buildings.
 - b. Watch out for falling plaster, light fixtures, glass, bookcases, file cabinets, etc.

- c. Stay away from windows and mirrors. Crawl under a table or desk, sit or stand against an inside wall away from windows, or stand in a strong inside doorway.
 - d. **Do not** use open flames during the tremor.
2. Use the following guidelines if outside:
- a. Avoid high buildings, walls, power poles, and other objects that may fall. Move to open areas away from hazards.
 - b. If surrounded by buildings, seek shelter in the nearest strong one.
3. Use the following guidelines if in an automobile:
- a. Stop in the nearest open area if possible.
 - c. Stay in the vehicle.
4. Use the following guidelines after the tremor is over:
- a. Check for injured people. **Do not** move seriously injured people unless they are in immediate danger.
 - b. Evacuate the building if it may have been damaged. After shocks can level severely damaged buildings.
 - c. **Do not** use the telephone except to report an emergency situation. If a call is necessary, dial **911 (9-911)**. Be sure to give name, office location, and telephone extension.
 - d. **Do not** use plumbing or anything electrical (including elevators) until after the utility and electrical lines have been checked.
 - e. Open doors carefully, watching for objects that may fall.
 - f. **Do not** use matches or lighters – there may be gas leaks. Watch for fires that may have started.
 - g. Keep streets clear for emergency vehicles.
 - h. Be prepared for additional earthquake shocks.

IV. Chemical Spills

- A. Most Scotts Bluff County personnel do not, on a routine basis, handle great quantities of chemicals which are potentially harmful if spilled.
1. Use the following guidelines if a chemical spill occurs in a building:
 - a. Close the door behind the spill and stay clear of the immediate area.
 - b. Call **911 (9-911)** and give the following information:
 - 1) What type of chemical was spilled
 - 2) What amount was spilled
 - 3) The exact location of the spill (building, room, etc.)
 - 4) Name, office number, phone extension
 - c. Stay on the line - **do not** hang up until you are told.
 - d. After the call is completed, wait at a safe distance from the spill until help arrives.
 - e. Flush the exposed area if a chemical spill has occurred on skin or in eyes.
 2. Use the following guidelines if a fire starts as a result of a chemical spill:
 - a. Close the door behind the spill and the fire.
 - b. Pull the nearest fire alarm to evacuate the building.
 - c. Call **911 (9-911)** and give the following information:
 - 1) What type of chemical was spilled
 - 2) The amount of chemical spilled
 - 3) The exact location (building, room, etc.)
 - 4) Name, office, phone extension
 - d. Stay on the line – **do not** hang up until told.

- e. Wait a safe distance outside the building until help arrives.
3. Use the following guidelines if a spill occurs outside:
- a. Call **911** and give the following information:
 - 1. Determine the exact location so the proper Fire Department can be notified
 - 2. Attempt to identify the material.
 - 3. Give your name.
 - 4. Notify the proper supervisor or highest ranking supervisor available.
 - b. Field personnel should use the following guidelines:
 - 1. Notify the Fire Department by the quickest means available.
 - 2. Protect citizens from the spill area while avoiding personal contact with the chemical.
 - 3. Provide first aid treatment to anyone already affected if it can be done without danger. **Don't** turn 1 victim into 2 by carelessness.
 - 4. Work with the Fire Department if help is requested by loaning equipment, manually helping with the cleanup, operating equipment, etc.

The Fire Department will probably handle the entire cleanup if deadly chemicals are involved. In such case, the Fire Department will assume responsibility for any loaned equipment being returned in a clean and safe condition.
 - 5. Follow the instructions of the Supervising Fire Fighter if less dangerous spills such as diesel fuel call for more Maintenance Division involvement in the cleanup.
 - 6. **Never** make an assumption as to the danger level involved with a spill. Contact the Fire Department and let trained experts make these judgments.

V. Radiation Accidents

A. Use the following guidelines if any visitor or employee is exposed to an unusual dose of radioactive material or radiation:

1. Call **911 (9-911)** and tell the operator the exact location of the incident (building, room, etc.) and any details you know.
2. Be sure to include your name and office number. **Do not** hang up until told to do so.

B. Use the following guidelines if there is a spill or loss of radioactive material:

1. Tell all personnel not involved in the spill to vacate the area at once.
2. Close all windows and shut off fans and air conditioners immediately.
3. Flush the exposed area with water if the spill has occurred on the skin.
4. Discard outer clothing at once if the spill has occurred on clothing.
5. Vacate the area, but stay in the area outside the room until you are released by a Radiation Safety Officer.

VI. Fires

A. A fire emergency may exist alone or in conjunction with another type of emergency (tornado, chemical spill, explosion, etc.). Trained fire fighters may not always be immediately available, but even if they are, **Do Not** endanger yourself or others in an effort to put out a fire.

B. Use the following guidelines if a fire occurs in your building:

1. Pull the nearest fire alarm to evacuate the building.
2. Call **911 (9-911)**. Tell the operator the exact location of the fire, your name, office number, and extension. **Do not** hang up until the operator releases you.
3. Spread the alarm. Know the exits routes and keep them open.

4. Evacuate the building, closing doors and windows behind you to confine the fire and prevent drafts. Keep doors and windows free of obstructions.
5. Disconnect all electrical equipment on fire, if safely possible. Know the location of equipment switches.
6. Assemble a safe distance away from the building. **Do Not** block driveways or areas to be used by fire apparatus. Each supervisor shall try to determine if any employees are not accounted for to notify the Fire Department.
7. **Do Not** re-enter the building until the Fire Department has declared the building safe.

C. Use the following guidelines if a fire occurs in a piece of equipment:

1. Shut down the engine or appropriate power source.
2. Set the park brake if so equipped.
3. Get all personnel or nearby individuals away.
4. Use an alternate communications source to notify the Fire Department. **Do Not** sit in a burning unit or attempt to call for help on the unit's radio.
5. Attempt to fight the fire only if there is no possibility of explosion. Get any nearby equipment which might be endangered or engulfed in fire away from the burning unit. Fires on units which have a high possibility of explosion (such as an asphalt kettle which is equipped with propane bottles) should be handled by Fire Department personnel only.
6. **Never** endanger life or limb in case of an equipment fire. Clear all employees and the public from the endangered area. Equipment can be replaced – human life cannot.

D. Use the following guidelines for maintaining fire fighting apparatus:

1. Service all apparatus on a regular basis, with a tag attached telling the date and who performed this service.
2. Service fire extinguishers (which must be equipped with a charge indicator) whenever the charge is expended or has gone below acceptable charge levels.

3. Replace with substitute units when extinguishers are temporarily removed for servicing.
4. Report any fire extinguisher which is not in proper operating condition.
5. Do not use build-in fire fighting equipment, such as the hose racks found in Maintenance Division facilities, for performing normal daily work activities. This equipment is for fire fighting purposes only.
6. Inspect all hose racks bi-monthly and have them checked annually for proper operation by professionals.

VII. Explosions

- A. Use the following guidelines if an explosion occurs in your building:
 1. Pull the nearest fire alarm to evacuate the building.
 2. Call **911 (9-911)**. Tell the operator the location of the explosion and, if known, the seriousness and any possible injuries to personnel. Be sure to give the operator your name, office number, and phone extension. **Do not** hang up until the operator releases you.
 3. Wait a safe distance outside the building until help arrives after you have completed the call.
 4. Direct responding emergency personnel to the explosion area and to any personnel who may have been injured.

VIII. Bomb Threats

- A. Use the following guidelines if you receive a bomb threat over the phone:
 1. Refer to the instruction card under your phone. Try to get all of the information listed.
 2. Listen carefully to the details of the threat and try to keep the caller talking until you are able to get the answers to the following questions:
 - a. When is the bomb going to explode?
 - b. Where is it right now?

- c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Did you place the bomb?
 - g. Why?
 - h. What is your address?
 - i. What is your name?
3. Jot down whether the caller is male or female; any distinctive voice characteristics the caller may have (i.e. accent, slurring, key words used); and any background noise that you may hear.
 4. Call **911 (9-911)** when the caller hangs up and relay all of the information you learned from the caller concerning the bomb and its location, etc. Be sure to give your name, office location, and phone extension. **Do Not** hang up until you are released.
 5. Remain quiet about the threat and stay where you are until you are contacted by the police or fire department. The police, in cooperation with the fire department, will give the order to evacuate the building if necessary.

IX. Civil Disorder

- A. Use the following guidelines if the possibility exists that a facility may be taken over by rioters or demonstrators:
 1. Call **911 (9-911)** to notify the police as soon as possible.
 2. Leave the facility peacefully (all building personnel).
 3. Remove all personal property, important files, and equipment, if possible.
 4. Shut off all electrical power to the building.
 5. **Do Not** antagonize demonstrators. Use force in self defense only. All actions taken against demonstrators should be done by the police.

X. Blood Borne Pathogens

- A. Special precautions must be taken to prevent you from being exposed to various diseases whenever the possibility exists that your work will routinely bring you into contact with human blood or body fluids.
- B. Special vaccinations and training are available to workers who must be exposed to blood or body fluids as part of their job. Your supervisor will notify you if these vaccinations and training are recommended for your position.
- C. Use the following guidelines and rules for dealing with blood or body fluid materials:
 - 1. Treat all blood and body fluid materials as if they were infectious. Universal precautions should be employed at all times.
 - 2. Use appropriate protective equipment when dealing with blood or body fluids.
 - 3. **Do Not** handle blood or body fluids unless you are properly trained and equipped. If you are not, the only action you are expected to take would be to cordon off the area to prevent exposure to others. Notify your supervisor immediately for clean up or further instructions.
 - 4. Follow your department's standard operating procedures and safety guidelines at all times when dealing with blood or body fluids.
 - 5. Report any unprotected exposure to blood or body fluids to your supervisor.