Horry County
SOUTH CAROLINA
Committed to Excellence

HORRY COUNTY SAFETY POLICY

Horry County, S.C.

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Approved by: _____ Date: 4/10/18

County Administrator

HORRY COUNTY

SAFETY POLICY STATEMENT

Horry County's objective is to conduct all operations as safely and efficiently as possible. The County Administrator and all Assistant County Administrators recognize that the prevention of accidental losses affecting employees, property, and the public will enhance the operating efficiency of County Government.

Furthermore, a proactive loss control posture requires that sound loss prevention measures are of primary consideration and take priority over expediency in all operations.

Also, the County will endeavor to provide a work environment as free from hazards as possible through the establishment and implementation of loss control policies and procedures, and their subsequent modifications, improvements and additions as needed that are designed to provide optimum protection to County employees, members of the public, and public and private property.

Therefore, the County will support compliance with all Federal and State safety regulations, provide and require as needed the use of personal protective equipment by all employees; and ensure that all employees are advised of and understand their loss prevention responsibilities in the performance of their work.

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POLICY

Horry County Government is firmly committed to providing each of its employees a safe and healthy work environment. Safety training, implementation, and adherence are a matter of County policy, as well as state and federal laws. Horry County Government has implemented this Safety Policy as outlined herein.

PURPOSE

Federal and State regulations require the establishment and continual enforcement of safety training programs. Employers are required to conform to standards as stated in Occupational Safety and Health Administration and other state and federal regulations. These policies outline responsibilities of employees at all levels, and spell out how requirements are to be accomplished when a written program is required.

APPLICABILITY

This policy applies to all employees of Horry County Government. Adherence to this policy and all state and federal regulations is a condition of employment for all employees. Employees that fail to meet these requirements may be retrained, disciplined, or terminated as necessary. Maintaining a safe work environment is not optional.

REFERENCE

This policy and all Standard Operating Procedures have been derived directly from South Carolina Occupational Safety and Health Act-Standard 29 CFR parts 1910 and 1926.

RESPONSIBILITIES

COUNTY COUNCIL
The Horry County Council supports a countywide safety program through budgetary considerations.

COUNTY ADMINISTRATOR
The County Administrator, through the Risk Management staff, is responsible for overall management and administration of the Safety Program.

ASSISTANT COUNTY ADMINISTRATORS
Assistant Administrators are responsible for providing oversight and guidance in matters pertaining to safety for assigned departments. Assistant Administrators are responsible for:

- Ensuring departments are in compliance with county, state, and federal safety policies and regulations.
- Ensuring departments budget for required safety items and programs.
- Ensuring department heads are providing consistent disciplinary actions in order to promote adequate safety.
- Addressing safety concerns of departments.
- Ensuring departments submit quarterly reports on safety.
- Holding departments accountable for incidents that occurred under their supervision.

RISK MANAGER
The Risk Manager is responsible for overseeing all aspects of the safety program and ensuring consistency with the County's mission "to provide quality, responsive service and maintain a clean, safe and well-planned environment for the enjoyment and benefit of our residents, visitors and businesses" as well as our employees. The Risk Manager is responsible for:

- Managing the risk, claims administration and insurance programs of the county to control risks and loss.
- Reviewing all contracts to reduce county liability.
- Reviewing Safety Council minutes and assessments.
- Communicating safety program progress and directions to the County Administrator.
- Reviewing, acquiring, and managing the County's insurance programs.

ASSISTANT RISK MANAGER
The Assistant Risk Manager coordinates activities of insurance and loss control in administering the County's insurance programs and ensuring that the County is properly protected against all risks and losses. The Assistant Risk Manager is responsible for:

- Ensuring that the County is properly insured against claims and losses, including but not limited to, health coverage, automobile liability, general liability, workers' compensation, crime, property damage, boiler and machinery, builder's risk, and commercial surety.
- Working with all organizational levels to create programs and interventions that mitigate risk.
- Reviewing annual insurance policies and preparing applications for coverage including obtaining and organizing exposure data for underwriters.

- Generating data on losses to identify areas of risk within the County and provides all departments with loss data schedules to ensure departments are aware and monitoring their respective department's claims experience.
- Assisting with safety and loss prevention training as needed to reduce losses.
- Reviewing contracts and leases for compliance with standard procedures and management policies regarding the assumption of risk and liability in County operations.

SAFETY MANAGER

The Safety Manager is responsible for the overall supervision of the Horry County safety program. The Safety Manager will work with management and other entities to ensure all areas of safety are addressed. The Safety Manager is responsible for:

- Developing and delivering programs to ensure the county's compliance with federal, state, and local safety-related regulations; in addition to other environmental health, safety, and loss prevention standards and guidelines.
- Conducting claims investigations to identify significant hazards and corrective actions in conjunction with department supervisors.
- Performing regular physical inspections of county operations, grounds, buildings, and equipment and monitoring of employees to ensure safety compliance.
- Developing, delivering, and providing ongoing safety and loss prevention training.
- Developing safety initiatives and programs that promote operational efficiency.
- Serving as a liaison to Safety Council to oversee accident review assessments and provide administrative support as necessary.

CLAIMS MANAGER

The Claims Manager is responsible for the overall processing and handling of claims filed by employees, the county, and the public. The Claims Manager will work with providers, third party administrators, management, and other individuals to assure that all areas are addressed. The Claims Manager is responsible for:

- Recording, filing, and reviewing all incidents, claims, and loss control data.
- Reviewing workers compensation claims, investigating compensability, approving medical treatment, determining liability entitlements, and negotiating and approving lump sum payments in accordance with the relevant legislation and regulations.
- Acting as primary liaison with department managers/supervisors, injured employees, medical practitioners, external providers, legal representatives regarding workers compensation matters.
- Keeping staff informed of new claim procedures and compliance issues.
- Preparing, distributing, and issuing reports as required or recommended by federal, state, and local regulations.
- Coordinating Horry County's return to work program.

CLAIMS COORDINATOR

The Claims Coordinator is responsible for assisting with the overall claims handling process. The Claims Coordinator will work all relevant parties to assure that all areas are addressed timely and thoroughly. The Claims Coordinator is responsible for:

- Receiving, recording and filing claims with applicable insurers.

- Assisting with providing documentation to claims administrators and legal counsel.
- Communicating with all levels of department staff in evaluating claims and providing claims status updates.
- Conducting claim investigations to assist in determining compensability.
- Receiving and processing subrogation and settlement payments from insurers.
- Assisting as needed with the implementation of county safety programs, guidelines, procedures and policies.

DEPARTMENT HEADS

Department heads are responsible for all safety programs and activities within their department. They will identify and/or address safety issues of the department and encourage enthusiasm and interest in the safety program. Department heads are also responsible for providing the support, financial resources, and overall safety leadership in the department. They must aggressively implement and provide a positive direction for the County and department's safety program. Department heads are responsible for:

- Enforcing department, county, state, and federal safety policies and regulations.
- Providing leadership by setting the example.
- Developing policies and procedures and ensuring their compliance by all personnel under their direction.
- Implementing a means for employees to make safety suggestions and recommendations, taking appropriate actions on suggestions and communicating results to employees.
- Supporting safety activities, programs and policies.
- Identifying safety training requirements and needs of the department.
- Communicating safety updates to employees.
- Recognizing employees who positively contribute to the department's safety program.
- Reporting all accidents and incidents immediately to Risk Management.
- Investigating all incidents that involve their employees or occur within their work areas, and completing final documentation of such within 48 hours.
- Reviewing and investigating all incident reports and taking action to eliminate probability of recurrence.
- Correcting hazards identified by subordinates and Risk Management staff in a timely manner.
- Training of employees initially and annually as needed.
- Orientating new employees to hazards, safety procedures, and work assignments prior to placing them at work.
- Ensuring that all employees are physically and mentally capable of performing assigned tasks.
- Holding supervisors accountable for preventable incidents, injuries, and property damage incurred under their supervision.
- Ensuring regular safety meetings are conducted with employees to review accidents, analyze their causes and promote free discussion of work hazard problems.
- Making quarterly reports to their Assistant Administrator on safety.
- Establishing specific time frames for employees to comply with department and the County’s safety policies and procedures.

- Designating in writing a Department Safety Coordinator and alternate as a focal point for all safety matters within the department.
- Ensuring that all employees under their supervision that are required to wear any type of respirator have had necessary medical testing and respirator fit testing completed prior to wear of respirators
- Providing personal protective equipment and instruction as required and follow up on proper use of safety equipment
- Ceasing any unsafe operation until deficiencies have been corrected and take steps as necessary to eliminate recurrence; training, disciplinary action, etc.
- Obtaining bids/estimates, certificates of provider's liability insurance, funding, and authorization to complete repairs and modifications that resolve safety issues in a timely manner.

SUPERVISORS

Supervisors shall thoroughly instruct their personnel in safe practices to follow in performance of their work and enforce all safety standards and requirements. Supervisors shall act positively to eliminate potential hazards within activities under their jurisdiction and they will set the example of good safety practices at all times. Principal duties of supervisors are as follows:

- Enforce all safety rules and procedures
- Immediately report and document all near miss situations, accidents/incidents, and injuries even if injury is not readily evident
- Provide leadership by setting the example, be responsible for operating safely
- Provide employees with complete safety instructions and training regarding their duties prior to the employee's actually starting work. Never leave an employee unsupervised that has not demonstrated complete understanding of the procedure at hand, including all aspects of safety awareness
- Conduct thorough inspection of all equipment before it is placed in operation and ensure defective equipment is not used
- Ensure equipment is properly maintained and not abused during use
- Continuously monitor employees performance and safety awareness for unsafe practices and conditions and take immediate corrective action
- Maintain good housekeeping standards and cleanliness during operations as required by law
- Provide safety equipment and protective devices for each job based on knowledge of applicable standards and on recommendation of Safety Director
- Conduct pre-task safety briefings, and encourage employee safety suggestions
- Give full support to all safety procedures, activities, and programs

EMPLOYEES

All employees are required, as a condition of employment, to exercise care in the course of their work to prevent injuries to themselves and to fellow workers. Employees are required to:

- Wear prescribed uniform and safety equipment while performing their duties
- Do not operate equipment without proper training or orientation, and without necessary guards in place

- Warn co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident
- Immediately cease the use of any equipment found defective and report it to supervisor
- Report all dangerous or unsafe conditions that exist in the workplace or in the County that could cause injury or damage to employees or the public
- Report all injuries and accidents regardless of severity, immediately
- Maintain tools and equipment, and use properly to eliminate possibility of injury from defective tools or improper use of tools
- Participate in all required safety and occupational health training and fully understand instructions before beginning work

SAFETY COUNCIL

This committee of appointed members meets regularly to review reported incidents involving county-owned vehicles and equipment. The Safety Manager or other Risk Management representative provides the agenda and keeps minutes of every meeting. The committee is responsible for**:**

- Reviewing incident details and evaluating operator and/or spotter actions to determine preventability.
- Recommending assessments for operators and/or spotter for preventable incidents.
- Providing recommendations on vehicle and driving safety matters to departments and/or County Administrator(s) for action.

The Risk Manager is responsible for issuing the point and monetary assessments as well as the retraining directives to the affected departments, pursuant to the Accident Review Guidelines. A Risk Management representative maintains the record of points accrued by each individual employee.

DISCIPLINE

Department Heads may request evidence collected by the Supervisor/Risk Management on all accidents involving safety violations.

It is recognized that some employees will violate work rules/policies and commit unsafe acts. Unsafe acts or safety violations should be corrected immediately. It should be emphasized that safe work rules/policies and driving procedures must be enforced for the protection of the employee and the County.

If an accident is deemed avoidable, the department head may administer appropriate disciplinary action in accordance with the Horry County discipline policy. Employees may respond to the disciplinary action on the form presented to them, or they may have the additional option to pursue an Appeal of the action through the Grievance procedure.

The emphasis in the corrective action should be upon accident prevention and safety concerns with regard to accidents that occur, rather than the monetary value or cost incurred, and whether the cost is significant or negligible. Management should discourage any implication that it is acceptable to have an inexpensive accident. The same action that causes little accidents also creates big accidents.

Careful consideration has been given to the wide range of County employees whose job classifications include the responsibility of operating motor vehicles and motorized equipment. All persons who operate a County vehicle or other equipment are obligated to take the necessary precautions to avoid accidents and injuries.

Distinctions will not be made as to the frequency or distance that a vehicle or equipment is operated. The fact that one job classification requires more driving than another is not adequate justification to provide different expectations for safe operation. Although one job might require a more highly skilled operator than another, it is the department head's responsibility to enforce the applicable safety rules and review each employee's previous accident record to determine the need for additional training or discipline.

DISCIPLINARY ACTIONS

Disciplinary actions are to be carried out in accordance with the Horry County Employment Guidelines, Section 5.

RIGHTS AND RESPONSIBILITIES UNDER OSHA

The OSHA Act of 1970 was created to assure safe and healthful working conditions for working men and women. This act also established that employers and employees have responsibilities to one another as follows:

Each employer shall:
(1) Furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.
(2) Shall comply with occupational safety and health standards promulgated under this Act.

Each employee shall:
Comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

By law, employers and employees have certain rights and responsibilities. The principle ones are as follows:

Employer Rights and Responsibilities under OSHA
Employers have the right to:

1. Seek advice and consultation from OSHA.
2. Apply for variance to regulations.
3. Receive a copy of the written complaint at the time of an investigation, with the employee's name deleted if so requested.
4. Have inspections or investigations conducted in a manner that is not unreasonably disruptive to the work operation.
5. Accompany the OSHA representative during an inspection or investigation.
6. Have a closing conference with the OSHA representative after an inspection.
7. Appeal any citation.

Employers must:

1. Provide a workplace free from recognized hazards.
2. Comply with regulations and standards.
3. Keep employees informed of protections and obligations under OSHA.
4. Provide personal protective equipment to employees *as required by OSHA standards*.
5. Pay for medical examinations or tests *as required by OSHA standards*.
6. Give employee or employee representative an opportunity to attend any meeting between employer and an OSHA representative concerning a citation or disposition of a complaint.
7. Allow compliance officers to conduct inspections and investigations.
8. Not penalize or discriminate against an employee for participating in an OSHA inspection or investigation.
9. Post a copy of OSHA citations and other actions at or near the place of violation.
10. Keep and post required records.

Employee Rights and Responsibilities under OSHA

Employees have the right to:

1. A workplace that is free from recognized hazards.
2. Be informed of their rights and protections under OSHA.
3. Have personal protective equipment (PPE) supplied at the employer's expense *as required by OSHA*.
4. Request an OSHA inspection by giving written notice to OSHA.
5. Employee representation at any meeting between OSHA and the employer concerning a citation or complaint.
6. Employee representation during compliance officer's opening and closing conferences with employer.
7. Not be penalized or discriminated against for exercising rights under OSHA.
8. Request and receive adequate information and training from the employer regarding hazards in the workplace.

Employees must:

1. Comply with all OSHA regulations and standards.
2. Follow all employer health and safety rules and regulations.
3. Wear the prescribed personal protective equipment for the job.
4. Report hazardous conditions and any job-related accidents and injuries immediately.
5. Not damage or remove safety guards and devices.

TRAINING

New Employee Orientation

An effective safety program is made possible through quality supervision, employee training, and a thorough understanding (by all employees) of the accomplishment of hazardous jobs, and the consistent adherence to established rules in daily operations.

All new employees will receive safety orientation before starting work. The immediate supervisor will provide task specific safety training and/or certification as required for each job, to ensure employee can perform all facets of the task safely. Documentation acknowledging training completion will be maintained within the department.

General

Training of new employees in job responsibilities, proper methods and techniques, and the hazards associated with the job function are important elements in maintaining safe operations. Supervisors are responsible for ensuring that all newly assigned individuals receive adequate training before beginning work.

Training must be documented, and records must be kept at least as long as the OSHA requirement for that program. Documentation should include the topic, date, list of employees who attended, instructor, and proof that employees demonstrate understanding such as a test or hands-on exercise.

Training is required for all employees engaged in hazardous operations such as: confined space entry, respirator use, working with chemicals, working with electricity, and other hazardous functions as required by OSHA.

If the employee demonstrates through ineptitude, unsafe acts, or accidents that he/she does not understand the safety requirements of the job, the employee will be retrained and re-accomplish on-the-job training, and be personally counseled by the supervisor and department head.

Initial and Recurring

Training (as a minimum) shall consist of the items listed in Section 4, pages A - B. The training includes review of written programs, hands on demonstration, videos and testing. All employees do not require 100 percent of the listed training; therefore the training matrix provided to each department in their Written Hazard Assessment identifies required training within that department. All employees shall receive additional training as directed by department heads and as listed in departmental policies.

On-the-Job Training (OJT)

OJT shall be administered by supervisors and foremen responsible for the individual. This training should include:

- Explanation and demonstration of safety programs and procedures
- Issue and explanation of personal protective equipment required for the task
- Emergency treatment of injuries
- How to report a fire or serious injury and/or accident
- Specific hazards associated with the job
- General hazards encountered in the work area and how to avoid them

REPORTING

OSHA REPORTING

Employers must report to the South Carolina OSHA office all work-related fatalities, inpatient hospitalizations, amputations, and losses of an eye.

Death of an employee must be reported within eight (8) hours. Inpatient hospitalizations, amputations, and losses of an eye must be reported within 24 hours. In these scenarios, supervisors must immediately contact Risk Management so they can notify SC OSHA within the required time frame. If Risk Management is not available, the supervisor must make the report by calling:

Fatality Reporting (803) 896-7672

This number is answered 24 hours a day, every day of the year.

Only fatalities occurring within thirty (30) days of the work-related incident must be reported to SC OSHA. Further, for an in-patient hospitalization, amputation or loss of an eye, these incidents must be reported to SC OSHA only if they occur within 24 hours of the work-related incident.

COUNTY INCIDENT REPORTING PROCESS

All incidents and accidents must be reported using the designated forms on the HCCafé website. Incidents and accidents include, but are not limited to, damage to county property, county vehicle damage, employee injury and illness, and non-employee injury that occurred on county property. <u>All on-the-job injuries and illnesses must be reported regardless whether medical treatment was provided or lost time occurred</u>. <u>Similarly, all vehicle and property incidents must be reported even if damage is not immediately visible.</u>

Reporting Documents and Timelines

An <u>initial</u> report must be completed and filed within <u>24 hours</u>, consists of:

- Workers' Compensation - First Report of Injury or Illness
- S&E Report – Employee Incident Report
- Medical Authorization
- E-mail initial report to rmclaims@horrycounty.org

The <u>final</u> report must be completed and filed within <u>48 hours</u> and consists of:

- S&E Report – Supervisor's Investigation Report
- Department Accident Audit Checklist
- Photographs, witness statements, and all other papers should be attached with final report.
- E-mail final report to rmclaims@horrycounty.org
- Additional time may be granted by Risk Management upon written request.
- Reporting documents on the HCCafé are fillable PDF files and can be amended and resubmitted as updates to Risk Management as often as required.

(See Section 4, pages C - D for a printable, summary checklist of the above.)

When reporting documents are unavailable and time is limited, such as on the scene of the incident, department heads or designated supervisors must obtain at minimum this brief list of information:

1. Date, time, and location of incident.
2. Names addresses and phone numbers of all claimants.

3. Names, addresses and phone numbers of any witnesses (including other employees).
4. A description of what is alleged to have occurred and estimated losses.
5. A copy of the traffic officer's (Highway Patrol, Police, etc.) report or any other official reports on the accident.

Supplemental Reporting Information

Witness Statements

Request written and signed statements from all witnesses. Statements should include the witnesses' complete name, phone number, address, and any other pertinent contact information.

Photographs

Taking photos is a simple and effective method of documenting damage and the condition at the scene of an incident. Photographs should be as clear and well-lit as possible and taken from several different angles. The best practice is to attach photos individually when emailing the final report to Risk Management. If possible, avoid printing and scanning photos as this often results in a drastic loss of photo quality.

Accident Investigation

The primary goal of accident investigation is to prevent the reoccurrence of accidents by identifying contributing causes, determining corrective measures necessary to eliminate causes, and disseminating information on accident prevention to all employees. Any accident involving death, permanent disability, temporary disability, hospitalization, medical treatment, lost work time, damage to or destruction of any property or injury to a contractor or visitor must be investigated.

Who is responsible for investigating accidents?

Accident investigation should be performed by the immediate supervisor of the employee involved. If two or more employees were involved in the same accident, the supervisor of each employee will investigate. However, department heads are ultimately responsible for every investigation submitted to Risk Management. Fairness and objectivity are essential; therefore, all supervisors should be trained in accident investigation techniques. The Risk Management team is available to assist as needed.

When should accidents be investigated?

People forget important information, or become biased as they discuss the incident with others. Evidence also tends to disappear with time. Accurate and complete accident reports are essential to identify and remedy the causes; therefore, the accident investigation must be initiated as soon as possible after the accident occurs.

What should investigators look for?

1. Direct, Surface, and Root causes – unsafe acts, unsafe conditions, inadequate work systems or individual in nature. Search for facts rather than seeking fault or blame. Look at equipment, environment, behaviors, and management.
2. Corrective actions - obtain as many as possible; consider equipment, environment, behaviors and management. Get ideas from those involved.

3. Follow-up - be sure corrective actions are taken in a timely manner. Evaluate their effectiveness and develop alternate solutions if necessary.

Why Investigate Accidents?

- To determine underlying causes. ("Hazard of the job," or "lack of situational awareness," or "accidental" are not acceptable explanations.)
- To prevent similar accidents by implementing corrective actions. (Corrective action should be more than "employee should be more careful.")
- To document facts for insurance, legal, and regulatory needs.
- To provide cost data.
- To reinforce commitment to safety.

Other Requirements

Post-Accident Drug Testing

Operators involved in vehicle collisions are required to submit to post-accident drug screening regardless who is deemed at fault in the collision. The supervisor must complete the Post-Accident Authorization Form and arrange for the driver to complete the drug test within 24 hours (plus alcohol test within 2 hours for CDL driver) at the county's designated medical provider. The department may request an alcohol screen in addition to the drug screen based upon the circumstances of the accident. The supervisor may exclude the driver from drug testing if all three of the following conditions apply: the vehicle is not running, not moving, and not occupied.

Making Statements after an Accident

Never give a witness statement to a non-traffic officer or non-court judge, unless our County attorney, insurer, or insurer agent is present. After a vehicle collision, do not admit responsibility or guilt to anyone at the scene. Only provide facts only to law enforcement officers conducting an investigation on the scene.

Lawsuits

It is of utmost importance that all legal correspondence or documents referencing an accident are immediately forwarded to the County Attorney's Office. Any delay whatsoever in forwarding this documentation may prejudice the County in defending a potential action. Contact the County Attorney's Office immediately upon receipt of any legal papers.

Be prepared to provide the following information to the County Attorney's staff regarding any legal action served:

1. The exact date of service of the Summons and Complaint.
2. On whom the papers were served.
3. How the papers were served. (Certified Mail, Process Server, etc.)

Duty to Protect from Further Damage

In the event of damage to County property, it is our responsibility to take appropriate action to protect any property from further damage, (for example, cover a hole in roof, etc.).

INSPECTIONS

SELF INSPECTIONS

Conducting self-inspections to identify hazardous work conditions and hazardous materials is an important part of safety. Department Heads are encouraged to perform self-inspections that are geared toward discovering hazards and taking steps to prevent injury to employees.

A sample inspection form may be found in Section 4, pages E - F. However, it is recommended that departments use this form as a guide to developing their own checklist that identifies the hazards specific to their employees.

SAFETY AUDITS

Department heads are responsible for conducting all OSHA required inspections of their facility and making immediate corrections as needed to prevent injuries, illnesses, and accidents.

OSHA INSPECTIONS

Any visit from an OSHA inspector should be taken very seriously. When an inspector arrives, employees shall immediately contact their supervisor. The supervisor will **contact Risk Management immediately** and arrange for Risk Management staff to be present at the inspection. In the meantime, the OSHA officer should be treated cordially until all appropriate personnel are assembled and the "opening conference" to commence the inspection can begin.

It is the employer's and employee's right to be adequately represented at any OSHA inspection, and we must be assured that this right is exercised. This does not in any way abridge an employee's right to speak to the inspector confidentially during the inspection process.

POSTINGS

OSHA REQUIRED POSTINGS

OSHA requires that certain injuries and occupational illnesses be recorded on the designated form called the OSHA log. This is done by Risk Management Claims Manager. Each facility will receive an annual summary report of all injuries and illnesses sustained by employees during the previous calendar year that must be posted by February 1 and remain posted until April 30.

Departments are required to maintain the OSHA-required postings in prominent areas accessible to all employees and assure that the postings are not defaced or covered in any way. Human resources will assist with reviewing and posting of all required items.

SAFETY BULLETIN BOARDS AND SUGGESTION BOXES

Each department head should maintain a safety bulletin board. Safety-related material and OSHA-required posters/logs should be visible at all times.

A safety suggestion box may be maintained for employees to submit safety suggestions. Departments may an alternate method of receiving and documenting suggestion. These suggestions will be discussed at departmental safety meetings.

CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS

The requirements listed below are established to insure that assets and financial resources of the County of Horry receive maximum protection. They set standards in areas where exposure to loss is similar. They also assist individual departments in selecting the proper insurance provisions to be included in contracts, franchises, leases, permits, use agreements, and other arrangements. Contract insurance requirements must be met. *Departments shall include a copy of vendor/contractor's Certificate of Liability Insurance with contracts routed for approval and ensure that a copy is provided to the Risk Manager.* Receipt of a non-compliant certificate, other documentation of insurance or policies does **not** constitute a waiver of the vendor/contractor's obligation to fulfill the insurance requirements of the County.

When Horry County enters a contract or agreement for service or equipment, all contractors (such as construction and professional service companies) that provide the service shall indemnify Horry County against general liability claims and shall maintain workers' compensation coverage while performing the service. Departments requesting the contracted service or products must obtain the appropriate certificate of insurance from the vendor/contractor prior to contract execution and submit it to Procurement with the contract and provide a copy to Risk Management.

These requirements establish the minimum acceptable standards/limits. However, these standards/limits are subject to review and modification for high-hazard projects. Contact the Risk Manager for review of limits or for assistance establishing higher limits.

Minimum Requirements

Workers' Compensation shall be required in all County contracts if the vendor/contractor has employees. Employer's Liability insurance shall be provided in amounts not less than *$100,000 per accident*.

Commercial General Liability coverage must be provided with minimum liability limits of *$1,000,000 per occurrence*, Combined Single Limit for Bodily Injury and Property Damage. This shall include coverage for: premises/operations, products/completed operations, contractual liability, and independent contractors.

Automobile Liability coverage must be provided with minimum liability limits of *$1,000,000 per occurrence* for vehicles used.

Professional Liability insurance must be provided with minimum liability limits of *$1,000,000 per occurrence* (in addition to Commercial General Liability insurance) by professional services such as accountant, attorney, architect, design, engineering and most consultants that involve errors and omissions exposure protection.

Vendor/contractor must certify that coverage written on a "claims-made" form will be maintained without interruption from commencement of work until the expiration of all applicable statutes of limitation. This provision can be satisfied either by a policy term that would remain effective

through the expiration of all applicable statutes of limitations or the purchase of satisfactory tail coverage at the expiration of the initial policy term. In the event the tail option coverage is chosen, vendor/contractor will retain sums sufficient to obtain such tail coverage and/or not disburse any retainage amounts until proof of satisfactory tail coverage is provided.

Additional Requirements
The County of Horry shall be named as an Additional Insured on all General Liability policies and expressed on the Certificate of Liability Insurance.

The County must be provided updated copies of Certificates of Liability Insurance upon renewals. These certificates should be mailed to Horry County, Attention: Risk Management, P.O. 997 Conway, SC 29528. The County of Horry shall be given advance notice prior to cancellation, modification or reduction in limits of any stipulated insurance.

An appropriate Indemnification Clause shall be made a provision of the contract.

Contracts shall express that it is the responsibility of the vendor/contractor to ensure that all subcontractors comply with all insurance requirements.

Requirements for Construction Projects
Contact the Risk Manager at least thirty (30) days before project commencement to determine if the contractor or the County should acquire Builder's Risk Insurance. Builders Risk insurance must be acquired for the construction of a new building or the major improvement, alteration or renovation of an existing structure.

Builder's Risk coverage shall be with limits equal to 100% of the completed value of the structure(s), building(s) or additions(s).

Machinery or Equipment Endorsement must provide coverage during transit when the contract calls for the installation of machinery or equipment as a permanent part of the structure. Construction materials beyond 100 feet of the structure are normally not covered by County insurer.

Umbrella Liability Insurance Alternative
A combination of Umbrella/Excess and primary limit may be used to provide coverage for the amounts required.

Special Contract Considerations
When a contract does not fit neatly into one of the preceding categories, it is therefore necessary that the contract be thoroughly examined to determine potential exposures and to allow for the establishment of insurance requirements that reasonably address the risk and which do not place undue financial hardship on the parties to the agreement.

Standard Hold Harmless and Indemnification Clause
The Contractor agrees to protect, defend, indemnify and hold the County of Horry and its officers, agents, and employees free and harmless from and against any and all losses, penalties, damages,

settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising out of this agreement and/or the performance hereof. The Contractor further agrees to investigate, handle, respond to, provide defense for and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

Special Note
County departments should not agree to name vendor/contractor as an additional insured and should avoid signing hold harmless or indemnification agreements. That agreement may place a financial burden on the County as losses caused by another party are not covered by our insurer, State Fiscal Accountability Authority - Insurance Reserve Fund.

Requirements for Student Interns
A certificate of workers' compensation and liability coverage must be provided by the school and submitted before the internship begins.

Use of Insurance Proceeds and Settlements
Department must follow Procurement Procedures regarding the use of insurance proceeds and settlement funds, including acquiring adequate quotes or bids for purchases.
Department should consult with Finance Department if proceeds and/or repairs/replacements are not received within fiscal year of loss incident.
Department should consult with Maintenance Department on building damages and repairs.
Department should contact Fleet Maintenance to arrange/assist with repairs or replacements of vehicles.

AERIAL WORK PLATFORMS

Applicability
This section applies to all levels of supervision and operators of power aerial lift trucks. This pertains to aerial work platforms, also known as forklift baskets, scissor lifts, or any vehicle-mounted device, telescoping or articulating, or both, which is used to position personnel.

Purpose
To ensure the safety of employees operating or working from aerial work platforms.

Policy
1. Equipment shall be inspected daily or by each new operator that uses it throughout the workday.
2. Must have at least a 36-42" guardrail, mid-rail, and 4" toe board.
3. Only properly trained individuals may operate lift.
4. Operator must be aware of overhead electrical wires and other obstructions.
5. For operations near overhead electric power lines, lines shall be deenergized and grounded or other protective measures such as guarding, isolating, or insulating shall be provided before work is started. See OSHA 1910.333(c)(3).
6. Employees shall always stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.
7. Boom and basket load limits specified by the manufacturer shall not be exceeded.
8. Belting off to an adjacent structure or equipment while working from an aerial lift is not permitted.
9. A body belt shall be worn and a lanyard attached to the boom or basket when working from an aerial lift.
10. Boom and basket load limits specified by the manufacturer shall not be exceeded.
11. The brakes shall be set and outriggers shall be positioned on pads or a solid surface. Wheel chocks shall be installed before using an aerial lift on an incline.
12. An aerial lift truck may not be moved when the boom is elevated in a working position with men in the basket, except for equipment which is specifically designed for this type of operation.
13. Before moving an aerial lift for travel, the boom(s) shall be inspected to see that it is properly cradled and outriggers are in stowed position.
14. Articulating boom and extensible boom platforms, primarily designed as personnel carriers, shall have both platform (upper) and lower controls. Upper controls shall be in or beside the platform within easy reach of the operator. Lower controls shall provide for overriding the upper controls. Controls shall be plainly marked as to their function. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.

Training
All employees who use this equipment must be trained and training must be documented.
Training should be conducted prior to initial assignment and as required with new equipment.
Retraining must be conducted when an employee demonstrates a lack of knowledge.

Department Heads are responsible for ensuring personnel receive training. Supervisors who oversee County employees who operate aerial lift trucks should ensure that those employees are properly trained for their duties and have sufficient knowledge of the applicable OSHA standards.

References

OSHA 1910.67
OSHA 1910.333(c)(3)
OSHA 1926.453

BLOODBORNE PATHOGENS
EXPOSURE CONTROL PLAN

POLICY

Horry County Government is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following guidelines are provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA Standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

This exposure control plan is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This plan includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
    - Universal precautions
    - Engineering Controls
    - Work practice controls
    - Personal protective equipment
    - Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of these guidelines.

PROGRAM ADMINISTRATION

The Safety Manager is responsible for implementation of this ECP. The Safety Manager will maintain, review, and update this ECP at least annually, and whenever necessary, to include new or modified tasks and procedures.

Those employees who are determined to have occupational exposure to blood or OPIM as a result of performing their job duties must comply with the procedures and work practices outlined in this plan.

Each Department Head must provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. Department Heads must ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.

Department Heads are responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.

Department Heads are responsible for training, documentation of training, and making this written plan available to employees, OSHA, NIOSH, and CDC representatives.

EMPLOYEE EXPOSURE DETERMINATION

The OSHA standard requires employers to determine which job classifications have assigned duties that may have exposure to blood or OPIM.

The following is a list of job classifications in which all employees have the greatest potential for occupational exposure to bloodborne pathogens:

Department	Positions
Detention	Corrections Staff, Transport Officers
Fire Rescue	EMS Personnel, Firefighters
Police	Patrol Officers, Detectives, Crime Scene Investigators, Lab Investigators, Evidence Handlers
Sheriff	Deputies, Court Security Officers

In addition, OSHA requires a list of job classifications in which some employees may have occupational exposure as well as the assigned tasks or procedures in which occupational exposure may occur for those individuals.

The following is a list of job classifications and their respective tasks and procedures in which some employees may have occupational exposure to bloodborne pathogens:

Department	Position	Task/Procedure
Fleet	Mechanic	Ambulance repair
Detention	Maintenance	Decontamination, housing unit repairs
Maintenance	Custodian	Waste collection, spill cleanup

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions

Under "Universal Precautions", the blood and OPIM of all patients are considered to be infected with bloodborne pathogens, regardless of the perceived status of the source individual, and must be handled accordingly.

This only applies to blood and body fluids where blood is visible, including cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal and pericardial fluid and amniotic fluid. This does *not* include feces, nasal secretions, sputum, sweat, tears, urine, saliva, breast milk and vomitus, unless blood is visible.

The amount of blood required to constitute an infectious risk has been variously defined by OSHA, EPA, and others as: "substantial," "dripping" and "significant." The EPA has offered an objective definition that 15 milliliters of blood (about the size of three teaspoons), must be present to be of sufficient quantity to be infectious. This definition of quantity does not preclude the use of protective clothing; it only helps to define what constitutes infectious waste when disposing of blood-soaked materials. When differentiation is difficult, bodily fluids containing blood visible to the naked eye shall be considered potentially infectious.

Exposure Control Plan

Employees covered by the bloodborne pathogens standard will be trained concerning this plan at the time of hire and annually with refresher training provided by their Department. All employees

may review this plan at any time during their work shifts by contacting their Designated Infection Control Officer, contacting the County Safety Manager, or accessing it online via the County intranet. If requested, an employee must be provided a copy of this plan free of charge within 15 days of the request.

The Safety Manager is responsible for reviewing and updating this plan annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls

Devices that are engineered to prevent exposures must be used when they are available. Such devices include, but are not limited to: puncture-resistant sharps containers, splash guards, and tongs for trash collection, biological safety cabinets, safety syringes, needle less IV systems, centrifuge safety cups, and mechanical pipetting devices.

Sharps disposal containers must be inspected and maintained or replaced by each Department as often as necessary to prevent overfilling.

Horry County acknowledges the potential need for changes in engineering controls and work practices. The Safety Manager will evaluate new procedures and new products by reviewing exposure incident reports, conducting research, attending training updates, and meeting with Designated Infection Control Officers regularly.

Work Practice Controls

Work practice controls are measures that reduce the likelihood of exposure by altering the manner in which a task is performed. The following work practice controls shall be instituted for employees with occupational exposure on a daily or near daily basis to blood and OPIM:

<u>Hand Washing</u>

Readily accessible hand-washing facilities shall be provided for employees. If hand-washing facilities are not feasible, antiseptic towelettes or an antiseptic hand cleanser and clean cloth/paper towels must be provided to employees. When these alternatives are used, employees shall wash their hands with soap and water as soon as feasible.

Hands must be washed as follows:

- whenever there is visible contamination with blood or body fluids;
- after completion of work;
- after removing gloves and between glove changes;
- before leaving the work area;
- before eating, drinking, smoking, applying cosmetics or lip balm, changing contact lenses;
- when using lavatory facilities;
- before all other activities which entail hand contact with mucous membranes or breaks in the skin.

Hands and any other exposed skin surfaces must be washed with soap and running water and mucous membranes should be flushed with water as soon as possible after contact with blood or OPIM.

Housekeeping

After contact with blood and OPIM, clean exposed equipment and surfaces with a solution of one part bleach in 10 parts water. Other commercially available disinfectants may be approved for use by the Department Designated Infection Control Officer. This should be done as soon as feasible after the visible contamination.

Spills may be initially soaked up using a BBP spill kit or with any readily available cloths or rags. Clean and disinfect the spill area with the above-described bleach and water solution.

Broken glassware should never be picked up with unprotected hands and should always be picked up using mechanical means, such as a brush and dustpan, tongs, or forceps. These items should then be disposed of in a puncture-resistant container, as for contaminated sharps.

Place biohazard labels on sharps containers, infectious waste containers, refrigerators and holding media that contains blood and OPIM.

Laundry

Employees who have the greatest potential for occupational exposure to bloodborne pathogens should keep a spare uniform while working. Supervisors should ensure that employees whose uniforms have become contaminated with blood or OPIM are provided with sufficient time to shower and change into a clean uniform.

Standard home or commercial washing machines and detergent will suffice for proper decontamination. No specialized washing machines or laundering processes are required; however, water temperatures must be between 120 and 160 degrees Fahrenheit.

The following laundering requirements must be met:

- handle contaminated laundry as little as possible, with minimal agitation;
- place wet, contaminated laundry in leak-proof, labeled or color-coded containers until such a time that the clothing can be decontaminated;
- wear the appropriate PPE when handling and/or sorting contaminated laundry;
- discard PPE in approved containers and wash hands after handling.

Sharps

Employees must be aware that accidental needle stick injuries can occur when handling waste materials, apprehending or searching suspects, and during emergency medical treatment.

When contaminated sharps are discovered, they should be handled carefully and discarded immediately in a clear, plastic container that is closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers must be readily available to all Fire Rescue, Detention, Police, and Sheriff employees who are at risk for occupational exposures.

All needles shall be treated as contaminated. No needle shall be bent or recapped.

A sharps injury log entry shall be completed in the event of a needle stick injury to an employee. Sharps injury logs shall be maintained at all times by Fire Rescue, Detention, Police, and Sheriff Departments' Designated Infection Control Officers. All other departments shall initiate a Sharps Injury Log if an injury involving sharps is experienced. A sample form is located in Section 4, page G.

Warning Labels

Warning labels, signs, and tags must be used to prevent accidental injury or illness to employees who are exposed to equipment or operations that are hazardous and are unexpected, unusual, or not readily apparent. The warnings must stay in place until the hazard is eliminated.

These labels must contain:

- The Biohazard Symbol, that warns of the actual or potential presence of biological hazards. It must be displayed on equipment, containers and rooms that contain or are contaminated with hazardous biological agents.

- A Signal Word: such as "Biohazard." The signal word must be readable at a minimum distance of 5 feet. The warning label must be affixed as close as safely possible to the hazard string, wire, or adhesive to prevent its loss or unintentional removal.
- The Major Message: such as "Blood Waste Products Inside." The major message of the warning label must be understandable by all employees who may be exposed to the hazard. It can be a pictograph, written text, or both.

All employees in the workplace must be informed of the meaning of various labels in the workplace and what precautions to take.

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or OPIM, employees are not to eat, drink, apply cosmetics or lip balm, smoke, shave, or handle contact lenses. Food and beverages are not to be stored or prepared in areas where blood or OPIM are present.

Personal Protective Equipment (PPE)

Personal protective equipment and training in its appropriate use shall be provided by each department to employees at no cost to them. PPE will be chosen based on the expected exposure to blood or OPIM. PPE will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the PPE will be used. It is the responsibility of each employee and supervisor to be certain that the appropriate PPE is worn as necessary.

All employees using PPE must observe the following precautions:

- wash hands immediately or as soon as feasible after removing gloves or other PPE;

- remove PPE after it becomes contaminated and before leaving the work area;
- used PPE must be disposed of in proper containers.

Personal protective equipment shall be of safe design and construction, maintained in a sanitary condition, provided in appropriate sizes, and stored in readily accessible locations.

The types of PPE available to employees are as follows:

Gloves

Gloves must be worn when it is reasonably anticipated that there may be hand contact with blood or OPIM. Three basic types are provided to employees:

- leather utility gloves for working with garbage and contaminated heavy equipment;
- industrial strong latex/rubber gloves for maintenance, janitorial, and scrubbing work;
- examination gloves for patient handling and first aid.

Hypoallergenic gloves must be provided and readily accessible to employees who are allergic to the examination gloves that are normally provided by that department.

Before and after donning, gloves must be inspected for physical defects. Peeled, cracked, discolored, torn, or deteriorated gloves must be discarded, even if they have not been used. Gloves must be of good quality vinyl, nitrile, or other acceptable product, able to perform the task, and fit properly. If possible, fit gloves so that they cover the cuff of your clothing in order to reduce the area of skin exposure. Replace gloves if torn, punctured, or if their ability to function as a barrier is compromised.

Gloves must be used:

- if the skin of the employee is cut, abraded, chapped;
- when examining patients with active bleeding or non-intact skin;
- during invasive procedures;
- during housekeeping and cleaning involving body fluids and decontaminating procedures
    - reusable heavy, utility gloves should be used for these procedures.

Examination gloves cannot be reused and should be discarded after working with each patient or if contamination is suspected.

Industrial strength latex or rubber gloves may be decontaminated for reuse if their integrity is not compromised. These gloves must be discarded if they show signs of cracking, peeling, tearing, puncturing, or deterioration.

In addition to gloves, appropriate face and eye protection must be worn when splashes, sprays, spatters, or droplets of blood or OPIM may enter the eye, nose, or mouth.

As with gloves, any garment contaminated by blood or OPIM must be removed in such a way as to avoid contact with the outer surface.

Protective Eyewear
Goggles, safety glasses with side shields, and face shields protect the eyes from splashes of blood and OPIM. The employee must wear protective eyewear if a procedure presents a danger of splashing or spraying.

Surgical Masks
Masks are worn if there is a likelihood of splashing or fine mist of blood or OPIM. Masks reduce the entry of infectious droplets into the mouth and breathing passages.

Cardiopulmonary Resuscitation Masks
Employees whose assigned tasks include participation in cardiopulmonary resuscitation (CPR) shall use a one-way mask when performing mouth-to-mouth resuscitation. Masks shall be provided and made readily available wherever the need for CPR may be reasonably expected to occur.

The use of protective equipment is an OSHA requirement. However, the OSHA standard does acknowledge rare and extraordinary circumstances where it may be permissible to decline the use of PPE. This decision may be made only by the employee when his or her professional judgment indicates that in that specific instance, the use of PPE would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker. Employees must be prepared to justify this decision. The employee's supervisor and the department's Designated Infection Control Officer must investigate and document the incident in order to determine whether changes can be instituted to prevent such occurrences in the future. The assumption that a patient is "low risk," the patient's objection to the use of PPE, and the assertion that PPE interferes with the employee's ability to perform a task are not legitimate reasons to decline the use of PPE.

Hepatitis B Vaccination
The Hepatitis B vaccination series is provided free of charge after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. The vaccine is administered by the County's designated health care provider in a three-dose series given over a six-month period. All three doses must be obtained to achieve protection.

Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) titer testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated.

Employees who decline the vaccination must sign a declination form (see Section 4, page H). This form must be maintained in the department's medical files. Employees who have previously declined the vaccine may request to begin the vaccinations at any time in the future by contacting their Department Designated Infection Control Officer.

All employees who receive the HBV vaccination series and serve in jobs with potential for occupational exposure shall complete titer testing one to two months after completion of the three-dose series. If this time frame is missed, it is too late to perform the titer test. If the titer test

indicates a lack of response to the vaccine, then the full three-dose series must be repeated and followed by another titer test. If the second titer test again indicates a lack of response, no further doses or tests are to be administered. The employee will instead be counseled and advised of their non-responsive and unprotected status. Once a positive titer test has been established, the employee is considered to be protected for life and no further titer testing is required, even if an exposure occurs. Personnel that have previously received HBV vaccinations will not need titer testing per instruction of the Centers for Disease Control.

Tracking is an OSHA requirement and ensures that all three doses are completed and the titer is performed in a timely manner. A sample form that may be used to document the employee's consent to receive the Hepatitis B vaccine series is located in Section 4, page I.

EXPOSURE INCIDENT DEFINED

Disease transmission requires three elements:

1. Presence of an infectious agent, either a bacteria or virus, along with two important factors
    a. Dosage (number of organisms present) must be sufficiently large
    b. Virulence (ability of the organism to survive in the environment) must be sufficiently strong
2. Mode of entry
    a. Each disease has a way in which it must enter the body in order to cause an infection
3. Lack of host resistance
    a. Healthier individuals are less susceptible to infection

Removing any of the above elements can reduce or prevent the likelihood of infection. For example:

- Regular hand washing and the use of disinfectants will remove or reduce the presence of an infectious agent.
- Our skin is our greatest barrier to prevent infectious agents from entering the body; therefore maintaining healthy, intact skin that resists chapping and cracking will reduce modes of entry.
- Using PPE to cover our skin and mucous membranes will eliminate modes of entry.
- Placing sharps and needles into commercial sharps containers will reduce modes of entry by way of needle stick injuries.
- Maintaining good overall health and getting plenty of sleep will increase host resistance.

An exposure incident occurs when blood or other potentially infected material enters the body of a susceptible person. As previously defined, other potentially infected material only applies to body fluids where blood is visible, including cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal and pericardial fluid and amniotic fluid. To be considered an exposure incident, the mode of entry for the potentially infected material is limited to entering through non-intact skin (an unhealed, open wound), piercing through intact skin (such as needle sticks), and contact with mucous membranes (such as inside the mouth and eyes).

Contact with potentially infected material on intact skin (scabs are considered intact skin), clothing, eyelids, or outer lips is NOT considered an exposure incident.

Contact of any kind (including non-intact skin and mucous membranes) with feces, nasal secretions, sputum, sweat, tears, urine, saliva, breast milk and vomitus is NOT considered to be an exposure incident unless the material is visibly contaminated with blood.

For example, an employee who was bitten by a patient has not experienced an exposure incident unless the employee's skin was broken AND the patient had blood in his saliva prior to the bite. If the patient did not have blood in his mouth prior to the bite AND the employee's skin was not broken, an exposure incident did NOT occur.

POST-EXPOSURE PROTOCOL

Horry County has contracted with Doctors Care as our primary source for evaluation of all occupational exposures to Bloodborne Pathogens and Infectious Disease.

Should a potential exposure incident occur, the employee should immediately contact their Department Designated Infection Control Officer. The DICO will review the incident to confirm that an exposure incident occurred. If the DICO determines that an exposure incident did not occur, then the employee must be counseled and informed on how that determination was made.

If the DICO confirms that an exposure incident did occur, the following protocol must be initiated:

- Provide initial first aid (clean the wound, flush eyes or other mucous membrane, etc.);
- Document the routes of exposure and how the exposure occurred;
- Identify and document the source individual (if possible);
- Contact the Doctor's Care Exposure Control Nurse at **843-957-7871** (cell) to make arrangements to have the source individual tested for HIV, Hepatitis B, and Hepatitis C.
    - Doctors Care will advise the DICO where the source patient must be transported for testing;
    - *It is not required to obtain the source person's consent to obtain such testing, pursuant to SC Code § 44-29-230 (2012);*
    - If the source individual is already known to be HIV, HBV and/or HCV positive, new source testing need not be performed;
- Doctors Care will be responsible for evaluation of source patient test results and employee immunization records to determine if treatment or prophylaxis is required (See Physician Evaluation Checklist in Section 4, page J);
    - Employees must be informed that an exposure incident does not immediately constitute infection;
- Doctors Care will conduct follow-up counseling with the employee to provide the source individual's test results and information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- Doctors Care will ensure that any required treatment is provided following current CDC/OSHA guidance, and with current prophylaxis;
- Doctors Care will maintain all OSHA-required documentation of exposure, evaluation, treatment, immunization, and declination forms for employees. Copies of documentation of immunizations, declination forms, and physician's reports shall be forwarded to the applicable Department Designated Infection Control Officer for filing in medical records.

Documents must be maintained for period of employment plus 30 years. Documents shall be returned to Horry County upon request, or if Doctors Care is unable to maintain files for any reason. HIPAA requires that all documents related to exposure incidents must remain confidential.

POST-EXPOSURE INCIDENT INVESTIGATION

Departments' Designated Infection Control Officers will investigate all confirmed exposure incidents to determine:

- engineering controls in use at the time;
- work practices followed;
- a description of the device being used (including type and brand);
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.);
- location of the incident (ambulance, scene address);
- procedure being performed when the incident occurred;
- employee's training.

Departments' Designated Infection Control Officers will record the details of all exposure incidents on an Exposure Incident Report (See Section 4, pages K – L) and all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by the Department's contracted medical training provider.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the OSHA bloodborne pathogen standard;
- an explanation of our ECP and how to obtain a copy;
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident;
- an explanation of the use and limitations of engineering controls, work practices, and PPE;
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE;
- an explanation of the basis for PPE selection;
- information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge;
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility;

- an opportunity for interactive questions and answers with the person conducting the training session.

RECORDKEEPING

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years in that Department's designated area.
The training records shall include:

- the dates of the training sessions;
- the contents or a summary of the training sessions;
- the names and qualifications of persons conducting the training;
- the names and job titles of all persons attending the training sessions.

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be submitted to the Department Head.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with OSHA Standard 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records." The Department's Designated Infection Control Officer is responsible for maintenance of the required medical records. These confidential records must be kept in a secure location for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be submitted to the Department Head.

OSHA Reporting

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements as set forth in 29 CFR 1904. This determination and the recording activities are done by the County Claims Manager.

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidents must include at least:

- date of the injury;
- type and brand of the device involved (syringe, suture needle, etc.);
- department or work area where the incident occurred;
- explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year documented. If a copy is requested by anyone, it must have all personal identifiers removed from the report.

ADDITIONS

Each department may add to the written plan with policies and procedures in the form of addendums to the basic plan, but these addendums must meet the minimum OSHA requirements as outlined in 1910.1030, and may not detract from the County Exposure Control Plan. Forms may be altered to include department letterhead or any other changes but these changes must meet the minimum OSHA requirements as outlined in 1910.1030. Electronic files/forms are permitted but must be available as required by OSHA standards.

TELEPHONE NUMBERS

Centers for Disease Control	800-232-4636
Centers for Disease Control TTY	888-232-6348
Clinician Consultation Center PEPline	888-448-4911
National AIDS Hotline	800-342-2437
National Immunization Hotline	800-232-2522
Occupational Safety and Health Administration	800-321-6742
South Carolina Occupational Health and Safety Administration	803-896-7665
SC AIDS Hotline	800-322-2437
SC DHEC Hepatitis B Coordinator Elona Rhame	803-898-0712
SC DHEC Horry County Public Health Office	843-915-8800
Doctors Care	**843-444-2901**
Doctors Care Infectious Control Nurse	**843-957-7871 (cell)**
Risk Manager	**843-915-7350**
Safety Manager	**843-915-7356**

CONFINED SPACES
PERMIT-REQUIRED CONFINED SPACES

POLICY
The policy of Horry County is to comply with OSHA Standard 29 CFR 1910.146, "Permit-Required Confined Spaces." This standard requires employers to enact operational procedures that will protect employees from the hazards of entry into confined spaces.

PURPOSE
The purpose of this procedure is to establish mandatory practices and procedures that will protect employees of Horry County who in the course of their employment are periodically called upon to enter and perform work in confined spaces. These practices and procedures have been designed to eliminate the potential for injury and illness that are associated with entering and working in confined spaces.

APPLICABILITY
This policy applies to all county personnel (permanent, temporary, part-time, volunteers and contractors) who, in the performance of their duties for Horry County, may be called upon to enter a confined space.

REFERENCE
This policy and all standard operating procedures have been derived directly from Occupational Safety and Health Administration Standard 29 CFR parts 1910 and 1926.

GENERAL REQUIREMENTS
Survey of Confined Spaces
The department head will be responsible for an initial survey and annual resurvey of all potential confined spaces that employees might enter as defined by the standard. The survey will be conducted using the Confined Space Identification form shown as Section 4, page M.

To identify confined spaces, each potential confined space will be compared to the requirements of the confined space regulation summarized in the following three questions:

- Is the space large enough for bodily entry and performance of assigned work?
- Is access, entry and exit, limited or restricted for the space?
- Is the space not designed for continuous human occupancy?

If the response to all of the above three questions is YES, then the space is a confined space. If the response to any is NO, then the space is not a confined space as covered by this regulation.

If, in addition to positive responses to the above three questions, the space also has a hazard potential, the space is a permit-required confined space. A hazard potential can consist of one or more of the following items:

- Contains, or has the potential to contain, a hazardous atmosphere
- Contains a material than can engulf
- Has a configuration that can entrap or asphyxiate

- Has any other recognized hazard

All possible confined spaces should then be defined as either:

- Not a confined space
- A confined space, not permit-required
- A permit-required confined space

LABELING, DOCUMENTATION, AND ENTRY CONTROL

Once all confined spaces, permit-required, and non-permit-required are identified, a list will be developed and included in this procedure as shown in pages N - P in Section 4. This list will be used as part of employee training.

Each permit-required confined space will be identified in the field with a sign that reads:
"***DANGER - CONFINED SPACE - PERMIT-REQUIRED, DO NOT ENTER***"

Each non-permit-required confined space will be identified in the field with a sign that reads"
"***DANGER - CONFINED SPACE – AUTHORIZED ENTRANTS ONLY***"

All confined spaces will be readily identifiable and shall be locked to prevent unauthorized entry. If the entry cannot be locked, then a fence or barrier to prevent unauthorized entry shall be installed.

All manholes shall be considered permit required confined spaces unless they have been evaluated and are listed as non-permit spaces. Manhole covers do not require labeling since all are considered as permit-required and cannot be locked.

The department head shall be responsible for designating confined spaces and for designating qualified persons to act as entrants, attendants and entry supervisors.

Any changes to confined spaces that might change its classification shall be reevaluated by the department head for upgrade to permit required, or downgraded to a non-permit required space. This reclassification shall be accomplished according to 29 CFR 1910.146.

Disciplinary actions (up to and including dismissal) may be taken against any county employee that enters a permit-required confined space without authorization, or fails to follow proper procedures.

All open manholes or other entries that pose a risk to pedestrians, vehicles, or monitors shall be barricaded or cordoned to protect entrants and by-passers alike.

ACCEPTABLE ENTRY CONDITIONS

"Acceptable entry conditions" means the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space. The following conditions must be met in order to meet acceptable entry conditions:

- All employees must be aware of the hazards or potential hazards.

- There shall be no Hazardous atmosphere in the confined space.
- Ventilation must maintain a safe environment.
- In the event that a safe atmosphere cannot be maintained then all entrants must use Self Contained Breathing Apparatus.

"Hazardous atmosphere" means an atmosphere that may expose employees to the risk of injury, acute illness, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), or death from one or more of the following causes:

- Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
- Airborne combustible dust at a concentration that meets or exceeds its LFL;
    - **NOTE:** This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 m) or less.
- Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
- Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of this Part and which could result in employee exposure in excess of its dose or permissible exposure limit;
    - **NOTE:** An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision.
- Any other atmospheric condition that is immediately dangerous to life or health.
    - **NOTE:** Air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information such as Safety Data Sheets that comply with the Hazard Communication Standard, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

ENTRY PERMITS

Preparation

When it is determined that entry into a confined space is required, the supervisor shall contact the department dead to verify if an entry permit is required.

The department dead shall personally evaluate the requirement for entry and verify:

- Purpose for entry
- Preparations required/completed for entry
- Prior documented atmospheric hazard test results
- Equipment condition and availability
- Rescue procedures established
- Qualifications of entrants, attendants, and supervisors

Permit Issue

The department dead or designee shall complete and issue an entry permit to the entry supervisor if it is determined that all safety factors are within acceptable entry conditions, and when all specified testing has been completed,

Permits shall be issued only if all personnel assigned to task have completed confined space training and are competent in the work to be performed.

Permit Use
The entry supervisor shall ensure the entry permit is posted at the entrance of the confined space for review by all entrants, and to provide ready information on testing and rescue procedures.
The department dead shall ensure the entry supervisor identified on the permit signs it to authorize entry into the specified confined space only after all acceptable entry conditions are met.

Permit Cancellation
The entry supervisor shall terminate entry and cancel the entry permit when:

- The entry operations covered by the entry permit have been completed; or
- A condition that is not allowed under the entry permit arises in or near the permit space.

See Section 4, pages Q – T for a sample permit.

ENTRY PROCEDURES
All employees are to be advised of the potential hazard(s).

There shall be no entry into a permit-required confined space without proper authorization and a permit signed by a designated entry supervisor. Other required permits (Hot Work, Lockout/Tagout) must be also obtained prior to entry. Contact the department head to obtain an entry permit.

All entrants shall be allowed the opportunity to inspect the entry permit and observe pre-entry testing and test results prior to their entry into the space.

Prior to entering the confined space, atmospheric testing shall be conducted to test, in the order given, for: oxygen content, flammable gases and vapors, and toxic gases. If after testing, it is determined that the level of toxic or combustible gas is too high, or the oxygen level is too low, ventilate and test the space again.

Test conditions in the permit space to determine if acceptable entry conditions exist before entry is authorized to begin, except that, if isolation of the space is infeasible because the space is large or part of a continuous system (such as a sewer), pre-entry testing shall be performed to the extent feasible before entry is authorized. If entry is authorized, entry conditions shall be continuously monitored in the areas where authorized entrants are working.

Prior to entry into a permit required confined space, all hazards that can be eliminated such as water flow, electrical energy, or operating machinery shall be shut down and locked/tagged out to reduce or eliminate potential hazards.

A designated attendant will always be on stand-by at the entrance of the space to monitor the entrant's status and to maintain contact with the entrant.

When entering a confined space, entrants shall be attached to a mechanical retrieval system, unless the retrieval system would increase the overall risk of entry or would not contribute to the rescue of the entrant. The retrieval line shall be attached to an entrant by means of a chest or full body harness at the center of the back near shoulder level or above the head.

Test or monitor the permit space as necessary to determine if acceptable entry conditions are being maintained during the course of entry operations.

Employees entering a confined space shall use the necessary safety equipment (gloves, hard hat, hearing protection, respiratory protection, as necessary).

When the job is completed, all materials and tools shall be removed from the space and the entry to the space closed. The entry supervisor will cancel the permit upon completion of the work. This permit will be kept on file for a period of one year.

ALTERNATE ENTRY PROCEDURES

Under certain conditions, the employer may use alternate procedures for worker entry into a permit required confined space. An employer whose employees enter a permit space need not comply with paragraphs (d) through (f) and (h) through (k) of 1910.146;
29 CFR 1910.146 (d) - Permit-Required Confined Space Program
29 CFR 1910.146 (e) - Permit System
29 CFR 1910.146 (f) - Entry Permit
29 CFR 1910.146 (h) - Duties of authorized Entrants
29 CFR 1910.146 (i) - Duties of Attendants
29 CFR 1910.146 (j) - Duties of Entry Supervisors
29 CFR 1910.146 (k) - Rescue and Emergency Services
Provided that:

- The employer can demonstrate that the only hazard posed by the permit space is an actual or potential hazardous atmosphere;
- The employer can demonstrate that continuous forced air ventilation alone is sufficient to maintain that permit space safe for entry;
- The employer develops monitoring and inspection data that supports the demonstrations required above.
- If an initial entry of the permit space is necessary to obtain the data required by paragraph (c), the entry shall be performed in compliance with paragraphs (d) through (k) of 29 CFR 1910.146.
- The determinations and supporting data required by paragraphs (a), (b), and (c) of 29 CFR 1910.146 are documented by the employer and are made available to each employee who enters the permit space; and
- Entry into the permit space under the above terms is performed in accordance with the following requirements;
    - Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
    - When entrance covers are removed, a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space shall promptly guard the opening.

Before an employee enters the space, the internal atmosphere shall be tested with a calibrated direct-reading instrument for oxygen content, flammable gases and vapors, and for potential toxic air contaminants, in that order. Any employee who enters the space or that employee's authorized

representative shall be provided an opportunity to observe the pre-entry testing required by this paragraph. There may be no hazardous atmosphere within the space whenever any employee is inside the space. Continuous forced air ventilation shall be used, as follows:

- An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere;
- The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space;
- The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.

The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. Any employee, who enters the space, or that employee's authorized representative, shall be provided with an opportunity to observe the periodic testing required by this paragraph. If a hazardous atmosphere is detected during entry:

- Each employee shall leave the space immediately;
- The space shall be evaluated to determine how the hazardous atmosphere developed;
- Measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.

The employer shall verify that the space is safe for entry and that the pre-entry measures required by paragraph (c)(5)(ii) of 29 CFR 1910.146 have been taken through a written certification that contains the date, the location of the space, and the signature of the person providing the certification. The certification shall be made before entry and shall be made available to each employee entering the space or to that employee's authorized representative.

ATMOSPHERIC TESTING PROCEDURES

Atmospheric testing is required for two distinct purposes: evaluation of the hazards of the permit space and verification that acceptable entry conditions for entry into that space exist.

Evaluation testing

The atmosphere of a confined space should be analyzed using equipment of sufficient sensitivity and specificity to identify and evaluate any hazardous atmospheres that may exist or arise, so that appropriate permit entry procedures can be developed and acceptable entry conditions stipulated for that space. Evaluation and interpretation of these data, and development of the entry procedure, should be done by, or reviewed by, a technically qualified professional (e.g., OSHA consultation service, or certified industrial hygienist, registered safety engineer, certified safety professional, certified marine chemist, etc.) based on evaluation of all serious hazards.

Verification testing

The atmosphere of a permit space which may contain a hazardous atmosphere should be tested for residues of all contaminants identified by evaluation testing using permit specified equipment to determine that residual concentrations at the time of testing and entry are within the range of acceptable entry conditions. Results of testing (i.e., actual concentration, etc.) should be recorded on the permit in the space provided adjacent to the stipulated acceptable entry condition.

Duration of testing
Measurement of values for each atmospheric parameter should be made for at least the minimum response time of the test instrument specified by the manufacturer.

Testing stratified atmospheres
When monitoring for entries involving a descent into atmospheres that may be stratified, the atmospheric envelope should be tested a distance of approximately 4 feet (1.22 m) in the direction of travel and to each side. If a sampling probe is used, the entrant's rate of progress should be slowed to accommodate the sampling speed and detector response.

Order of testing
A test for oxygen is performed first because most combustible gas meters are oxygen dependent and will not provide reliable readings in an oxygen deficient atmosphere. Combustible gases are tested for next because the threat of fire or explosion is both more immediate and more life threatening, in most cases, than exposure to toxic gases and vapors. If tests for toxic gases and vapors are necessary, they are performed last.

RESCUE PROCEDURES
In the event of an emergency, the attendant shall not enter the confined space in order to rescue the entrant(s). Instead, the attendant shall use a retrieval system to make a non-entry rescue.

If entry of the space is necessary in order to rescue the entrant(s), the attendant shall immediately contact Horry County Fire Rescue by dialing 911 or by radio if so equipped.

Horry County Fire Rescue is designated as the county's rescue service. They are equipped with compressed air cylinder breathing apparatus, stretcher, first aid supplies, rescue equipment and are trained for rescue duties.

The entry supervisor shall coordinate all confined space entries with HCFR prior to employees entering the confined space. Entry shall proceed only when HCFR is aware of the entry and available for rescue duties.

HCFR shall notify the entry supervisor if they are not available to provide coverage for the confined space operation. The entry supervisor shall cease confined space operation until rescue service coverage is reinstated.

CONTRACTOR MANAGEMENT
In the event that Horry County hires an outside contractor to perform in areas designated as permit-required confined spaces, then the department head shall:

- Ensure that the contractor has provided his/her employees with the training necessary to safely enter confined spaces;
- Provide the contractor with a list of permit-required confined spaces and inform him/her that entry is allowed only with a permit;
- Provide an explanation of the potential hazard(s) that make the space a permit-required confined space;

- Explain precautions or procedures implemented by Horry County to protect employees or non-employees working in or near permit-required confined spaces;
- Coordinate entry operations if county employees and contractor employees are simultaneously working in or near a permit-required confined space so that they do not endanger one another; and
- Talk to the contractor after entry operations have been complete about any hazards encountered during entry.

This notification shall be documented in writing (See Section 4, page U). The department head will independently and periodically monitor contractor compliance with the Horry County procedures. Any problems must be identified and immediately corrected.

EQUIPMENT

The department head is responsible for providing the following equipment in order to ensure the safe entry of confined spaces:

- Testing and monitoring meter;
- Ventilating equipment;
- Personal protective equipment;
- Communications equipment;
- Chest or full body harness for each entrant
- Barriers, lighting and retrieval/rescue equipment.

All equipment utilized shall be tested on a routine basis to ensure proper working conditions.

RESPONSIBILITIES

Department heads are responsible for ensuring that these provisions are carried out within their department or division.

The entrant is responsible for carrying out the duties listed below:

- Knowing the hazards that may be faced during entry into a confined space;
- Properly using all safety equipment provided by the employer;
- Communicating with the attendant so that he/she can effectively monitor the situation within the space;
- Alerting the attendant whenever an unacceptable condition arises; and
- Exit the space whenever ordered to do so by the attendant, or when an unacceptable condition exists within the space.

The attendant is responsible for carrying out the duties listed below:

- Knowing the hazards that may be faced by entrants;
- Being aware of how these hazards may affect the entrant's behavior;
- Identifying and maintaining an accurate count of all entrants;
- Remaining outside the space until relieved by another attendant;
- Communicating with entrants in order to monitor their status and any need to evacuate the space;

- Continuously monitoring activities inside and outside the space to determine if it is safe for entrants to remain in the space;
- Summoning rescue and emergency services when he/she determines entrants may need assistance to escape;
- Preventing unauthorized persons from approaching or entering space when an entry is underway;
- Performing non-entry rescues as specified in the rescue procedure; and
- Performing no other duties that might interfere with their duty to monitor and protect the entrants.

The entry supervisor is responsible for carrying out the duties listed below:

- Knowing the hazards that may be faced by entrants;
- Checking the entry permit to ensure that all tests have been conducted and equipment is in place before signing the permit and allowing entry;
- Terminating the permit when the work is completed or when a condition not allowed arises;
- Verifying that rescue services are available and the means for summoning rescue is operable;
- Removing unauthorized persons who enter or attempt to enter the space during entry operations; and
- Ensure that entry operations follow permit terms;
- That acceptable entry conditions are maintained.

TRAINING

Employees shall be advised of the hazards associated with working in a confined space. Entry supervisors, attendants and entrants shall receive training covering the following subjects:

- Recognition of hazards present within the space;
- Use of atmospheric testing equipment for those authorized to perform atmospheric tests;
- Use of tripod/retrieval system;
- Control of potential sources of hazardous energy (i.e., electricity, water, hydraulic and others); and
- Emergency rescue methods and procedures.

Employees shall not be assigned to duties involving confined space entry until they have received the proper training.

Horry County Fire Rescue shall practice making confined space rescues at least once every 12 months by means of simulated rescue operations by removing dummies, mannequins or actual persons from spaces or representative spaces.

All Horry County Fire Rescue personnel will receive training in the recognition of hazards present within a confined space.
Employees affected by this policy shall receive refresher training on an annual basis.

Documentation of training shall be kept on file by the Department Head. In addition to the description of the training session, the record shall include the following information: employee's names, dates of training, and signatures or initials of trainees.

PROGRAM REVIEW

The permit-required confined space program will be audited by reviewing cancelled permits on an annual basis.

The program will also be reviewed whenever there is reason to believe that the program does not properly protect employees. Examples of circumstances requiring review are: Unauthorized entry, detection of space hazard not covered, detection of unacceptable entry conditions, injury or near miss, and employee complaints about program effectiveness.

Entry permits shall be retained for a period of one year to facilitate the review required by this policy.

DRIVING SAFETY

Applicability
This section applies to all employees who operate vehicles as part of their job responsibilities. This pertains to all motorized vehicles such as automobiles, golf carts, tractors, and heavy equipment.

Purpose
The purpose of this policy is to ensure the safety of employees, passengers, pedestrians and other motorists, to prevent damage to county vehicles and personal property, and to comply with state and local traffic regulations.

Policy
All persons who operate vehicles owned, leased, or otherwise provided by Horry County Government as part of their job responsibilities shall:

1. Possess and maintain valid driver's license for the class of vehicle operated.
2. Wear seat belts and shoulder harnesses (as a condition of employment).
3. Obey all state and local motor vehicle laws (public safety, when responding with lights and siren must use due regard for the safety of the public).
4. No riders may be on any part of a vehicle or trailer other than in approved seats with seat belts, unless otherwise allowed by state law.
5. Avoid backing when rear vision is limited.
6. If available, a spotter must be used while backing.
    a. Prior to backing, the spotter must survey the area to the rear of the vehicle.
    b. The spotter shall stand at the rear of the vehicle on the driver side and provide distinct hand signals to the driver indicating whether or not the path is clear.
    c. The spotter must provide warnings to the driver in time to allow the driver to stop or make the necessary correction.
    d. The spotter must remain visible at all times to the driver via the side mirror. If the driver loses sight of the spotter, the driver must immediately stop the vehicle and remain stopped until the spotter's location and safety is confirmed.
7. If no spotter is available, then the operator must conduct a walk-around immediately before backing to visually check the rear of vehicle for obstacles and clearances.
8. Operators and/or spotters may be held responsible for damage to county vehicles and personal property that occurs while backing.
9. Be familiar with the height and width of vehicle when operating in narrow paths or near low clearances. Do not take large vehicles through drive-thru windows or beneath over hanging structures.
10. Maintain the vehicle in safe condition; report any damage, malfunction, or maintenance issues to Fleet Maintenance immediately.
11. Inspect vehicle for damage prior to operation, and immediately report that damage so the responsible party can be identified.
12. Report all motor vehicle accidents immediately using the County's established accident reporting procedures.
13. Never operate a vehicle when taking medications that may impair driving.
14. Know how to summon 911 using the radio in radio-equipped vehicles.

15. Use defensive driving techniques at all times.
16. CBs, two way radios, cell phones and other official communication devices shall be used with extreme caution while operating a county vehicle
17. Cell phone use while driving should be limited to official business only and kept to a minimum.
18. Text messaging or operating a computer is not allowed while driving.
    a. This shall not be applicable in instances where Information Technology-based equipment is required and is approved by departments for the performance of county business.
    b. Department heads that authorize use of IT equipment while operating motor vehicles are required to develop and implement written safety policies to ensure said equipment is operated in a manner conducive to the safe operation of county vehicles.
19. Avoid distractions (i.e. anything that takes your mind or eyes off the highway)

Training

All licensed employees shall participate in an eight-hour defensive driving class initially and a four-hour refresher class every 4 years. Training shall include defensive driving techniques and general driving safety tips.

Department heads are responsible for ensuring personnel receive training. Training may be provided by Risk Management, or by qualified instructors within the department that have received Risk Management-approved certification. See application for department driver program approval in Section 4, page V.

References

OSHA Act of 1970, Section 5, General Duty Clause

SC Code of Laws, Title 56 – Motor Vehicles, Chapter 5, "Uniform Act Regulating Traffic on Highways"

ELECTRICAL SAFETY

Applicability
This section applies to all employees, contractors, and sub-contractors accessing electrical systems on Horry County property.

Purpose
To ensure that all employees work in an environment free from electrical hazards.

Policy
All departments and employees are to follow electrical safety standards as set forth by OSHA as a condition of employment:

1. Only qualified person(s) shall install or repair electrical equipment and systems.
2. Electric equipment shall be free from recognized hazards that are likely to cause death or serious physical harm to employees.
3. Listed or labeled equipment shall be installed and used in accordance with any instructions included in the listing or labeling.
4. Electric equipment shall be installed in a neat and workmanlike manner and shall be firmly secured to the surface on which it is mounted.
5. Unused openings shall be effectively closed to afford protection equivalent to the wall of the equipment.
6. Each service, feeder, and branch circuit, at its disconnecting means or over-current device, shall be legibly marked to indicate its purpose, unless located and arranged so the purpose is evident.
7. Lockout/Tagout procedures are to be followed for work on and around electrical equipment.
8. All extension cords must be three prong (grounding) type cords.
9. All electrical equipment and appliances are to be properly grounded.
10. All equipment used outdoors, in damp indoor areas (including vehicle bays) or around water shall be protected by a ground-fault circuit interrupter (GFCI).
11. All temporary wiring installations (and extension cords) that are used during construction-like activities, including certain maintenance, remodeling, or repair activities, involving buildings, structures or equipment require GFCI protection, or a written Assured Equipment Grounding Conductor Program shall be instituted.
12. Sufficient access and working space shall be provided and maintained about all electric equipment to permit ready and safe operation and maintenance of such equipment.
13. A workspace of at least 30” wide and 6.5’ high, in addition to the space required to open the door, shall be maintained in the area of electrical equipment.
14. Working space required by this standard may not be used for storage. No storage is allowed in closets where circuit breakers and electrical panels are located.
15. Illumination shall be provided for all working spaces about electrical equipment installed indoors. Additional lighting fixtures are not required where the working space is illuminated by an adjacent light source. In electric equipment rooms, the illumination may not be controlled by automatic means only.
16. Power lines - unqualified personnel shall not work within 10’ of overhead lines. Qualified employees shall maintain a distance prescribed by OSHA standards set forth in 1910.333.

17. Outdoor electric equipment shall be installed in suitable enclosures and shall be protected from accidental contact by unauthorized personnel, or by vehicular traffic, or by accidental spillage or leakage from piping systems. No architectural appurtenance or other equipment may be located in the working space.
18. In locations where electric equipment is likely to be exposed to physical damage, enclosures or guards shall be so arranged and of such strength as to prevent such damage.
19. Conductive articles of jewelry and clothing (such a watch bands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, or metal headgear) may not be worn if they might contact exposed energized parts. However, such articles may be worn if they are rendered nonconductive by covering, wrapping, or other insulating means.
20. No electrical equipment or circuit, unless due to its design, operational limitations, or during testing, shall be worked on live.
21. When work is to be done on energized equipment carrying 440 volts or more, two qualified persons shall be present and working together.
22. Temporary lights (portable lights, troubles lights, or lights on drop cords) shall be kept in good working order with their bulbs protected from accidental contact, and waterproof if used around water or in damp areas. They are to be suspended only by the hooks or clips provided for that purpose, not by their cords.
23. Portable ladders - portable ladders shall have nonconductive side rails if they are used where the employee or the ladder could contact exposed energized parts.
24. Temporary electrical power and lighting installations of 600 volts nominal, or less (includes extension cords), may be used only as follows:
    a. During and for remodeling, maintenance, or repair of buildings, structures, or equipment, and similar activities;
    b. For a period not to exceed 90 days for Christmas decorative lighting, carnivals, and similar purposes;
    c. For experimental or development work, and during emergencies;
    d. Temporary wiring shall be removed immediately upon completion of the project or purpose for which the wiring was installed.
25. Flexible cords may be used only in continuous lengths without splice or tap.
26. Conductors entering cutout boxes, cabinets, or fittings shall be protected from abrasion, and openings through which conductors enter shall be effectively closed.
27. All electrical pull boxes, junction boxes, fittings, switches, outlets, and circuit breakers shall be provided with covers identified for the purpose.
28. Cabinets, cutout boxes, fittings, boxes, and panel board enclosures in damp or wet locations shall be installed so as to prevent moisture or water from entering and accumulating within the enclosures and shall be mounted so there is at least 0.25-in airspace between the enclosure and the wall or other supporting surface. However, nonmetallic enclosures may be installed without the airspace on a concrete, masonry, tile, or similar surface. The enclosures shall be weatherproof in wet locations.
29. Switches, circuit breakers, and switchboards installed in wet locations shall be enclosed in weatherproof enclosures.
30. All lamps for general illumination shall be protected from accidental contact or breakage by a suitable fixture or lamp holder with a guard.
31. Flexible cords and cables shall be protected from accidental damage, as might be caused, for example, by sharp corners, projections, and doorways or other pinch points.

32. Relocatable Power Taps (RPTs, also known as power strips, surge protectors, spike protectors or portable outlets) must be directly connected to a permanently installed branch circuit receptacle; they are not to be series-connected (piggy-backed) to other RPTs or connected to extension cords.
33. RPTs are not intended for use at construction sites and similar locations (outdoors).
34. RPTs are designed for use with low-powered loads, such as computers, or audio/video components.
35. RPTs are not designed for high power loads such as space heaters, toasters, refrigerators and microwave ovens, which can easily exceed the recommended ampere ratings on many power strips.
36. RPTs must not to be routed through walls, windows, ceilings, floors, or similar openings.
37. Extension cords are not to be connected to (plugged in to) RPTs.
38. **Portable space heaters are not permitted in Horry County facilities. These devices create an over-load condition of electrical systems and create an imminent fire hazard.** An exception for temporary use is permitted from November 1 – March 31 only after all of the following conditions are met:
    a. Heaters shall not be used in any room or cubical that has a thermostat or temperature sensor;
    b. Heaters shall bear a UL, ETL, or CSA listing label;
    c. Heaters shall not have worn or damaged cords and plugs shall be in good condition;
    d. Heaters shall contain an automatic shutoff mechanism if tipped over;
    e. Heaters shall be plugged directly into an electrical outlet and not into an extension cord;
    f. Heaters shall be turned off and unplugged when not in use and at the end of each business day;
    g. Heaters must be placed a minimum of three feet from any combustible material and in a well-ventilated area;
    h. Heaters shall not be placed underneath desks (except heat mats), in any means of egress (exit path), or any high traffic area;
    i. These requirements must be posted in departments with portable space heaters;
    j. Users shall understand that this exception may be discontinued at any time.
39. Toaster ovens, toasters, hot plates, griddles, grills, and all cooking equipment items are not allowed in any Horry County facility other than designated kitchen areas (as installed by maintenance department). Cooking in offices and break rooms leads to increased risk of fire and numerous false alarms leading to building evacuations.
40. Food warmers and crock pots used to maintain food temperatures are allowed if they meet all other electrical requirements.
41. Coffee makers are permitted in offices if they meet all other electrical requirements.
42. Microwave ovens are permitted in offices; however, popcorn is not to be cooked in them as it also triggers too many fire alarms.
43. Electric fans must meet one of the following:
    a. Has manufacturer installed three-prong plug (this is the only type that may be used in damp locations such as vehicle maintenance areas or fire station apparatus bays);
    b. Has a label (with two squares or two rectangles) indicating double insulated with two-prong plug; or

c. Has plastic casing and NO metal exposed surfaces: frame, pedestal, blade guard (front and back), on-off switch, or any other metal surface that may be touched.

Training

Department heads are responsible for ensuring personnel receive training. The supervisors of county employees who are to work on electrical equipment and circuits are to insure that they are properly trained for their duties and have sufficient knowledge of the applicable OSHA standards. Training is required initially upon employment and as required thereafter.

The following is a list of personnel who require training:

Electricians
Welders
Blue collar supervisors*
Qualified persons that perform repairs and installations
Electrical and electronic technicians*
Painters*
Electrical and electronic engineers*
Electrical and electronic equipment assemblers*
Industrial machine operators*
Material handling equipment operators*
Mechanics and repairers*
Riggers and roustabouts*
Stationary engineers*

*Workers in these groups do not need to be trained if their work or the work of those they supervise does not bring them or the employees they supervise close enough to exposed parts of electric circuits operating at 50 volts or more to ground for a hazard to exist.

References

OSHA 1910.301-399
OSHA 1926.400-449

EMERGENCY ACTION PLAN
FIRE PREVENTION PLAN
FIRE EXTINGUISHER PLAN

POLICY
Horry County is firmly committed to providing each of its employees a safe and healthy work environment. It is a matter of policy, as well as state and federal laws. Horry County has implemented this Emergency Action Plan in accordance with OSHA Standard 29 CFR 1910.36 38, "Exit Routes, Emergency Action Plans, and Fire Prevention Plans."

The Horry County Risk Management Staff will have the overall responsibility for managing and updating the Employee Emergency Action Plan for Horry County.

PURPOSE
To address emergency situations that may reasonably be encountered in the workplace and prepare employees through training and drills to handle these situations through preparedness. The overall intent of this plan is to ensure the personal safety of all employees in the work place.

APPLICABILITY
This policy applies to all employees of Horry County. Employees shall attend training in order to attain a thorough understanding of the Employee Emergency Action Plan. Employees shall abide by the requirements of this policy and the requirements of state and federal regulations. Employees that fail to meet these requirements shall be retrained, disciplined or terminated as needed. Maintaining a safe work environment is not optional.

REFERENCE
This policy and all standard operating procedures have been derived directly from Occupational Safety and Health Administration Standard 29 CFR Parts 1910 and 1926.

PROCEDURE
The following procedures are intended to provide employees with guidance on how to deal with emergencies such as; fire, toxic chemical release, hurricanes, tornadoes, floods and other situations.

ALARM SIGNALS
In case of emergency a verbal alarm shall be issued to other employees by shouting an alarm signal (example, "FIRE! FIRE! FIRE!"). All employees shall respond to this signal with seriousness.
Automatic alarms shall also be treated with seriousness and response shall be immediate. Personnel will evacuate to specified rally points as specified by department heads.
As in any emergency, notify 911 of the circumstances.

EMPLOYEE ESCAPE PROCEDURES (EVACUATION)
At the time of an emergency, employees should understand what *type* of evacuation is necessary and what their role is in carrying out the plan. There are three basic evacuation plans.

- In some cases, total and immediate evacuation of all employees is necessary.

- In other emergencies, an evacuation of nonessential employees is necessary with a delayed evacuation of others for continued operation or shut down.
- If a chemical spill, gas leak, or other critical emergency were to occur, it would probably require some form of civilian populace to evacuate. Reporting the emergency would be the first step employees must take by calling 911. After that, notification of the general populace would be the responsibility of the emergency services personnel.

Department heads shall designate rally points for their employees. Rally points may include parking lots, open fields or streets located away from the site of the emergency that provide sufficient space to accommodate the employees. Employees shall move away from the exit discharge doors of the building, and avoid congregating close to the building where they may hamper emergency operations. Personnel should evacuate to at least 300 feet from the structure.

Any individual may initiate an evacuation, including non-employees. Department supervisors need to ensure all employees present are notified of evacuation and ensure their office spaces are cleared as the evacuation is ordered.

Once an evacuation is ordered, all personnel should exit the structure in a calm and orderly fashion and proceed directly to the department's assigned rally point so that all personnel may be accounted for. During inclement weather, personnel will proceed to a refuge point after everyone is accounted for.

If any individual is missing, attempt to identify their location and notify emergency response personnel that an individual is unaccounted for and their last know location. Do not re-enter the building in an attempt to locate missing persons; that is a job for emergency responders.

Emergency escape routes shall be clearly identified and a color-coded floor plan shall be posted in each building showing occupants the routes to follow during emergency or evacuation and the rally point to meet at. These floor plans shall also show the location of fire extinguishers and emergency shutoffs or other vital equipment.

The designation of rally points to account for all personnel and refuge or safe areas for evacuation during inclement weather should be posted on the emergency egress route signs in each building, or briefed to all personnel.

EMPLOYEES WITH DISABILITIES

Each person has different skills and abilities. This reality calls for specific provisions for individuals with disabilities in the event of an emergency. The employee with a disability is responsible for informing her/his department administrator or immediate supervisor that she/he will require assistance during an evacuation. It is important not to assume that persons with obvious disabilities need assistance, or to assume what type of assistance they may need.

Persons with disabilities must study and remain aware of the features of each building they are in, including stairways, exits, phone locations, and elevator procedures. At times, assistance from others may be needed. Individuals with disabilities may seek assistance (escorts) from others in their work areas if emergency evacuation becomes necessary.

Department heads should discuss emergency procedures with individual employees who have obvious disabilities, those who have informed them of any special needs, and all newly hired individuals with disabilities. It must be determined what assistance they may need and how best to accommodate those needs. (For further information go to: eeoc.gov/facts/evacuation.html)

SHUT-DOWN PROCEDURES

Department heads shall develop and document emergency shutdown procedures for all equipment and each process within their departments. All personnel shall be trained in these procedures.

All departments shall perform normal shut down of unnecessary equipment at the end of each day and prior to leaving buildings to reduce risk of fire. In event of emergency these systems shall be shut down if time permits.

RESCUE AND MEDICAL DUTIES

Horry County employs a full time Fire Rescue Department responsible for performing rescue and lifesaving duties. In addition many county employees have been trained to perform CPR.

All rescue duties shall fall upon the Fire Rescue Department, as they are the properly trained and equipped organization to handle these situations. However, all personnel should be prepared to render assistance with injuries or to aid in rescue of persons in perilous conditions until they are relieved by Fire Rescue personnel.

FIRE REPORTING PROCEDURES

Report all fires by dialing 911 and give all details to an emergency operator.

FIRE FIGHTING PROCEDURES

Employees who have been trained in firefighting procedures as part of their job (Firefighters, torch operators, welders, dip tank operators, lab workers, etc.) shall use fire extinguishers as required by OSHA standards. All other employees are required to evacuate in the event of fire.

Employees shall attempt to extinguish only small fires in the incipient stage. All fires should be reported immediately by calling 911, even if it was small and was put out with an extinguisher.

FIRE PREVENTION PLAN

WORKPLACE FIRE HAZARDS

Fire hazards faced by employees throughout the county are numerous and vary by location. The primary fire hazards faced by county employees are paper products, fuel, and electrical equipment.

RESPONSIBLE PERSONNEL

Department heads are responsible for:

- maintenance of equipment and systems to prevent or control ignition or fires;
- controlling fuel source hazards and storage of flammables/combustibles;
- ensuring personnel are trained to operate fire extinguishers per policy;
- posting evacuation route signs;
- training employees in the use of fire extinguishers if required for duties.

HOUSEKEEPING PROCEDURES

Department heads are responsible for controlling the accumulation of flammable and combustible waste materials. These materials should be eliminated completely or stored in a way that they pose no risk of fire.

TRAINING

The Department head shall ensure the fire prevention plan is trained annually along with fire extinguisher training. Employees shall be informed of the fire hazards of the materials and processes to which they are exposed.

FIRE EXTINGUISHER PLAN

POLICY

It is the policy of Horry County to provide a safe work place for all employees. This is primarily achieved by the prevention of accidents and incidents that could impact health and safety. This Fire Extinguisher Plan has been developed to provide a rapid first response to small fires. This response can protect both employees and facilities against significant injury or damage.

PURPOSE

Horry County provides fire extinguishers in all facilities to enable trained employees to control and extinguish small fires. Extinguishers are to be placed in compliance with regulations.

APPLICATION

This program applies to all facilities and to all employees who have been trained how to use a fire extinguisher properly.

REGULATION

OSHA 29 CFR 1910.157

PROCEDURE

Selection and Distribution

Horry County selects and distributes portable fire extinguishers throughout the facilities based upon the following criteria:

EXTINGUISHERS TYPES AND USES	MAXIMUM DISTANCE
Class A - Class A fire - Ordinary combustible materials such as paper, wood, cloth, and some rubber and plastic materials	75ft
Class B - Class B fire - Flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials	50ft
Class C - Class C fire - Energized electrical equipment requiring the use of electrically non-conducting extinguishing media	Based on A and B patterns
Class D - Class D fire - Combustible metals such as magnesium, titanium, zirconium, sodium, lithium and potassium	75ft

Fire extinguisher placement (locations) are indicated on the emergency evacuation plan for each facility.

The selection and location of all fire extinguishers are to be reviewed annually by Horry County Code Enforcement.

INSPECTION, MAINTENANCE AND TESTING

Fire extinguishers are to be visually inspected monthly by each department. This inspection is the responsibility of the department head. Fire extinguishers located in public areas will be inspected by maintenance department personnel.

The visual inspection will consist of inspecting for proper pressure (typically in the green area of the gauge), the presence of all components, and the lack of visible external damage to any components.

Monthly inspection of fire extinguishers shall be documented on the fire extinguisher tag. Any fire extinguisher found defective will be noted on the form, taken out of service, and be immediately reported to Maintenance Department for buildings, Fleet Maintenance for vehicles.

Replacement extinguishers shall be obtained immediately to replace any extinguisher removed from service.

An annual maintenance inspection is to be conducted on each fire extinguisher per OSHA requirements. These inspections are to be conducted by a certified outside contract firm. Completion of annual inspections shall be the responsibility of Maintenance Department for buildings, Fleet Maintenance for vehicles. Annual inspection records will be maintained by the contracted inspection agency.

HYDROSTATIC TESTING

Stored pressure dry chemical extinguishers that require a 12-year hydrostatic test will be emptied and subjected to applicable maintenance procedures every 6 years. The 6-year cycle begins from the date of hydrostatic testing or recharging. All hydrostatic testing is to be performed by a qualified fire extinguisher company per OSHA requirements. The testing will be conducted according to the intervals set below:

TYPE OF EXTINGUISHER	TEST INTERVAL (YRS)
Soda Ash (Stainless Steel Shell)	5
Cartridge operated water and/or antifreeze	5
Stored water pressure and/or antifreeze	5
Wetting agent	5
Foam (Stainless Steel Shell)	5
Aqueous Film Forming Foam (AFFF)	5
Loaded stream	5
Dry Chemical with stainless steel	5
Carbon Dioxide	5
Dry chemical, stored pressure with mild steel, brazed brass or aluminum shells	12
Dry chemical, cartridge or cylinder operated, with mild steel shells	12
Halon 1211	12
Halon 1301	12
Dry powder, cartridge or cylinder operated, with mild steel shells	12

Testing will also be conducted if one or more of the following conditions exist:

- If the unit has been repaired by soldering, welding, brazing or the use of patching compounds.
- When the cylinder or shell treads are damaged.
- When there is corrosion that has caused pitting, including corrosion under removable nameplate assemblies.
- When calcium chloride extinguishing agent has been used in a stainless steel shell.

Testing will also occur if there is any new evidence of corrosion or mechanical damage to an extinguisher.

In addition to external visual examination, an internal examination of cylinders and shell will be made prior to hydraulic testing.

Testing will be performed on extinguisher hose assemblies that are equipped with shut-off nozzles at the discharge end of the hose. The test interval will be the same as the extinguisher.

Extinguisher shells, cylinder, or cartridges that fail a hydrostatic pressure test are to be removed from service.

Records are kept of all hydrostatic testing results by tags on each extinguisher, showing that the extinguishers were tested in accordance with the schedule on page 3.

The record will consist of the date of the test, the signature of the tester, and the identification number of each extinguisher. These records will be kept at least until the next hydrostatic test or when the extinguisher comes out of service, whichever comes first.

Hydrostatic testing methods and procedures are to be performed according to information and methods found in 29 CFR 1910.157 (f).

TRAINING AND EDUCATION

Employees who perform tasks such as firefighter, welder, dip tank operator, lab technicians will be educated on the general principles of fire extinguishers and the general hazards of incipient stage firefighting.

This training will be provided upon initial employment using "hands on" methods, and at least annually thereafter, by Horry County Fire Rescue.

SPECIFIC EMERGENCY PROCEDURES

FIRE

- Initiate fire alarm signal.
- Report fire by calling 911.
- Evacuate the building according to posted procedure and proceed to designated rally point and account for personnel.
- Employees that have received training may use portable fire extinguishers to control/extinguish the fire. However no employee shall attempt to isolate or extinguish a fire at the risk of endangering his/her own safety or the safety of others. Fight fire only in its incipient stages.
- All fires must be reported even if it was small and was put out with an extinguisher.
- Employees shall not re-enter an evacuated facility until cleared to do so by emergency response personnel.

BOMB THREAT

- Attempt to keep caller on the line as long as possible while having another employee contact 911. Try to get as much information as possible from caller; bomb location, time of possible detonation, reason for threat. Also note any background noise that may assist Police in apprehending subject.
- Pass on any information received to the 911 operator.
- To err on the side of safety, anytime a bomb threat is communicated all employees will evacuate facilities immediately.
- Remain alert at all times to suspicious packages or persons around or in county facilities. In event of a bomb threat take note of anything out of place and communicate this to emergency response personnel.
- Employees shall not re-enter facility until cleared to do so by emergency response personnel.

OPERATIONAL EMERGENCIES

- Reduce or shutdown operations to address problem.
- Secure/cease all hazardous chemical operations.

SUICIDE THREAT

- Attempt to keep individual calm and talking, while having another employee contact 911 or local security.
- Do not attempt to disarm persons with weapons.
- Do not challenge individual or put yourself in a position to become a hostage.
- Retreat from area and evacuate facility if possible, without placing evacuees in danger (bomb or weapons.)

CHEMICAL SPILL OR RELEASE

- Call 911 and initiate notification that a spill or release has occurred. Also notify the 911 operator if the spill/release cannot be contained/stopped, and if the spill/release poses a threat to the surrounding community
- If spill can be contained or stopped through remote means attempt to control or stop it.
- If necessary evacuate the building according to posted procedure and proceed to the designated rally point and account for personnel.
- Employees shall not re-enter facility until cleared to do so by emergency response personnel.

WEATHER EMERGENCIES

- In the event of a severe weather notification, (Tornado, Hurricane, Ice Storm) the county will be expected to serve the community in preparation, during the event, and after it has passed. Normal withdrawal to shelters is not standard procedure for many county employees since they will serve in the emergency command post, as emergency responders, and in other functions. However the following is standard procedure to be followed by all employees not acting in an emergency capacity:
- Remain indoors and limit travel to emergency only.
- Remain in the strongest part of the facility, away from windows if storm contains high winds.
- If advance warning is received, move all loose equipment into shelters and take precautions to limit the possible damage/loss/destruction of equipment and facilities.
- Watch for downed power lines, do not attempt to move wires, report all hazardous situations to the Emergency Operations Center or the utility owner.
- During icing conditions, snow, or heavy rain reduce vehicle speeds and use extended following distances and stopping distances. Vehicle lights and flashers shall be used while driving County vehicles during adverse weather.

ERGONOMICS

Applicability
All county employees whose jobs require repetitive, forceful, sudden, or awkward movements are included.

Purpose
The purpose of ergonomics awareness training is to prevent and/or minimize the risk of employees developing sprain and strain injuries. This section focuses on measures needed to avoid or minimize activities which may lead to acute injuries (sudden overexertion) or injuries that develop gradually as the result of repeated stresses on a particular part of the body (cumulative trauma disorders).

Policy
1. All county employees shall be aware of and use proper body mechanics and posture at all times.
2. Engineering, administrative, and work practice controls, as well as personal protective equipment, shall be utilized to prevent injuries.
3. Avoid eye strain from computer monitors by taking periodic breaks, changing screen angles, keeping dust off screen, and/or using anti-glare screens or tinted glasses.
4. Use proper sitting posture to avoid lower back strain: keep back straight, sit toward the back of the chair for support, have knees slightly higher than the waist, and keep feet flat on the floor or have a foot rest.
5. Adjust keyboard height and keep arms at right angle to avoid wrist strain.
6. Avoid twisting at the waist; turn your whole body instead.

Training
Each department is responsible for providing training targeted to each employee's job. Training is recommended for employees who work sedentary positions, work at a computer for extensive periods of time, employees who do considerable lifting, twisting, or turning, and employees who engage in tasks repetitively or in a forceful manner.
Training topics may include carpal tunnel syndrome prevention, reducing back injuries, proper body mechanics, and work station ergonomic assessments. Training should be conducted upon initial employment and as required thereafter.

References
OSHA Act of 1970, Section 5, General Duty Clause

EXCAVATIONS
TRENCHING & SHORING

POLICY
The policy of Horry County is to comply with the Occupational Safety and Health Administration Standard 29 CFR 1926.650-652, "Excavations." This standard requires employers to enact operational procedures that will protect employees from the hazards of entry into excavations.

PURPOSE
The purpose of this procedure is to establish mandatory practices and procedures that will protect employees who in the course of their employment are periodically called upon to create or work in excavations. These practices and procedures have been designed to eliminate the potential for injury and illness that are associated with working in and around excavations.

APPLICABILITY
This policy applies to all county personnel (permanent, temporary, part-time, volunteers and sub-contractors) who, in the performance of their duties for Horry County, may be called upon to excavate soil or enter an excavation.

REFERENCE
This policy and all standard operating procedures have been derived directly from OSHA standard 29 CFR parts 1910 and 1926.

GENERAL EXCAVATION REQUIREMENTS
All excavations shall be made in accordance with the rules, regulations, requirements, and guidelines set forth in 29 CFR 1926.650-652; the Occupational Safety and Health Administration's standard on Excavations, except where additional requirements are noted.

Employees who work in or around excavations must be provided training according to their work.

The excavation or trench must either be sloped or supported as required to comply with OSHA requirements.

Traffic around the site must be controlled, and barricades, signs, and/or flag persons used as needed to control both vehicular and pedestrian traffic.

Utilities on the site must be protected and suitable precautions taken if any utility will be disturbed by the work.

Employees must use required personal protective equipment (PPE).

Each department covered by this program must appoint one or more competent person(s) to ensure compliance with this program.

RESPONSIBILITIES

Department Head

The department head will monitor the overall effectiveness of the program.

Each department that conducts work involving excavations must designate a person or persons as competent person(s) and assure that these persons receive training as such. The department head must ensure that a competent person performs the responsibilities as described in this program.

Competent Person

A competent person is capable of identifying existing and predictable hazards in the surroundings, or working conditions that are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. All competent persons must complete trenching and shoring class, successfully pass the exam, and be certified for successful completion of the class.

A competent person should have and be able to demonstrate the following:

- Training, experience, and knowledge of:
    - soil analysis,
    - use of protective systems, and
    - requirements of 29 CFR 1926 Subpart P.
- Ability to detect:
    - conditions that could result in cave-ins,
    - failures in protective systems,
    - hazardous atmospheres
    - other hazards, including confined spaces.

Competent persons shall also have authority to take prompt corrective measures to eliminate existing and predictable hazards and to stop work when required.

Employees

Each employee has the responsibility to follow established procedures, enter an excavation only after receiving training, and must demonstrate a complete understanding of the safe work practices to be followed while working in an excavation. Employees must wear required personal protective equipment.

Contractors

Contractors performing excavation work on county property must coordinate their work with the appropriate department heads to ensure that related activities such as utility shutdown are addressed.

TRAINING

All personnel involved in excavation work must be trained in accordance with the requirements of this program. Training must be provided before the employee is assigned duties working in or near excavations.

Retraining will be provided a minimum of every three years or as necessary to maintain knowledge or skills to safely work in, or in the vicinity of excavations.

Site Worker Training
Personnel who conduct work within or in the vicinity of excavations must receive training prior to beginning work at the site. The training must include:

- Requirements of the OSHA Excavations standard
- Work practices
- Hazards relating to excavation work
- Methods of hazard protection
- Use of Personal Protective Equipment
- Procedures regarding hazardous atmospheres
- Emergency and non-entry rescue procedures

Competent Person Training
In addition to site worker training, a competent person must also receive training to include:

- Methods of evaluating the site and conducting inspections
- Evaluation and selection of protection methods
- Ensuring compliance with this program
- Requirements under additional applicable programs such as Confined Space and Fall Protection

SOIL TYPES
Because most excavations will be conducted to repair/replace existing county pipelines or equipment (i.e. the soil has been previously disturbed), and in order to reduce the need for testing and evaluating soil types, **ALL excavations performed by county personnel shall be made to meet the requirements for Type C soils only. If an excavation cannot be completed by Type C soil standards, the department head must be informed before work proceeds.**

Type A - Most stable: clay, silty clay, and hardpan (resists penetration). No soil is Type A if it is fissured, is subject to vibration of any type, has previously been disturbed, or has seeping water.

Type B - Medium stability: silt, sandy loam, medium clay, unstable dry rock, previously disturbed soils unless otherwise classified as Type C, soils that meet the requirements of Type A soil but are fissured or subject to vibration.

Type C - Least stable: gravel, loamy sand, soft clay, submerged soil or dense, heavy unstable rock, and soil from which water is freely seeping.

TESTING METHODS
Since Horry County elects to classify all excavations as Type C soil, no testing is required to determine soil type. All excavations shall be treated as Type C soil, and the guidelines of OSHA CFR 1926, Subpart P shall be followed.

SPECIFIC EXCAVATION REQUIREMENTS

SURFACE ENCUMBRANCES

All equipment, materials, supplies, permanent installations (e.g. buildings, roadways), trees, brush, boulders, and other objects at the surface that could present a hazard to employees working in the excavation must be removed or supported, as necessary, to protect employees.

UNDERGROUND INSTALLATIONS

The location of sewer, telephone, fuel, electric, and water lines as well as any other underground installations that may be encountered during excavation work must be located and marked prior to opening the excavation.

The competent person must make arrangements as necessary with the appropriate utility agency for the protection, removal, shutdown, or relocation of underground installations.

If it is not possible to establish the exact location of underground installations, the work may proceed with caution provided detection equipment or other safe and acceptable means (e.g. using hand tools) are used to locate the utility as the excavation is opened and each underground installation is approached.

Excavation work will be conducted in a manner that does not endanger underground installations or employees engaged in the work.

Barricades, shoring, suspension, or other means shall be used to protect employees from coming into contact with left in place utilities.

ACCESS AND EGRESS

Stairs, ladders, or ramps must be provided where employees are required to enter trench excavations four feet or more in depth. Stairs, ladders, and ramps, where used, shall meet OSHA standards. The maximum distance of travel in an excavation to a means of egress shall not exceed 25 feet. Ladders shall extend 36 inches above the excavation.

VEHICULAR TRAFFIC

Employees exposed to vehicular traffic shall be provided with and shall wear warning vests or other suitable garments marked with or made of reflectorized or high-visibility material. Warning vests worn by flagmen must be high visibility in color and be of reflectorized material if worn during night work.

FALLING LOADS

No employee will be permitted underneath loads handled by lifting or digging equipment.

Employees will be required to stand away from any vehicle being loaded or unloaded.

Vehicle operators may remain in the cabs of vehicles being loaded or unloaded when the vehicle provides adequate protection for the operator during loading and unloading operations.

MOBILE EQUIPMENT
When mobile equipment is operated adjacent to the edge of an excavation, a warning system will be used when the operator does not have a clear and direct view of the edge of the excavation. The warning system must consist of barricades, hand or mechanical signals, or stop logs. If possible, the surface grade will slope away from the excavation.

HAZARDOUS ATMOSPHERES
Atmospheric testing *must* be conducted in excavations over four feet deep where hazardous atmospheres could reasonably be expected to exist (e.g. landfill areas, near hazardous substance storage, gas pipelines).

Adequate precautions will be taken to prevent employee exposure to atmospheres containing less than 19.5 percent oxygen or other hazardous atmospheres. These precautions include providing appropriate respiratory protection or forced ventilation. Forced ventilation or other effective means will be used to prevent exposure to an atmosphere containing a flammable gas in excess of 20 percent of the lower flammable limit.

When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, testing shall be conducted as often as necessary to ensure the atmosphere remains safe.

Emergency rescue equipment, such as breathing apparatus, safety harness and line, or basket stretcher, shall be readily available where hazardous atmospheric conditions exist or may reasonably be expected to develop during work in an excavation. The equipment shall be attended while in use.

WATER ACCUMULATION
Employees will not work in excavations that contain or are accumulating water unless precautions have been taken to protect employees from hazards posed by water accumulation. The precautions taken could include, for example, special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of safety harnesses and lifelines.

If water is controlled or prevented from accumulating by the use of water removal equipment, a person trained in the use of the equipment must monitor the water removal equipment and operation.

If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means will be used to prevent surface water from entering the excavation. Precautions will also be taken to provide adequate drainage of the area adjacent to the excavation.

Excavations subject to runoff from heavy rains must be re-inspected by the Competent Person to determine if additional precautions should be taken.

ADJACENT STRUCTURES

Support systems (such as shoring, bracing, or underpinning) will be used to assure the stability of structures and the protection of employees where excavation operations could affect the stability of adjoining buildings, walls, or other structures.

Excavation below the level of the base or footing of any foundation or retaining wall that could be reasonably expected to pose a hazard to employees will not be permitted except when:

- A support system, such as underpinning, is provided to ensure the safety of employees and the stability of the structure; or
- The excavation is in stable rock; or
- A registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation activity; or
- A registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees.

Sidewalks, pavements and appurtenant structures will not be undermined unless a support system or other method of protection is provided to protect employees from the possible collapse of such structures.

Where review or approval of a support system by a registered professional engineer is required, the Department will secure this review and approval in writing before the work is begun. A copy of this approval must be provided to the Department Head.

LOOSE ROCK OR SOIL

Adequate protection must be provided to protect employees from loose rock or soil that could pose a hazard by falling or rolling from an excavation face. Such protection will consist of:

- Scaling to remove loose material;
- Installation of protective barricades, such as wire mesh or timber, at appropriate intervals on the face of the slope to stop and contain falling material; or
- Benching sufficient to contain falling material.

Excavation personnel will not be permitted to work above one another where the danger of falling rock or earth exists.

Employees must be protected from excavated materials, equipment or other materials that could pose a hazard by falling or rolling into excavations.

Protection will be provided by keeping such materials or equipment at least 2 feet from the edge of excavations, by the use of restraining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.

Materials and equipment may, as determined by the project manager, need to be stored further than 2 feet from the edge of the excavation if a hazardous loading condition is created on the face of the excavation.

Materials piled, grouped or stacked near the edge of an excavation must be stable and self-supporting.

FALL PROTECTION

Barricades, walkways, lighting and posting must be provided as necessary prior to the start of excavation operations.

Guardrails, fences, or barricades must be provided on excavations adjacent to walkways, driveways, and other pedestrian or vehicle thoroughfares.

Warning lights or other illumination must be maintained as necessary for the safety of the public and employees from sunset to sunrise.

Wells, holes, pits, shafts, and all similar excavations must be effectively barricaded or covered and posted as necessary to prevent unauthorized access. All temporary excavations of this type will be backfilled as soon as possible.

Walkways or bridges protected by standard guardrails must be provided where employees and the general public are permitted to cross over excavations.

Where workers in the excavation may pass under these walkways or bridges, a standard guardrail and toe board must be used.

Information on the requirements for guardrails and toe boards may be obtained by reviewing OSHA Standard 29 CFR 1910.28-29, "Walking-Working Surfaces."

INSPECTIONS

The competent person shall conduct inspections of excavations, adjacent areas, and protective systems:

- Daily and as needed throughout the shift
- After every rainstorm
- After other events that could increase hazards, such as snowstorm, windstorm, thaw, earthquake, dramatic change in weather, etc.

Where the competent person finds evidence of a situation that could result in a possible cave-in, failure of protective systems, hazardous atmosphere, or other hazardous conditions, exposed employees shall be removed from the hazardous area until precautions have been taken to assure their safety.

The competent person shall maintain a written log of all inspections conducted that day. This log shall include the date, work site location, results of the inspection, and a summary of any action taken to correct existing hazards.

(For excavations 4 feet or greater in depth, a trench inspection form (see Section 4, page W) shall be filled out for each inspection.)

REQUIREMENTS FOR EMPLOYEE PROTECTIVE SYSTEMS

All employees in an excavation shall be protected by a sloping/benching system or by use of support systems. This protection must be installed and meet the requirements of OSHA 1926.652. Protective systems are not required when:

- Excavations are made entirely in stable rock.
- Excavations are less than 5 feet deep and examination by a competent person provides no indication of potential cave-in.

Protective systems shall have the capacity to resist without failure all loads that are intended or that could reasonably be expected.

DESIGN OF SLOPING AND BENCHING SYSTEMS

Horry County has elected to classify all soils encountered as Type "C" therefore design of sloping and benching systems are limited to Option 1 and Option 4 of 1926.652(b).

Option (1) - Allowable configurations and slopes:

Slopes shall be excavated to form configurations at an angle not steeper than one and one-half horizontal to one vertical (34 degrees measured from the horizontal) for Type C soil.
(NO BENCHING OF TYPE "C" SOIL IS PERMITTED).

Option (4) - Design by a registered professional engineer:

A registered professional engineer shall approve all Sloping and benching systems that do not utilize Option (1).

Designs shall be in written form and shall include at least the following:

- The magnitude of the slopes that were determined to be safe for the particular project;
- The configurations that were determined to be safe for the particular project;
- The identity of the registered professional engineer approving the design.

At least one copy of the design shall be maintained at the jobsite while the slope is being constructed. After that time the design need not be at the jobsite, but a copy shall be made available to the Secretary upon request.

DESIGN OF SUPPORT, SHIELD, AND OTHER PROTECTIVE SYSTEMS

Design of support systems, shield systems, and other protective systems shall be in accordance with the requirements of 29 CFR 1926.652 (c).

Horry County Public Works Department maintains one manufactured trench box (shield) to use if required. This shield shall be used per manufacturer recommendations and shall not be utilized beyond its rated capacities. Manufacturer's specifications, recommendations, and limitations, shall be in written form at the jobsite during construction of the protective system. After that time this data may be stored off the jobsite, but a copy shall be made available to the Secretary upon request.

All other shoring methods and materials shall be designed and supervised during construction and placement by a registered professional engineer. Designs shall be in written form and shall include the following:

- A plan indicating the sizes, types, and configurations of the materials to be used in the protective system; and

- Identify of the registered professional engineer approving the design.
- At least one copy of the design shall be maintained at the jobsite during construction of the protective system. After that time, the design may be stored off the jobsite, but a copy of the design shall be made available to the Secretary of the SC Department of Labor upon request.

MATERIALS AND EQUIPMENT

Materials and equipment used for protective systems shall be free from damage or defects that might impair their proper function.

Manufactured materials and equipment used for protective systems shall be used and maintained in a manner that is consistent with the recommendations of the manufacturer, and in a manner that will prevent employee exposure to hazards.

When material or equipment that is used for protective systems is damaged, a competent person shall examine the material or equipment and evaluate its suitability for continued use. If the competent person cannot assure the material or equipment is able to support the intended loads or is otherwise suitable for safe use, then such material or equipment shall be removed from service, and shall be evaluated and approved by a registered professional engineer before being returned to service.

INSTALLATION AND REMOVAL OF SUPPORTS

General

Members of support systems shall be securely connected together to prevent sliding, falling, kick-outs, or other predictable failure.

Support systems shall be installed and removed in a manner that protects employees from cave-ins, structural collapses, or from being struck by members of the support system.

Individual members of support systems shall not be subjected to loads exceeding those which those members were designed to withstand.

Before temporary removal of individual members begins, additional precautions shall be taken to ensure the safety of employees, such as installing other structural members to carry the loads imposed on the support system.

Removal shall begin at, and progress from, the bottom of the excavation. Members shall be released slowly so as to note any indication of possible failure of the remaining members of the structure or possible cave-in of the sides of the excavation.

Backfilling shall progress together with the removal of support systems from excavations.

Additional requirements for support systems for trench excavations

Excavation of material to a level no greater than 2 feet (.61 m) below the bottom of the members of a support system shall be permitted, but only if the system is designed to resist the forces calculated for the full depth of the trench, and there are no indications while the trench is open of a possible loss of soil from behind or below the bottom of the support system.

Installation of a support system shall be closely coordinated with the excavation of trenches.

SLOPING AND BENCHING SYSTEMS

Employees shall not be permitted to work on the faces of sloped or benched excavations at levels above other employees except when employees at the lower levels are adequately protected from the hazard of falling, rolling, or sliding material or equipment.

SHIELD SYSTEMS

General

Shield systems shall not be subjected to loads exceeding those which the system was designed to withstand.

Shields shall be installed in a manner to restrict lateral or other hazardous movement of the shield in the event of the application of sudden lateral loads.

Employees shall be protected from the hazard of cave-ins when entering or exiting the areas protected by shields.

Employees shall not be allowed in shields when shields are being installed, removed, or moved vertically.

Additional requirement for shield systems used in trench excavations

Excavations of earth material to a level not greater than 2 feet (.61 m) below the bottom of a shield shall be permitted, but only if the shield is designed to resist the forces calculated for the full depth of the trench, and there are no indications while the trench is open of a possible loss of soil from behind or below the bottom of the shield.

LIMITATIONS

Protective systems for use in excavations more than 20 feet in depth must be designed by a registered professional engineer in accordance with 29 CFR 1926.652 (b) and (c).

The maximum depth allowed for an open trench is 20 feet using sloping. Depths beyond 20 feet will require the services of a registered professional engineer to design a protection system for deeper excavation.

FOOD SAFETY

Applicability
On occasion employees are required to participate in operations that necessitate consumption of meals provided by Horry County during such operations. When an emergency situation arises and personnel are being fed at work, improper food handling could drastically diminish our readiness and have devastating results on our ability to perform.

Purpose
To provide specific guidance on food products served in the workplace.

Policy
1. During day-to-day operations, employees shall assume all risk in consumption of food that is delivered, donated, or otherwise provided to them by any source.
2. During emergency operations when employees are provided with food by the employer, employees shall not consume food products donated by sources other than those approved by management. Department heads may approve donated items for their own departments.
3. EOC personnel that coordinate food service providers during emergency/contingency operations shall assure credentials (DHEC License) of food service providers.
4. All approved food service providers shall follow DHEC regulations concerning the preparation, transport, storage, handling, and dispensing of food items.
5. Perishable foods donations shall be accepted only from sources that are licensed by SC DHEC.
6. Food provided to employees by Horry County shall be consumed immediately at the serving site and should not be taken from the premises for later consumption to ensure safety of employees. If taken from premises, individual assumes food safety responsibility and all liability.
7. Foods transported to the field for distribution shall be handled according to DHEC guidelines (temperature maintenance).
8. Left-over food items shall be stored immediately after serving to prevent growth of bacteria or spoilage according to DHEC regulations, or disposed of according to USDA guidelines.
9. Special events and fundraisers:
    a. All food services during special events and "fundraisers" sponsored by Horry County or held on county property shall require appropriate DHEC License and Liability Insurance Coverage.
    b. All "fundraisers" conducted by Horry County employees must meet DHEC guidelines and have approval from the County Administrator or designee. All items requiring preparation shall be prepared and packaged for distribution in a licensed facility prior to sale or dissemination.
    c. All county operated food services must comply with DHEC licensing, Business licensing, and Hospitality tax regulations as applicable.
    d. Department heads shall notify Maintenance Department prior to events that will be serving food products to ensure proper waste product and food disposal in line with DHEC requirements.

10. This policy does not apply to: pre-packaged, non-perishable items such as canned sodas, bottled water, chips, cookies etc., bake sales, or foods brought from home for personal consumption.

References

SC DHEC Regulation 61-25
OSHA Act of 1970, Section 5, General Duty Clause

GROUNDS MAINTENANCE

Applicability
All County employees who use powered grounds-keeping equipment in the course of their duties and their supervisors. This includes equipment such as, but not limited to, lawnmowers, lawn and garden tractors, leaf blowers, shredders, chain saws, weed-eaters, compost mills and tillers used to maintain lawns, gardens, walks, and drives.

Purpose
To ensure the safe operation of grounds maintenance equipment operated by all departments.

Policy
1. No employee shall operate ground maintenance equipment without training.
2. Employee shall wear personal protective equipment (PPE) as required by the equipment manufacturer.
3. Employees must be at least 18 years old to operate power driven machinery.
4. Shut off equipment and remove the key and/or pull the spark plug wire before performing maintenance.
5. Shut off equipment and allow hot engines to cool before refueling.
6. Avoid placing any part of the body in front of a discharge chute. Do not allow discharge to point at people or property as objects can be thrown at high velocity causing death, injury and damages.
7. Remove any debris from area to be cut that might be thrown prior to operating mowers.
8. All guards and shields must be in place during operation.
9. Durable labels shall legibly identify all positions of an operating control.
10. After hitting a foreign object, an engine or motor shall be stopped and inspection made.
11. Inspect equipment daily or prior to use.
12. Roll-Over Protection Systems (ROPS) must be used if equipped. Seat belt must be worn in addition to ROPS to protect operator.
13. If ROPS must be lowered to clear low hanging branches, do not wear seat belt while it is lowered. Once mowing beneath obstacles is completed then ROPS must be raised and seat belt worn.
14. Never operate engines in an enclosed area.
15. Push Lawn mowers
    a. Avoid pulling the mower backward to prevent injury to the feet.
    b. A mower shall be moved across the face of a slope more than 17 degrees, never up and down, except by the use of a rope to raise and lower the mower while standing at the top of the slope.
16. Riding Mowers
    a. Mower blades shall not be engaged unless the employee is seated on the mower.
    b. Riding mowers shall not be operated up or down a slope of more than 26 degrees or move across the face of a slope of more than 17 degrees.
17. Brush Saws and Weed Whackers
    a. Head should rotate freely and be free from objects when started.
    b. The user shall maintain two - hand control of equipment and wear shoulder harness if provided.

18. Edge Trimmers
    a. The cutting blade of an edge trimmer shall be covered with a guard to prevent foreign objects from being discharged into the operator's area or at an angle of 15 degrees from the ground.
19. Rotary Tillers
    a. The tine area shall be operated or shielded to prevent debris or other objects from being thrown.
    b. Operator shall maintain control of the tiller.
20. Chain Saws
    a. Carry with the top handle and with the guide bar to the rear.
    b. Should not be used above shoulder height of the operator.
    c. Protective chaps shall be worn at all times.
    d. Never drop start a chain saw.
    e. Use extra care when starting power saws on elevated working surfaces.
    f. PPE required includes steel toe footwear, chaps, hard hat, safety glasses or shield, and hearing protection.
    g. Blade shall be guarded while in storage.

Training

All employees who use powered ground-keeping equipment and their supervisors must be trained prior to their initial assignment and as needed thereafter. Department supervisors or their designees are responsible for training.

References

OSHA 1910.243
OSHA 1910.266
OSHA 1926.302c
OSHA 1926.602
OSHA 1926.604
OSHA 1926.1001
OSHA 1928.51
Equipment operator manuals

HAND AND PORTABLE POWER TOOLS

Applicability
All county workers (full time, part time and temporary) who use hand and/or power tools and their supervisors. Hand tools are defined as an instrument used or operated by muscle power. Power tools are defined as an instrument powered by electricity, air, hydraulic, water, or explosive means.

Purpose
The purpose of this policy is to ensure the safety of personnel and to maintain safe and reliable tools in the workplace. This policy provides for the maintenance, operation and use of hand and portable power tools around and about the workplace.

Policy
1. Employee shall receive training on the safe and proper use of hand and portable power tools before use.
2. Employee shall inspect tools, including electrical cords, before each use to make sure they are in safe operating condition.
3. All electrically powered tools must have approved grounds or be double insulated.
4. Ground fault circuit interrupters must be used if working with a 2-wire system.
5. Ground fault circuit interrupters must be used on construction sites.
6. Employees should not wear loose clothing that might become entangled in the power tools. All jewelry should be removed. Long hair should be properly secured to avoid entanglement.
7. Employees must use personal protective equipment as indicated in the equipment operator manual, and as required by the hazards associated with the job.
8. Employees must use the guarding devices and safety features of the tools as provided.

Training
Individual departments are responsible for training employees prior to the first use of tools and as needed thereafter. Training should address the safe and effective use of hand tools, portable power pools, powder-actuated tools, gas-powered tools, chain falls, hot sticks, and wood working machinery.

References
OSHA 1910.242-244
OSHA 1926.300-306
Equipment operator manuals

HAZARD COMMUNICATION PROGRAM

POLICY
Horry County is firmly committed to providing each of its employees a safe and healthy work environment. It is a matter of county policy, as well as state and federal laws. Horry County has implemented this program in accordance with OSHA Standard 29 CFR 1910.1200, "Hazard Communication."

Horry County Risk Management will have the overall responsibility for managing and updating the Hazard Communication program for Horry County.

PURPOSE
Federal and State regulations require that hazards of all chemicals produced or imported into the workplace are evaluated and that information concerning their hazards is transmitted to employees through hazard communication programs. Employers are not required to evaluate chemicals if they have chosen to rely on the evaluation performed by the chemical manufacturer. Horry County will utilize the manufacturer developed chemical evaluation and Safety Data Sheets (SDS) or letter stating hazards from manufacturer if no SDS is available.

APPLICABILITY
This policy applies to all employees of Horry County. Employees shall attend training in order to attain a thorough understanding of the Hazard Communication Program. Employees shall abide by the requirements of this policy and the requirements of state and federal regulations. Employees that fail to meet these requirements will be retrained or disciplined as needed. Maintaining a safe work environment is not optional.

REFERENCE
This policy and all standard operating procedures have been derived directly from Occupational Safety and Health Administration Standard 29 CFR Parts 1910 and 1926.

PROCEDURE
Access to the Written Program
Each Department shall make this written Hazard Communication Program available to employees or their designated representatives. The Horry County Safety Manager shall make this policy available to the Assistant Secretary of Labor for Occupational Safety and Health Act (OSHA) and the Director of the National Institute for Occupational Safety and Health (NIOSH) for review and copying.

Safety Data Sheets (SDS)
Each department head will be responsible for obtaining Safety Data Sheets with each order and/or delivery of chemicals in their department. They will also be responsible for review of incoming data sheets for new and significant health/safety information. They will see that any new information is passed on to the affected employees. All employees receiving new chemicals into the workplace are responsible for forwarding the new SDS to the department head or designee prior to use of the chemical for update, filing, and employee notification and training.

SDS will be available to all employees in their work area (in notebooks) for review during each work shift. Employees working at more than one geographic location may obtain this information at their primary workplace facility. When employees report directly to the field without stopping by the office, SDS must be kept in the work-truck for ready availability. In an emergency, SDS are available by calling the applicable department head. If SDS are not available or new chemicals do not have SDS, contact the department head at once and do not use/discontinue use of the chemical immediately.

Chemical Inventory
Each department head is responsible for conducting an annual inventory of all hazardous materials in the department. The inventory will consist of the following information for each material: name, location, normal amount on hand, and availability of SDS. Any unlabeled material will be labeled immediately and its use will not be permitted until it is identified and properly labeled. The form on page X of Section 4 will be used to conduct the inventory. A complete list of all workplace chemicals shall be posted in each department's SDS book.

Container Labeling
Each department head will verify that containers are labeled with the following:

- Name of the chemical;
- Appropriate signal word;
- Hazard warnings with precautionary statements;
- Name and address of the manufacturer;
- Pictograms.

The department head will ensure that secondary containers are labeled with an extra copy of the original manufacturer's label or a generic label noting chemical identity and appropriate hazard warnings unless the OSHA standard exception applies. Secondary containers may be unlabeled when the employee using the chemical does not transport the chemical off premises, the employee retains possession of the chemical, and the employee uses the entirety of the chemical within the same work shift. The department head will also ensure that *all* pipes in the workplace are labeled properly**.**

Stationary process containers will use signs, placards, process sheets, batch tickets, operating procedures or other written materials in place of labels as long as the chemical content is identified and appropriate hazard noted. In these cases, copies of the original label or SDS will be immediately available to employees throughout the work shift, either by being posted or maintained by the department head.

EMPLOYEE EDUCATION AND TRAINING

The department head is responsible for the employee training program. They will ensure that all elements specified below are carried out.

Prior to starting work and when new chemical hazards are introduced in the workplace, each affected employee will receive a briefing by their department head or designee on the following:

- An overview of the Hazard Communication Standard

- Chemicals present in the workplace and in operations
- Physical and health effects of the hazardous chemicals
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
- How to prevent or lessen exposure to these hazardous chemicals through use of control/work practices, personal protective equipment, and good personal hygiene practices
- Emergency procedures to follow if they are exposed to these chemicals or if there is a chemical spill
- Hazard of chemicals in unlabeled pipes
- Personnel Protection Equipment (PPE) required
- Steps Horry County has taken to prevent or decrease exposure to these chemicals
- Hazardous non-routine tasks
- Location and availability of the written Hazard Communication Program
- Location of SDS file and hazardous chemical list
- Description of labeling program
- How to read labels and review SDS to obtain appropriate hazard information

Training will be documented. Each employee will sign an attendance sheet to verify that they attended training, and understand the county's policies on hazard communication. This document must be maintained by each department and must be presented on request to indicate completion of training.

HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity. This information will include:

- Specific chemical hazards;
- Protective/safety measures the employee will take to prevent exposure;
- Measures Horry County has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Examples of non-routine tasks performed by the employees of this department are**:**

Task	Hazardous Chemicals
Confined Space Entry	Possible toxic gases/vapors

INFORMING CONTRACTORS (including temporary employees)

It is the responsibility of each department head to provide contractors and temporary employees with relevant information. The contractor shall be given a briefing and shown the list of all hazardous chemicals to which contract employees may be exposed while on the job site. Additionally, the contractor and all employees shall be given access to SDS during normal shift hours. After normal shift hours, a copy will be made available by the department head if needed.

The contractor and employees shall be briefed on precautions the contract employees should take to protect themselves during normal operating conditions and foreseeable emergencies.
Similarly, it is the responsibility of each department head to ensure that *contractors* have provided Horry County with the information regarding chemical hazards that the contractor will bring into the workplace, such as:

- Hazardous chemicals to which employees of Horry County may be exposed while the contractor is on the job;
- Precautions the employees of Horry County may take to lessen the possibility of exposure by usage of appropriate protective measures.

The department head who the contractors are working for will also ensure that contractors have provided the necessary training to their employees and that the employees understand the labeling used in the facility**.**

The department head who the contractors are working for will be responsible for working with each contractor regarding safety data sheets (SDS) for the materials which will be on site for the duration of time the contractor is on site. Copies of the SDS will be made available to all personnel and they will be kept in a central location for the duration of time the contractor is on site**.**

The department head who the contractors are working for will be responsible for gathering and disseminating any information concerning chemical hazards that the contractor is bringing to the workplace.

HEARING CONSERVATION PROGRAM

POLICY

The policy of Horry County is to comply with the Occupational Safety and Health Administration Standard 29 CFR 1910.95, "Occupational Noise Exposure." This standard requires employers to administer a continuing and effective hearing conservation program whenever employee noise exposures exceed certain levels.

PURPOSE

The purpose of this program is to ensure that all county employees are protected from exposure to hazardous noise. Horry County has determined that employees in the following departments are exposed to hazardous noise levels during daily operations:

Airport	Detention	Fire Rescue
Fleet Maintenance	Maintenance	Parks & Recreation
Public Works	Stormwater	

Engineering controls are the first lines of defense in Horry County; however, engineering controls have not always been feasible for some of our operations, or have not always completely controlled the identified hazards. In these situations, Administrative controls and/or personal protective equipment must be used. The work processes requiring hearing protection use in Horry County are outlined in each departments written hazard assessment.

APPLICABILITY

This policy applies to all county personnel (permanent, temporary, part-time, volunteers and sub-contractors) who, in the performance of their duties for Horry County, are exposed to hazardous noise levels. These personnel are required to wear hearing protection while performing tasks identified in each departments written hazard assessment, and at any time noise exceeds normal conversation volume (85 decibels).

REFERENCE

This policy and all standard operating procedures have been derived directly from Occupational Safety and Health Administration Standard 29 CFR parts 1910 and 1926.

RESPONSIBILITIES

Program Administrator

The department Head shall be the Hearing Conservation Program Administrator for their department. The Program Administrator is responsible for administering the hearing protection program. Duties of the program administrator include:

- Identifying and evaluating work areas, processes or tasks that present hazards.
- Assisting workers with selection of hearing protection.
- Monitoring use of hearing protection to ensure proper wear and use.
- Coordinating with Risk Management to evaluate and update the program annually or as needed.

- Coordinating with Risk Management on how to address noise hazards or other concerns regarding the program.
- Coordinating with Human Resources Department on Audiometric Testing contracts.

Department Heads and Supervisors
Department heads and supervisors are responsible for ensuring that the Hearing Conservation Program is implemented in their particular areas. In addition to being knowledgeable about the program requirements for their own protection, department heads must also ensure that the program is understood and followed by the employees under their charge. Duties include:

- Ensuring that employees under their supervision (including new hires) have received appropriate training, fitting, and audiometric testing.
- Ensuring the availability of appropriate hearing protection and accessories.
- Being aware of tasks requiring the use of hearing protection.
- Enforcing the proper use of hearing protection when necessary.
- Ensuring that hearing protectors are properly cleaned, maintained, and stored to ensure availability when needed.
- Continually monitoring work areas and operations to identify noise hazards
- Arranging for and/or conducting training.
- Scheduling and coordinating audiometric testing, and follow up examinations.
- Maintaining records required by the program.
- Coordinating with the Risk Management on how to address noise hazards or other concerns regarding the program.

Employees
Each employee has the responsibility to wear his or her hearing protection when and where required and in the manner in which they were trained. Employees must also:

- Care for and maintain their hearing protection as instructed to ensure availability when needed.
- Inform their supervisor if their hearing protection is defective or fails to provide adequate comfort or protection.
- Inform their supervisor or the Program Administrator of any noise hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program.

PROGRAM ELEMENTS
Monitoring
Monitoring (sampling) shall be accomplished to identify equipment, facilities, and processes that might present a noise hazard to employees. The overall objective in sampling is to ensure all employees that experience exposure to noise above 85db are included in the hearing conservation plan, and in the proper selection of hearing protection.

All continuous, intermittent, and impulsive sound levels from 80 to 130 decibels shall be included in the noise measurements for hazard identification. All readings at or above 85db shall constitute a requirement for hearing protection.

Due to worker mobility and the variety of equipment used no single reading can set the standard for county employees. Each equipment item/facility shall be identified in each departments Written Hazard Assessment to show what type hearing protection is required.

Horry County maintains an Extech Instruments Noise Dosimeter Model 407355 digital sound meter for the purpose of sampling and recording noise measurements. This instrument shall be calibrated prior to testing to ensure accuracy.

Monitoring shall be re-accomplished whenever a change occurs in workplace exposure that might present a hazard to additional personnel or that might render current protection inadequate.

Employee Notification
The Department Head shall notify each employee that is exposed to noise hazards of 85db or greater and shall place them on the hearing conservation program.

Observation of Monitoring
The Department Head shall provide each employee with an opportunity to observe any noise measurements taken in their work areas.

AUDIOMETRIC TESTING PROGRAM
Each affected department will establish and maintain an audiometric testing program and provide testing to all employees that are exposed to noise levels of 85 decibels or greater. This program will be provided at no cost to employees.

Audiometric tests shall be performed by a provider that meets the requirements of 1910.95. A valid baseline audiogram must be obtained within 1 year of an employee's first exposure at or above the action level. Where baseline audiograms are obtained more than 6 months after the employee's first exposure at or above the action level, employees shall wear hearing protectors for any period exceeding six months after first exposure until the baseline audiogram is obtained.
Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise. Hearing protectors may be used as a substitute for the requirement that baseline audiograms be preceded by 14 hours without exposure to workplace noise.

The department head shall notify employees of the need to avoid high levels of non-occupational noise exposure during the 14-hour period immediately preceding the audiometric examination. At least annually after obtaining the baseline audiogram, each affected department shall obtain a new audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels.

Each employee’s annual audiogram shall be compared to his or her baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred. The company performing the testing shall complete this comparison. If the annual audiogram shows that an employee has suffered a standard threshold shift, the employer may obtain a retest within 30 days and consider the results of the retest as the annual audiogram. The audiologist, otolaryngologist, or physician shall review problem audiograms and shall determine whether there is a need for further evaluation.

FOLLOW-UP PROCEDURES
If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift (as defined in paragraph (g) (10) of 1910.95) has occurred, the employee shall be informed of this fact in writing, within 21 days of the determination.

Unless a physician determines that the standard threshold shift is not work-related or aggravated by occupational noise exposure, the employer shall ensure that the following steps are taken when a standard threshold shift occurs:

- Employees not using hearing protectors shall be fitted with hearing protectors, trained in their use and care, and required to use them.
- Employees already using hearing protectors shall be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary.

The employee shall be referred for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary or if the employer suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.
The employee is informed of the need for an otological examination if a medical pathology of the ear that is unrelated to the use of hearing protectors is suspected.

If subsequent audiometric testing of an employee whose exposure to noise is less than an 8-hour TWA of 90 decibels indicates that a standard threshold shift is not persistent, the employer:

- Shall inform the employee of the new audiometric interpretation.
- May discontinue the required use of hearing protectors for that employee

"Revised baseline:" An annual audiogram may be substituted for the baseline audiogram when, in the judgment of the audiologist, otolaryngologist or physician who is evaluating the audiogram:

- The standard threshold shift revealed by the audiogram is persistent; or
- The hearing threshold shown in the annual audiogram indicates significant improvement over the baseline audiogram.

STANDARD THRESHOLD SHIFT
A standard threshold shift is a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more at 2000, 3000, and 4000 Hz in either ear.

In determining whether a standard threshold shift has occurred, allowance may be made for the contribution of aging (presbycusis) to the change in hearing level by correcting the annual audiogram according to the procedure described in OSHA 29 CFR 1910.95 Appendix F, "Calculation and Application of Age Correction to Audiograms."

HEARING PROTECTORS

Each affected department shall make hearing protectors available to all employees that are exposed to noise levels of 85 decibels or greater at no cost to the employees. Hearing protectors shall be replaced as necessary.

Department Heads shall ensure that hearing protectors are worn:

- By an employee who is required by this policy to wear personal protective equipment;
- By any employee who is exposed to an 8-hour time-weighted average of 85 decibels or greater;
- Has not yet had a baseline audiogram;
- Has experienced a standard threshold shift.

Employees shall be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors provided by the employer.

The department head shall provide training in the use and care of all hearing protectors is provided to employees. The department head shall ensure proper initial fitting and supervise the correct use of all hearing protectors.

HEARING PROTECTOR ATTENUATION

The Safety Manager shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. The employer shall use one of the evaluation methods described in OSHA 29 CFR 1910.95, Appendix B, "Methods for Estimating the Adequacy of Hearing Protection Attenuation." See Section 4, pages Y - Z.

Hearing protectors must attenuate employee exposure at least to an 8-hour time-weighted average of 90 decibels as required by 1910.95.

For employees who have experienced a standard threshold shift, hearing protectors must attenuate employee exposure to an 8-hour time-weighted average of 85 decibels or below.

The adequacy of hearing protector attenuation shall be re-evaluated whenever employee noise exposures increase to the extent that the hearing protectors provided may no longer provide adequate attenuation. The Department Head shall provide more effective hearing protectors as needed.

TRAINING PROGRAM

The affected department head shall institute a training program for all employees who are exposed to noise at or above an 8-hour time-weighted average of 85 decibels, and shall ensure employee participation in such program.

The training program shall be repeated annually for each employee included in the hearing conservation program. Information provided in the training program shall be updated to be consistent with changes in protective equipment and work processes.

The training program shall ensure that each employee is informed of the following:

- The effects of noise on hearing;
- The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care;
- The purpose of audiometric testing, and an explanation of the test procedures.

ACCESS TO INFORMATION AND TRAINING MATERIALS

The department head shall make available to affected employees or their representatives copies of this standard and shall also post a copy in the workplace.

The department head shall provide to affected employees any informational materials pertaining to the standard that are supplied to the employer by the Assistant Secretary.

The Department Head shall provide, upon request, all materials related to the employer's training and education program pertaining to this standard to the Assistant Secretary and the Director.

RECORDKEEPING

The affected department head shall maintain an accurate record of all employee exposure measurements. A written copy of this program and the OSHA standard is kept in the department head's office and is available to all employees who wish to review it. The department head shall retain all employee audiometric test records. This record shall include:

- Name and job classification of the employee
- Date of the audiogram
- The examiner's name
- Date of the last acoustic or exhaustive calibration of the audiometer
- Employee's most recent noise exposure assessment

The department head shall require the contractor providing audiometric testing to maintain accurate records of the measurements of the background sound pressure levels in audiometric test rooms, and to present this information to authorities as needed.

The department head shall retain records required in this standard for at least the following periods:

- Noise exposure measurement records shall be retained for two years.
- Audiometric test records shall be retained for the duration of the affected employee's employment.

All records required by this section shall be provided upon request to employees, former employees, representatives designated by the individual employee, and the Assistant Secretary. The provisions of 29 CFR 1910.20 (a) - (e) and (g) apply to access to records under this section.

PROGRAM EVALUATION

The Program Administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with employees who use hearing protection and their supervisors, site inspections, sound level monitoring and a review of records.

Problems identified will be noted in an inspection log and addressed by the Program Administrator. These findings will be reported to management, and the report will list plans to correct deficiencies in the hearing protection program and target dates for the implementation of those corrections.

HEAVY EQUIPMENT

Applicability
All county employees who operate heavy equipment in the course of their duties and their supervisors. This section covers policies for the safe operation of heavy equipment such as, but not limited to, tractors, motor graders, backhoes, and bulldozers.

Purpose
To eliminate potential for injuries to employees and the public.

Policy
1. No employee shall operate a piece of heavy equipment without training.
2. The employee shall wear the proper personal protective equipment (PPE) as required for the job.
3. Employees should be at least 18 years old to operate power driven machinery.
4. Shut off equipment and remove the key before refueling.
5. Avoid placing any part of the body in front of a discharge chute or in the direction that discharge will go.
6. Remove debris from the area to be worked on.
7. Keep all guards and shields in place.
8. Maintain beacon light on while operating equipment.
9. Durable labels shall legibly identify all positions of an operating control.
10. After hitting a foreign object, engine or motor shall be stopped and inspection made.
11. Inspect equipment prior to use.
12. Scan the rear before backing when spotter is not available on roadways.
13. Face the equipment when mounting and dismounting. Do not jump from the equipment.
14. Employees shall mount and dismount equipment using the "three point method." Using both hands and feet, three points of contact shall be maintained until fully mounted or dismounted.
15. Maintain required clearances with overhead power lines at all times.
16. Do not conduct soil disturbance activities without first locating all buried utilities.
17. Do not check for hydraulic leaks with hands, high pressure fluid injection can cause death or require amputation of affected body parts.
18. Heavy Mowers
    a. Mower blades shall not be engaged unless the employee is seated on the mower.
    b. Mowers shall not be operated up or down a slope of more than 26 degrees or move across the face of a slope of more than 17 degrees.
    c. PPE required includes steel toe footwear, safety glasses, seat belt, and hearing protection.

Training
Department heads are responsible for designating training all employees who use heavy equipment and their supervisors upon hire and as needed. Training should include operating procedures, hazards, safeguards, and the use of PPE as located in equipment manuals.

References

OSHA 1910.180
OSHA 1926.550
OSHA 1926.602
OSHA 1926.1000
OSHA 1928.51

LADDERS

Applicability
This section covers the care and safe use of ladders in the workplace and applies to all employees who use ladders and their supervisors. This section covers all ladders, except when the ladder is used in public safety emergency operations or training for such operations and when the ladder is designed into or is an integral part of a machine or equipment.

Definitions:
Type IA ladder – Extra Heavy Duty/Industrial; 300 lbs. max capacity
Type I ladder – Heavy Duty; 250 lbs. max capacity
Type II ladder – Medium Duty; 225 lbs. max capacity
Type III ladder – Light Duty; 200 lbs. max capacity
Pitch – Rise over run; the included angle between the horizontal and the ladder, measured on the opposite side of the ladder from the climbing side.
Extension ladder – A non-self-supporting portable ladder adjustable in length, consisting of two or more sections traveling in guides allowing adjustment of length.
Platform ladder – A self-supporting portable ladder of fixed size with a platform provided at the intended highest working level.
Stepladder – A self-supported portable ladder, nonadjustable in length, with flat steps and a hinged base.

Purpose
To assure that ladders are safe and used in a safe manner.

Policy
1. Ladders shall be inspected before use. Those with any defect, include puncture and laceration hazards, must be immediately tagged and removed from service.
2. Ladder rungs, steps, and cleats must be parallel, level, and uniformly spaced when the ladder is in position for use; they also must be spaced not less than 10 inches (25 cm) and not more than 14 inches (36 cm) apart, as measured between the centerlines of the rungs, cleats, and steps.
3. Only type IA, I, and II stepladders and platforms shall be used.
4. Employees must face the ladder while climbing up and down; when carrying objects up or down a ladder, at least one hand should be used to grasp the ladder to maintain balance and security.
5. Ladders may not be loaded beyond the maximum intended load. This includes the total weight of the employee as well as all tools, equipment, and materials being carried.
6. Ladders may only be used for the purpose for which they are designed; they shall not be used as scaffold platforms unless designed for that purpose.
7. No ladder shall be moved, shifted, or extended while an employee is on it.
8. Ladders shall not be placed on boxes, barrels, or unstable bases to obtain additional height.
9. Only one person shall be on any ladder at one time unless the ladder is specifically designated for more than one person.
10. Portable ladders
    - Must have slip resistant rungs and steps.

- If used to gain access to an upper landing surface must be placed on a portable base at a 4/1 pitch, have clear access at the top and bottom, extend a minimum of 3 feet above a landing, and be secured against movement. Extension ladders should have safety feet.
- When placed in passageways or doorways, they must be secured or guarded to prevent displacement by activities or traffic.
- Must be equipped with a metal spreader or locking device that must remain locked while in use.
- Neither the cap nor top step shall be used at steps.

11. Fixed ladders
    - Must be capable of supporting their maximum intended load.
    - Side rails must continuously extend 42" above the access level or landing platform.
    - See OSHA 1910.23 (d) for all fixed ladder requirements.
12. Employees shall not stand on the top three rungs or within three feet of the top of the extension ladder. The top three steps on an extension ladder shall not be used.
13. Stepladders
    - Shall be opened fully with its spreaders out.
    - Shall not be used as straight ladders.
    - The user shall not stand on the top step of a stepladder, as recommended by manufacturer.

Ladders shall bear a permanent mark or label including the manufacturer's name, year of manufacture, ladder grade and certification and compliance with American Standard Association standard for the type of ladder used. Fixed ladders, including manhole steps, shall be designed, constructed and maintained free from recognized hazards and in compliance with OSHA General Industry Standards.

Training

Affected departments are responsible for the initial training all employees who use ladders and as required thereafter. Training should include the types of ladders, safe use, maintenance, inspection, and repair.

References

OSHA 1910.23
OSHA 1926.1053

LOCK OUT / TAG OUT

POLICY
Horry County is firmly committed to providing each of its employees a safe and healthy work environment. It is a matter of county policy, as well as state and federal laws. Horry County has implemented this Lock Out/Tag Out Program as outlined herein.

PURPOSE
This procedure establishes the minimum requirements for the lockout of energy-isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

APPLICABILITY
This regulation applies to all equipment that must be locked out or tagged out before maintenance is initiated.

REFERENCE
This policy is created in accordance with OSHA's standard on the Control of Hazardous Energy, 29 CFR 1910.147.

PERSONNEL AFFECTED
All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. Authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment that is locked out to perform servicing or maintenance, shall not attempt to start, energize or use that machine or equipment.

Affected employees of the following departments should be instructed in Lockout/Tagout procedures:
Detention
Fire Rescue
Public Works
Storm Water
Maintenance
Fleet Maintenance
Airport
Police
Other departmental personnel as required

STEPS TO IDENTIFY AND CONTROL HAZARDOUS ENERGY
Locate and identify all isolating devices to be certain which switch(s), valve(s) or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, or others) may be involved.

The department must maintain a list of applicable site equipment and their energy isolating devices and update the list at least annually.

LOCKOUT

If an energy isolating device is capable of being locked out, lockout shall be utilized, unless it can demonstrated that the utilization of a tag-out system will provide full employee protection.

When replacement, repair, renovation or modification of equipment is performed, and when new equipment is installed, energy isolating devices for such equipment shall be designed to accept a lockout device.

The authorized employee shall refer to this procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools.

Steps to Perform Lockout

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

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

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

Lock out the energy isolating device(s) with assigned individual lock(s). Lockout devices, where used, shall be affixed in a manner that will hold the energy isolating devices in a "safe" or "off" position.

Lockout devices shall indicate the identity of the employee applying the device(s).

Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

<u>Caution</u>: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

The machine or equipment is now locked out.

TAGOUT

Tags are warning devices attached to energy isolating devices but do not provide the physical restraint that is provided by a lock. Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.

Tagout devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie.

Steps to Perform Tagout

If a device is not capable of being locked out, the tagout system shall be utilized.

Tagout devices, where used, shall be affixed in a manner so as to clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.

Where tagout devices are used with energy isolating devices and designed with the same capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.

Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

When a tag is attached to an energy isolating means, it is not to be removed without authorization of the person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.

Tags must be legible and understandable by all employees or others whose work operations are or may be in the area.

Tag out devices shall indicate the identity of the employee applying the device(s).

Tag out devices shall warn against hazardous conditions if the machine or equipment is energized and shall include a legend such as the following:
Do Not Start. Do Not Open. Do Not Close. Do Not Energize. Do Not Operate.

REQUIREMENTS FOR TESTING LOCKOUT/TAGOUT EFFECTIVENESS

If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

<u>Caution:</u> Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

The machine or equipment is now locked out, and servicing or maintenance may begin.

RESTORING EQUIPMENT TO SERVICE

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

Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

Check the work area to ensure that all employees have been safety positioned or removed from the area.

Verify that the controls are in neutral.

Note: Each lockout or tag out device shall be removed from each energy-isolating device by the employee who applied the device.

Remove the lockout devices and re-energize the machine or equipment.

Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.

Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use.

LOCKOUT OR TAGOUT DEVICE REMOVAL

Each lockout or tag out device shall be removed from each energy-isolating device by the employee who applied the device.

Exception: When the authorized employee who applied the lockout or tag out device is not available to remove it, that device may be removed under the direction of the department head, provided that the following procedures have been accomplished:

- The department head has been notified that a condition exists requiring someone other than the employee who installed a device to remove it.
- It has been verified that the authorized employee who applied the device is not at the facility.
- All reasonable efforts have been made to contact the authorized employee to inform him/her that his/her lockout or tag out device has been removed.

- It has been ensured that the authorized employee has this knowledge before resuming work at that facility.

TESTING OF MACHINES, EQUIPMENT OR COMPONENTS

In situations in which lockout or tag out devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:

- Clear the machine or equipment of tools and materials.
- Remove employees from the machine or equipment area.
- Remove the lockout or tag out devices.
- Energize and proceed with testing or positioning.
- De-energize all systems and reapply energy control measures to continue the servicing and/or maintenance.

GROUP LOCKOUT OR TAGOUT

When servicing or maintenance is performed by a crew, shift, department or other group, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tag out device.

Group lockout or tag out devices shall be used with the same procedures as required by individual lockout or tag out and must meet the following specific requirements:

Primary responsibility is vested in the ranking employee for all employees working under the protection of a group lockout or tag out device.

The ranking employee must ascertain the exposure status of individual group members with regard to the lockout or tag out of the machine or equipment.

When more than one crew, shift, department, etc. is involved, assignment of overall lockout or tag out control responsibility must be assigned to a designated Department Head to coordinate affected work forces and ensure continuity of protection.

Each authorized employee shall affix a personal lockout or tag out device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and shall remove those devices when he or she stops working on the machine or equipment being serviced or maintained.

Shift or Personnel Changes

Specific procedures shall be coordinated and documented by the department head to cover shift or personnel changes to ensure the continuity of lockout or tag out protection, including provision for the orderly transfer of lockout or tag out device protection between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy. This must be accomplished each time a group lockout or tag out procedure is utilized during a project. The Department Head must approve this procedure in writing.

TRAINING
Before working on any equipment with an energy source, employees must be given comprehensive training that includes:

- The OSHA regulation and its intent;
- The requirements of this procedure;
- Purpose and use of the energy control procedure;
- The site equipment, recognition of hazardous energy sources, switches and/or valves or other means necessary for energy isolation and control;
- The type of locks and tags authorized and their use;
- The various responsibilities assigned within the organization for lock out/tag out;
- The limitations of the use of tags.

All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out

Retraining must be provided whenever there is a change in job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.

In addition, retraining shall also be conducted whenever a periodic inspection reveals or whenever the supervisor has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

The department head shall certify that employee training has been accomplished and is being kept up to date. This certification shall contain each employee's name and dates of training.

CONTRACTORS
Whenever contract personnel are to be engaged in activities covered by the scope and application of this standard, the applicable department head and the contractor shall inform each other of their respective lockout or tag out procedures.

The department head shall ensure that employees understand and comply with the restrictions and prohibitions of the contractor’s energy control program.

PERIODIC INSPECTION
Department heads with affected employees shall conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this standard are being followed. Any deviations or inadequacies identified should be corrected.

OFFICE SAFETY

Applicability
All County employees who work in offices and their supervisors.

Purpose
To promote safe work practices and basic common-sense considerations in office settings. Offices are allowed to create and implement individual office safety procedures to use along with these guidelines.

Policy

1. Each department head or their designee will assess his/her department at least monthly for any safety hazards and have them corrected.
2. All areas should be kept free of any tripping hazards such as telephone cords, extension cords, foot stools, open file drawers, paper boxes or cartons, furniture and fixtures.
3. Spills should be cleaned up immediately to prevent slips/falls.
4. Materials should be stored on shelves in a manner to prevent falling. Heavy objects should be placed on lower shelves. Stack boxes no higher than four (4) feet.
5. Keep 32 inches of clearance in front of all electrical panel boxes.
6. Proper lifting and carrying techniques shall be used at all times. Be sure you can see over a load you are carrying.
7. Broken glass should be cleaned up immediately without direct contact with the hand and disposed of in a manner so as not to create an additional hazard.
8. Handrails shall be used when descending stairs to prevent falls. Handrail use when ascending stairs can also prevent injury if you stumble. Do not skip steps on stairs.
9. No running. Turn corners slowly while walking and be prepared to meet someone with arms loaded with files.
10. File cabinets should be securely placed and only one drawer pulled out at a time. Fill new cabinets from the bottom up and never overload top drawers. Do not leave drawers open.
11. Do not use chairs as step stools. Push in chairs when leaving work area. Do not sit on the edge of a chair or tilt chair back.
12. Do not use boxes, furniture, chairs, or other makeshift platforms to reach objects. Properly use a ladder or step stool designed for that purpose.
13. Care should be taken when carrying and storing pointed objects, such as pencils, pens, knives or scissors.
14. Do not overload electrical circuits. Do not place electrical cords under carpet. Look for frayed, bare, or improperly grounded wires and faulty appliances and report them immediately.
15. Coffeepots and other appliances shall be turned off when not in use.
16. Know the correct operating procedures for office equipment.
17. Avoid eye contact with photocopier light. Avoid physical contact with toner.
18. Paper cutters should have a guard and be kept locked when not in use.
19. Burning candles is prohibited in offices or any County facility.
20. Employees should report any damaged flooring that may cause falls.
21. Employees should know the location of first aid kits.

22. Each office should post an evacuation plan. This plan should be in visible areas throughout the office area.

Training
Departments are responsible for training all employees initially and providing retraining as needed.

Reference
OSHA 1910.22
OSHA 1910.36 - 38
OSHA 1926.20
OSHA Act of 1970, Section 5, General Duty Clause

PERSONAL PROTECTIVE EQUIPMENT

APPLICABILITY
All county employees who perform tasks that require the use of personal protective equipment (PPE).

PURPOSE
To assure that employees have and use the proper PPE to protect themselves from hazards on the job.

POLICY
Departments will provide the appropriate personal protective equipment and training on its use to protect their employees from the hazards of their job duties.

Supervisors will conduct an assessment of the hazards of each job position they supervise, specify the PPE required, and certify in writing that the workplace hazard assessment has been performed.

Personal protective equipment shall not be used as a substitute for engineering (design), work practice, and/or administrative controls. PPE shall be used only in conjunction with these controls.

FACE AND EYE PROTECTION
All face and eye protection, including safety glasses with side shields, welding helmets, face shields, and goggles, purchased before July 5, 1994 shall comply with Z87.1-1968 ANSI standard (USA Standard for Occupational and Educational Eye and Face Protection).

Face and eye protection purchased after July 5, 1994 shall comply with Z87.1-1989 ANSI standard (American National Standard Practice for Occupational and Educational Eye and Face Protection).

Face and eye protection shall be used when a hazard or risk of injury exists from flying objects or particles, harmful contacts and exposure such as glare, light flashes, liquids and injurious radiation.

Face and eye protection shall be kept clean, in good repair and fit snugly without interfering with movement.

Affected departments will provide to employees with corrective lenses, one pair of prescription safety glasses or a pair of goggles to fit over lenses no more than once a year unless the PPE provided is broken or severely damaged in the course of employment.

Welding helmets and hand shields shall be designed to protect the face, eyes, ears, and neck against radiant energy and spatter resulting from arc welding. The shade of the lens shall be appropriate to the job being done while welding.

ELECTRICAL PROTECTIVE EQUIPMENT

Rubber insulated gloves, mats, blankets, covers, line hoses, and sleeves shall be ANSI/ASTM approved.

PPE shall be given a visual and electrical test at least once a year, and visual inspection before each use.

Equipment should be maintained in a safe, reliable condition.

PPE must be capable of withstanding the voltage being worked on.

PERSONAL CLOTHING
Clothing should be suitable for work being performed as determined by the supervisor.

HEAD PROTECTION
Head protection shall be worn for all work that involves overhead lifting equipment, underground excavations, and when personnel or equipment are working or suspended above the employee.

Head protection shall meet Z-89.1-1969 or Z-89.2-1971 ANSI standards and be appropriate for the job being done.

All head protection shall be checked before each use to make sure it is in a safe condition. Head protection that is damaged will be replaced. Equipment should be stored in a clean and dry area to avoid temperature extremes and direct sunlight.

FOOT PROTECTION
Supervisors of affected departments shall specify the type of foot protection needed when engaged in the activities listed below but not limited to the following:

- Grounds maintenance activities involving the use of mowers, trimmers, and other power equipment;
- Construction inspection, testing and surveying;
- Traffic sign handling and fabrication;
- Equipment repair, servicing and tear down;
- Handling any heavy objects or heavy equipment;
- Working around any fixed equipment;
- Emergency services;
- Other related activities.

Departments shall provide the cost of the safety shoes required for regular full-time and regular part-time employees. Temporary employees are responsible for the purchase of and maintenance of foot protection when needed.

Safety footwear shall meet Z41-1991 ANSI standards.

Foot protection shall be maintained without holes due to wear, rips, or tears that reduce the intended protection.

OVERALL BODY PROTECTION
Appropriate overall body protection shall be used when the torso or legs are subject to heat, splashes from hot metals, liquids, impacts, cuts, infectious material, acids or radiation.

WORKING OVER OR NEAR WATER
Employees shall wear a U.S. Coast Guard-approved life jacket or vest when working over or near water or the possibility of drowning exists. The jacket shall be of the type that will roll the wearer face up if unconscious. The jacket or vest will be visually inspected for damage before each use. A ring buoy or approved similar device with at least 90 feet of safety line should be readily available for rescue operations and within 200 feet of the water.

REFLECTIVE SAFETY VESTS
Affected departments will provide all employees involved in construction and traffic work with approved safety vests (reflective type) to be worn in accordance with the following guidelines:

- Any employee working on any street or railroad right of way, or where heavy equipment is being used, shall wear an approved safety vest.
    - This includes day or night work.
- All vests shall be securely tied, not loose fitting, and worn on the outside of all other garments.
- Police and Fire Departments shall be governed by their own standard operating procedures regarding safety vests.
- Uniforms that meet or exceed the effectiveness of the reflective safety vest will be considered an acceptable substitute for the safety vest.

HAND PROTECTION
The appropriate gloves shall be used to protect hands from burns, cuts, abrasions, electrical shock, amputations, infections, and absorption of chemicals. Defective or damaged gloves shall be replaced.

FALL PROTECTION (Harnesses and Other Safety Equipment)
*OSHA requires fall protection when employees are exposed to a **four-foot fall or greater**, unless the employee is working on a ladder, scaffold, or scissor lift.*

Fall protection equipment shall be inspected before each use and stored in dry areas.

A lifeline shall support 5400 pounds. It must be connected to a fixed object that will support a 5400 pound dead weight load.

Body belts for fall arrest are prohibited.

Other types of protection may include guardrails that withstand 200 pounds of impact and safety nets.

The Fire/Rescue and Police Departments shall be governed by their own standard operating procedures regarding fall protection while performing emergency services.

HEARING PROTECTION
Covered in "Hearing Conservation" section.

RESPIRATORY PROTECTION
Covered in "Respiratory Protection" section.

Training
Departments are responsible for ensuring applicable employees receive adequate training from qualified instructors at initial employment and annually thereafter. Training should include when PPE is required, what type is necessary, how PPE is to be worn and its limitations, proper care, maintenance, useful life and disposal.

Reference
OSHA 1910 Subpart D
OSHA 1910 Subpart I
OSHA 1926 Subpart E

POWERED INDUSTRIAL TRUCKS

Applicability
All levels of supervision and operators of power operated industrial trucks. A powered industrial truck is defined as a mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Powered industrial trucks may also be known as forklifts, tow tractors, tow tugs, motorized pallet trucks, electric narrow aisle lifts, and rough terrain forklifts. Powered industrial trucks can be ridden or controlled by a walking operator. Earth moving and over the road haulage trucks are not included in the definition. Equipment that was designed to move earth but has been modified to accept forks are also not included.

Purpose
The purpose of this policy is to ensure the safety of employees operating powered industrial trucks.

Policy
1. Equipment shall be inspected daily or by each new operator that uses it throughout the day.
2. Parking on inclines, wheels shall be chocked, parking brake set, and steering wheel turned toward the curb.
3. Maximum load requirements must be observed and not exceeded.
4. Operator must be aware of overhead electrical wires and other obstructions.
5. Forks must be spread as far apart as load will permit.
6. Load must be completely on forks, balanced and secure.
7. Forklifts must be stopped completely before raising or lowering load.
8. Forks must be in the lowered position when moving with or without a load.
9. Modifications and additions to forklifts shall not be made without prior written approval from manufacturer.
10. If the truck is equipped with front-end attachments other than factory installed attachments, the user shall request that the truck be marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered.
11. The user shall see that all nameplates and markings are in place and are maintained in a legible condition.
12. Department Heads shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation specified in OSHA 1910.178(l).
13. No person may operate a powered industrial truck (except for training purposes), prior to successful completion of required training.
14. Refresher training, including an evaluation of the effectiveness of that training, shall be conducted to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.
15. An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years. No person may operate a powered industrial truck that is overdue evaluation.
16. The employer shall certify that each operator has been trained and evaluated. The certification shall include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

17. Only approved industrial trucks shall be used in hazardous locations.
18. When ascending or descending grades loaded trucks shall be driven with the load upgrade, this is to prevent loads from falling off forks.
19. If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.
20. Any power-operated industrial truck not in safe operating condition shall be removed from service. All repairs shall be made by authorized personnel.
21. When personnel work platforms are attached to the forklift, the rules for Aerial Work platforms must be followed.

Training

Department heads are responsible for ensuring personnel who operate powered industrial trucks receive training. The supervisors of employees who work with powered industrial trucks are to ensure that their employees are properly trained for their duties and have sufficient knowledge of the applicable OSHA standards. Employees must be trained and certified prior to the operation of powered industrial trucks, and recertification must occur every three years (as required by OSHA).

Resources

OSHA 1910.178
OSHA 1926.602

RESPIRATORY PROTECTION PROGRAM

POLICY
The policy of Horry County is to comply with the Occupational Safety and Health Administration Standard 29 CFR 1910.134, "Respiratory Protection." This standard requires employers to enact operational procedures that will protect employees from respiratory hazards in the workplace.

PURPOSE
Horry County has determined that employees in the Fire, Police, Parks and Recreation, Public Works, Storm Water, Fleet Maintenance, Airport, Sheriff, and Maintenance Departments are exposed to respiratory hazards during routine and tactical operations. These hazards include smoke, dust, particulates, fumes, and vapors, and in some cases represent Immediately Dangerous to Life or Health (IDLH) conditions. The purpose of this program is to ensure that all county employees are protected from exposure to these respiratory hazards.

Engineering controls, such as ventilation and substitution of less toxic materials, are the first lines of defense in Horry County; however, engineering controls have not always been feasible for some of our operations or have not always completely controlled the identified hazards. In these situations, respirators and other protective equipment must be used. Respirators are also needed to protect employees' health during emergencies. The work processes requiring respirator use in Horry County are outlined in Table 1 of this program.

In addition, some employees have expressed a desire to wear respirators during certain operations that do not require respiratory protection. As a general policy, the department head will review each of these requests on a case-by-case basis. If the use of respiratory protection in a specific case will not jeopardize the health or safety of the worker(s), the department may provide respirators for voluntary use. As outlined in this program, voluntary respirator use is subject to certain requirements.

APPLICABILITY
This policy applies to all county personnel (permanent, temporary, part-time, volunteers, contractors, sub-contractors, and inmates) who, in the performance of their duties for Horry County, are required to wear respirators during work operations and during some non-routine or emergency operations such as a spill of a hazardous substance.

In addition, any employee who voluntarily wears a respirator when a respirator is not required is subject to the medical evaluation, cleaning, maintenance, and storage elements of this program and must be provided with certain information specified in this section of the program. Voluntary use of filtering face-pieces requires only the issuance of OSHA 1910.134, Appendix D, "(Mandatory) Information for Employees Using Respirators When not Required Under Standard." See Section 4, page AA.

Employees participating in the respiratory protection program do so at no cost to them. The expense associated with training, medical evaluations and respiratory protection equipment will be borne by the county.

REFERENCE

This policy has been derived directly from OSHA Standards 29 CFR 1910.134 and 1926.103.

RESPONSIBILITIES

Program Administrator

Each department head shall be the Program Administrator for their department and is responsible for administering the respiratory protection program. Duties of the program administrator include:

- Evaluating the program.
- Coordinating with Risk Management to update the written program, as needed.
- Coordinating with the Risk Management on how to address respiratory hazards or other concerns regarding the program.

Department Heads/Supervisors

Department heads are responsible for ensuring that the respiratory protection program is implemented in their department. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their charge. Duties include:

- Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
- Monitoring respirator use to ensure that respirators are used in accordance with their certifications.
- Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing, and medical evaluation prior to the employee wearing a respirator of any type.
- Ensuring the availability of appropriate respirators and accessories.
- Being aware of tasks requiring the use of respiratory protection.
- Enforcing the proper use of respiratory protection when necessary.
- Ensuring that respirators are properly cleaned, maintained, and stored according to the respiratory protection plan.
- Ensuring that respirators fit well and do not cause discomfort.
- Continually monitoring work areas and operations to identify respiratory hazards.
- Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding the program.
- Selection of respiratory protection options.
- Arranging for and/or conducting training.
- Ensuring proper storage and maintenance of respiratory protection equipment.
- Conducting fit testing
- Administering the medical surveillance program.
- Maintaining records required by the program.

Employees

Each employee has the responsibility to wear his or her respirator when and where required and in the manner in which they were trained. Employees shall:

- Not wear respirators if they have not completed medical evaluation and fit testing and/or have written clearance on file with the Safety Director.

- Care for and maintain their respirators as instructed, and store them in a clean sanitary location.
- Inform their supervisor if the respirator no longer fits well, and request a new one that fits properly.
- Inform their supervisor or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program.

SELECTION PROCEDURE

The department head will select the type of respirators to be used based on the hazards workers are exposed to and in accordance with all OSHA standards. The department head is responsible for conducting a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency. The hazard evaluation will include:

- Identification and development of a list of hazardous substances used in the workplace, by department, or work process.
- Review of work processes to determine where potential exposures to these hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing process records, and talking with employees and supervisors.

If exposure monitoring to quantify potential hazardous exposures is needed, then monitoring may be contracted out.

UPDATING THE HAZARD ASSESSMENT

The department head must revise and update the hazard assessment as needed (i.e., any time work process changes may potentially affect exposure). If an employee feels that respiratory protection is needed during a particular activity, he/she is to contact his or her supervisor or the department head. The department head will evaluate the potential hazard, arranging for outside assistance if necessary. The department head will then communicate the results of that assessment back to the employees. If it is determined that respiratory protection is necessary, all other elements of this program will be in effect for those tasks and this program will be updated accordingly.

NIOSH CERTIFICATION

All respirators and respiratory protection components (filters) must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. All filters, cartridges, and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while it is in use.

RESPIRATOR USE

Respiratory protection is required for the following personnel and processes:

TABLE 1: REQUIRED RESPIRATOR USE		
Respirator	**Department**	**Process**

Half-face piece APR with organic vapor cartridge	All departments	Welding, Grinding
Half-face piece APR with organic vapor cartridge	Stormwater	Handling Malathion
Half-face piece APR with organic vapor cartridge	Parks & Recreation, Public Works	Spraying Weed Killer
Half-Mask, filtering face piece P/N-95	Public Works	Concrete Cutting
Full-face piece APR with CBRN filter, (NIOSH APPROVED)	Police	CBRN Threat
Full-face piece APR with CBRN filter, (NIOSH APPROVED)	Sheriff	CBRN Threat
SCBA or SAR, pressure demand, with auxiliary SCBA	Sheriff	Emergency Evacuation
Half-face piece APR with appropriate cartridge	Sheriff	Welding, Grinding, Painting
SCBA or SAR, pressure demand, with auxiliary SCBA	Fire Rescue	IDLH Confined Space Rescue
Filtering Face-piece of N-95 or greater	Fire Rescue	Exposure to sick patients

VOLUNTARY RESPIRATOR USE

Horry County will provide respirators at no charge to employees for voluntary use for the following work processes:

- Filtering face pieces will be available for personnel cutting grass or working in dusty conditions.
- Filtering face pieces will be available for emergency services personnel responding to medical calls to use at their discretion for protection from airborne and droplet transmitted diseases.

TABLE 2: VOLUNTARY RESPIRATOR USE		
Respirator	**Department**	**Process**
Filtering face piece (dust mask)	All Departments	Exposure to sick patients, Cutting Grass, Dust

The department head will provide all employees who voluntarily choose to wear the above respirators with a copy of Appendix D of the standard as previously referenced.

Employees who voluntarily wear filtering face pieces (dust masks) are not subject to the medical evaluation, cleaning, storage, and maintenance provisions of this program.

Employees who choose to voluntarily wear a half face-piece APR must comply with the procedures for Medical Evaluation, Respirator Use, and Cleaning, Maintenance and Storage.

The Department Head shall authorize voluntary use of respiratory protective equipment as requested by all other workers on a case-by-case basis, depending on specific workplace conditions and the results of the medical evaluations.

MEDICAL EVALUATION

Employees who are either required to wear respirators, or who choose to wear an APR voluntarily, must pass a medical exam before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any employee refusing the medical evaluation will not be allowed to work in an area requiring respirator use.

Medical evaluation procedures are as follows:

- The medical evaluation will be conducted using the questionnaire provided in 29 CFR 1910.134, Appendix C, "OSHA Respirator Medical Evaluation Questionnaire" of the Respiratory Protection Standard. The department head or testing company will provide a copy of this questionnaire to all employees requiring medical evaluations. See Section 4, pages BB – JJ.
- To the extent feasible, the department head will assist employees who are unable to read the questionnaire (by providing help with the questionnaire). When this is not possible, the employee will be sent directly to the physician for medical evaluation.
- All affected employees will be given a copy of the medical questionnaire to fill out. Employees will be permitted to fill out the questionnaire on company time.
- Follow-up medical exams, if necessary, will be granted to employees. Doctors Care is the designated physician for follow-up medical examinations.
- All employees will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.
- The department head will provide Doctors Care physicians with:
    - a copy of this program
    - a copy of the Respiratory Protection standard
    - the list of hazardous substances by work area
    - and for each employee requiring evaluation:
        - his or her work area or job title
        - proposed respirator type and weight
        - length of time required to wear respirator
        - expected physical work load (light, moderate, or heavy),
        - potential temperature and humidity extremes
        - and any additional protective clothing required.

Any employee required for medical reasons to wear a positive pressure air-purifying respirator will be provided with a powered air purifying respirator.

After an employee has received clearance, completed fit testing, and begun to wear his or her respirator, additional medical evaluations will be provided under the following circumstances:

- Employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing.

- Any competent medical clinic / physician or supervisor informs the Program Administrator that the employee needs to be reevaluated;
- Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation;
- A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

The department head should maintain a current list of employees currently included in medical surveillance.

All examinations and questionnaires are to remain confidential between the employee and the physician.

FIT TESTING

Fit testing is mandatory for employees who are required to wear respirators of any type in the performance of their duties. Employees who voluntarily wear tight fitting APRs shall also be fit tested. Employee who voluntarily wearing filtering face-pieces (dust masks) will only be fit tested if they request it.

Employees who are required to wear respirators shall be fit tested:

- Prior to being allowed to wear any respirator.
- Annually.
- When there are changes in the employee's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.).

Employees will be fit tested with the exact make, model, and size of respirator(s) that they will actually wear. Employees will be provided with several models and sizes of respirators so that they may find an optimal fit. Fit testing of PAPR's should be conducted in the negative pressure mode. The department head will ensure that fit tests are conducted following the OSHA approved Protocols.

GENERAL USE PROCEDURES

Employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.

All employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check (depending on which test works best for them) specified in OSHA 29 CFR 1910.134, Appendix B-1, "User Seal Check Procedures" of the Respiratory Protection Standard. See Section 4, page II.

All employees shall notify their supervisor and be permitted to leave the work area to maintain their respirator for the following reasons:

- to clean their respirator if the respirator is impeding their ability to work;
- to change filters or cartridges;
- to replace parts;
- or to inspect respirator if it stops functioning as intended.

Employees are not permitted to wear tight-fitting respirators if they have any condition such as facial scars, facial hair, or missing dentures that prevents them from achieving a good seal. Employees are not permitted to wear headphones, jewelry, or other articles that may interfere with the face piece-to-face seal.

EMERGENCY PROCEDURES

Horry County conducts no operations that pose a foreseeable risk to require emergency escape from work areas.

RESPIRATOR MALFUNCTION

APR Respirator Malfunction

For any malfunction of an APR (e.g., such as breakthrough, face piece leakage, improperly working valve, or clogged filters), the respirator wearer should immediately vacate the area, inform his/her supervisor that the respirator no longer functions as intended, and go to the designated safe area to maintain the respirator. The supervisor must ensure that the employee receives the needed parts to repair the respirator, or is provided with a new respirator.

Atmosphere-supplying Respirator Malfunction

All workers wearing atmosphere-supplying respirators will work with a safety monitor. If a worker experiences a malfunction of an SAR, he or she should signal to the safety monitor that he or she has experienced a respirator malfunction, and begin an immediate evacuation of the hazardous area. The safety monitor shall guide the worker out or initiate a non-entry rescue utilizing a lifeline, and summon assistance from the Randleman Fire-Rescue.

Self-Contained Breathing Apparatus

Firemen experiencing an SCBA malfunction should immediately notify their partner and initiate an emergency evacuation of the hazardous area.

IDLH PROCEDURES

The Program Administrator has identified the following area as presenting the potential for IDLH conditions:

- Structural firefighting
- Confined space entry
- Stormwater Entry

AIR QUALITY

For atmosphere supplying respirators, compressed breathing air shall meet at least the requirements for Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989.

Horry County Fire Rescue maintains an air charging capability for compressed breathing air. Tested quarterly by Lawrence Factor (X-Zam Laboratories), the system currently supplies Grade –E compressed breathing air.

CLEANING
Respirators worn by others are to be regularly cleaned and disinfected by the user after each shift. Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary. Atmosphere supplying and emergency use respirators are to be cleaned and disinfected after each use.

The following procedure is to be used when cleaning and disinfecting respirators:

- Disassemble respirator, removing any filters, canisters, or cartridges.
- Wash the face piece and associated parts in a mild detergent with warm water. Do not use organic solvents.
- Rinse completely in clean warm water.
- Wipe the respirator with disinfectant wipes (70% Isopropyl Alcohol) to kill germs.
- Air-dry in a clean area.
- Reassemble the respirator and replace any defective parts.
- Place in a clean, dry plastic bag or other air tight container.

Note: The department head will ensure an adequate supply of appropriate cleaning and disinfection material at the cleaning station. If supplies are low, employees should contact their supervisor, who will inform the department head.

MAINTENANCE
Respirators are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere-supplying respirators will be conducted by the manufacturer.

The following checklist will be used when inspecting respirators:
Face piece:

- cracks, tears, or holes
- facemask distortion
- cracked or loose lenses/face shield

Head straps:

- breaks or tears
- broken buckles

Valves:

- residue or dirt
- cracks or tears in valve material

Filters/Cartridges:

- approval designation
- gaskets
- cracks or dents in housing

- proper cartridge for hazard

Air Supply Systems:

- breathing air quality/grade
- condition of supply hoses
- hose connections
- settings on regulators and valves

Employees are permitted to leave the work area to perform limited maintenance on their respirator in an area that is free of respiratory hazards. Situations when this is permitted may include to wash their face and respirator face piece to prevent any eye or skin irritation, to replace the filter, cartridge or canister, if they detect vapor or gas breakthrough or leakage in the face piece, or if they detect any other damage to the respirator or its components.

CHANGE SCHEDULES

Employees wearing any type respirator shall change the cartridges on their respirators when its working life has been met or when they first begin to experience difficulty breathing (i.e., resistance) while wearing their masks. When new cartridges are installed, they shall be marked to identify in-use date and expiration date with magic marker on a conspicuous area of filter.

STORAGE

Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each employee will clean and inspect their own air-purifying respirator in accordance with the provisions of this program and will store their respirator in a plastic bag in their own locker/desk or readily available area. Each employee will have his/her name on the bag and that bag will only be used to store that employee's respirator.

Department heads will be responsible for storing respirators and respirator components in their original manufacturer's packaging in their respective work areas.

DEFECTIVE RESPIRATORS

Respirators that are defective or have defective parts shall be taken out of service immediately. If an employee discovers a defect in a respirator during an inspection, he/she is to bring the defect to the attention of his or her supervisor. Supervisors will give all defective respirators to the department head. The department head will decide whether to:

- Temporarily take the respirator out of service until it can be repaired.
- Perform a simple fix on the spot such as replacing a head strap.
- Dispose of the respirator due to an irreparable problem or defect.

When a respirator is taken out of service for an extended period of time, the respirator will be tagged out of service, and the employee will be given a replacement of similar make, model, and size. All tagged out respirators will sent to the department head.

TRAINING
The department head will provide training to respirator users and their supervisors on the contents of the Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection standard. Workers must be trained prior to using a respirator in the workplace. Supervisors must also be trained prior to using a respirator in the workplace or prior to supervising employees who must wear respirators.

The training course will cover the following topics:

- Respiratory Protection Program
- OSHA Respiratory Protection standard
- Respiratory hazards encountered and their health effects
- Proper selection and use of respirators
- Limitations of respirators
- Respirator donning and user seal (fit) checks
- Fit testing
- Emergency use procedures
- Maintenance and storage
- Medical signs and symptoms limiting the effective use of respirators

Employees will be retrained annually or sooner if needed (e.g., if they change departments and need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test. The Program Administrator will document respirator training to include; the type, model, and size of respirator for which each employee has been trained and fit tested.

PROGRAM EVALUATION
The department head should conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations should include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring and a review of records.

Problems identified should be addressed and corrected immediately by the department head.

DOCUMENTATION AND RECORDKEEPING
A written copy of the program and the OSHA standard should be made available to all employees who wish to review it.

Also maintained by the department head are copies of training and fit test records. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted.

The department head will also maintain copies of the medical records for all employees covered under the respirator program. The completed medical questionnaire and the physician's documented findings are confidential and will remain with Doctors Care. The county will only retain the physician's written recommendation regarding each employee's ability to wear a respirator.

SCAFFOLDS

Applicability
All employees who use scaffolds and their supervisors. A scaffold is defined as any temporary elevated platform (supported or suspended) and its supporting structure (including points of anchorage), used for supporting employees or materials or both.

Purpose
To ensure the safety of employees working on or around scaffolds.

Policy
1. Specific procedures are required for the numerous types of scaffolds. See OSHA 1910.28 and 1926 Subpart L for each type of scaffold.
2. Prior to use, scaffold must be visually checked for defects.
3. The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.
4. Scaffolds 10' or more above a lower level must have fall protection in the form of a proper guardrail system or a personal fall-arrest system.
5. The sides of any scaffold that is over an aisle, walk or work area, shall be screened with half-inch mesh from toe board to top rail when others might work or pass under the scaffold.
6. Scaffolds and their components shall be capable of supporting without failure at least four times the maximum intended load.
7. A minimum distance of 10' must be maintained from power lines of 50 KVA or less.
8. Employees shall not work on scaffolds during storms or high winds (25 mph),
9. Employees shall not work on scaffolds which are covered with ice or snow, unless all ice or snow is removed and planking sanded to prevent slipping.
10. Scaffolds shall not be moved until all personnel, loose tools, materials and equipment have been removed from the platform.
11. Tools, materials, and debris shall not be allowed to accumulate in quantities to cause a hazard.
12. All tubular welded frame scaffolds shall be erected by competent and experienced personnel.

Training
Departments are responsible for training employees and supervisors initially and as required due to new equipment, retraining or lack of knowledge. Training should include safety principles for the construction, use and maintenance of the scaffolds.

References
OSHA 1910.28
OSHA 1926.451

TEMPERATURE EXTREMES

Applicability
All employees who are exposed to temperature extremes while performing assigned duties.

Definitions
Hypothermia - condition of reduced body temperature.
Heat cramps - painful muscle spasms caused by exposure to excess heat.
Heat exhaustion - condition caused by loss of body water because of exposure to excess heat. Symptoms include headache, tiredness, nausea, and sometimes fainting. If actions are not taken to treat heat exhaustion, the illness could progress to heat stroke and possibly death.
Heat stroke - serious disorder resulting from prolonged exposure to excess heat. It results from sweat suppression and increased storage of body heat. Symptoms include dry pale skin (with no sweating) or hot red skin and high temperature, mental confusion, convulsions, collapse and coma. It can be fatal if not treated immediately.

Purpose
To assure that employees know and follow steps to prevent heat stress and hypothermia when working in extreme temperatures.

Policy/Guidelines for Working in Extreme Heat
1. Allow workers time to adjust to the heat gradually by assigning a light workload and longer rest periods for the first five to seven days of intense heat. This process should restart when a worker returns from vacation or a long period of leave.
2. Schedule heavy work for the cooler part of the day if feasible.
3. Use the buddy system; assign work in pairs to allow employees the opportunity to monitor each other's response to extreme heat.
4. Provide ample access to cold water. Workers should drink water frequently in small amounts rather than large doses at infrequent intervals. Workers should continue to drink water even if they do not feel thirsty. Caffeine and alcohol dehydrate the body. Workers should avoid these drinks prior to and during work hours.
5. Wear "breathable," lightweight, light-colored, loose fabrics. Change your clothes if they get completely saturated.
6. Use general ventilation and spot cooling at points of high heat production by moving into the shade or using fans whenever possible. Good airflow increases evaporation and cooling of the skin.
7. Take frequent, short breaks in cool shaded areas to allow your body to cool down.
8. Avoid heavy meals that reduce your ability to get rid of heat by redirecting your blood flow to the digestive system instead of to the skin surface.
9. Stick to cool (not hot) foods and beverages.
10. Salt supplements are not recommended unless the employee has been treated by a physician and directed to use them. The normal diet has plenty of salt in it.
11. Be aware of the symptoms of heat related illnesses such as muscle cramps, fatigue, headache, dizziness, nausea, fainting, profuse sweating or NO sweating, hot or cool clammy skin, loss of coordination, weak and rapid pulse, and other symptoms. If any of these symptoms occur, take immediate steps to cool and rehydrate the employee by moving

him or her to a cool, shaded area to rest and providing him or her with cool water. Do not leave the person alone. If the employee is dizzy or light headed, lay the person on their back and raise the legs about 6 – 8 inches. If the person is sick to their stomach lay them on their side. Loosen or remove outer layers of clothing. Have the person drink a small cup of cool water every 15 minutes if they are able to drink. Try to cool the person by fanning them. Cool the skin with a cool spray mist of water, wet cloth, or bags of ice. If the person does not feel better in a few minutes, call 911 for emergency help.

Policy/Guidelines for Working in Extreme Cold

1. Use the buddy system; assign work in pairs to allow employees the opportunity to monitor each other's response to extreme cold.
2. Dress in layers of clothing so you can adjust what you are wearing during temperature changes. Wear polypropylene or lightweight wool next to the skin to allow sweat and moisture to wick away from the skin.
3. Wear outer garments made of wind-resistant material.
4. Since body heat quickly escapes through the head, wear a hat for added protection.
5. Be aware of the symptoms of cold stress or "hypothermia" such as uncontrollable shivering, weakness, drowsiness, disorientation, slurred speech, and unconsciousness. If any of these symptoms occur, take immediate steps to warm the employee by moving the person to a warmer, heated place. If the person does not feel better in a few minutes, call 911 for emergency help.
6. Walkways must be maintained free of hazards, including snow and ice. Similarly, employees should use extreme caution in areas where ice may be anticipated on walking surfaces. Employees must report icy conditions discovered on walkways immediately to prevent slips/falls.

Training

Departments should train affected workers seasonally and as needed. Topics should include types of heat and cold disorders, how to prevent heat stress and hypothermia, recognizing symptoms, and treatment.

References

OSHA Act of 1970, Section 5, General Duty Clause
OSHA 1910.22

TRAILERS

Applicability
All employees and supervisors conducting or supervising the use of trailers and towing operations.

Purpose
To reduce the possibility of collisions, damages, claims, and injuries to employees and the public we serve.

Policy
1. Trailer lights shall be connected and inspected for proper operation before towing begins. All lights shall be in operation while trailer is being towed, regardless of day or night.
2. Tire pressures and condition shall be assessed before operating the tow vehicle or trailer to prevent blow-outs and possible loss of control.
3. Wheel bearings should be maintained according to manufacturer specifications.
4. Tow vehicle and trailer brakes shall be inspected, serviced, and maintained in good working order.
5. Towing connections shall be inspected prior to operation and at intervals throughout the day to ensure no loose components are present.
6. Break-away chains/devices/brakes shall be used; hooks shall be equipped with latches.
7. On every trailer weighing 3000 pounds gross or less (gross= weight of trailer and load), the tow vehicle must weigh at least 2.5 times the trailer weight, or a braking system is required on trailer.
8. If the trailer exceeds 3000 pounds gross, the same requirements above must be met and the following is also required: the trailer must be equipped with brakes acting on all wheels and must have a break-away braking system.

Training
Departments are responsible for training all employees who tow trailers at their initial assignment and as needed thereafter. Supervisors who oversee towing operations must also be trained. Training should include trailer and tow vehicle manufacturer provided materials and applicable SC traffic law.

Reference
SC Code of Laws, Title 56 – Motor Vehicles, Chapter 5, "Uniform Act Regulating Traffic on Highways"

WALKING AND WORKING SURFACES

Applicability
This policy applies to all Horry County employees. This section covers the requirements for all walking and working surfaces, which is defined as any horizontal or vertical surface on or through which an employee walks, works, or gains access to a work area or workplace location.

Purpose
To ensure that employees are provided with and use a safe means of access and egress in the workplace.

Policy
1. Surfaces must be maintained in a safe condition and free from hazards such as sharp or protruding objects, loose boards, corrosion, leaks, spills, snow, and ice.
2. Surfaces must be inspected regularly and as necessary based on changing conditions.
3. Hazardous conditions must be guarded to prevent use until they can be corrected or repaired.
4. Stairways must be:
    a. Of proper design and construction
    b. Regularly inspected for hazards or defects
    c. Used properly, such as:
        i. Grip handrails to maintain three points of contact
        ii. Do not run or skip steps
        iii. Do not carry heavy or bulky loads
5. Storage in or under stairwells is prohibited.
6. Floor holes
    a. If four feet or more above a lower level, employees must be protected from falling by either covers, guardrail systems, travel restraint systems, or personal fall arrest systems.
    b. If less than four feet above a lower level, employees must be protected from tripping into or stepping into or through the hole by either covers or a guardrail system.
7. Fall protection is required when the walking and working surface is near an opening that is four feet or higher. Appropriate fall protection:
    a. Guardrail system
    b. Safety net system
    c. Personal fall protection system such as person fall arrest or travel restraint system
8. Employees working on lower levels who are exposed to falling objects must be protected by wearing head protection and at least one of the following must be in place:
    a. Toe boards, screens, or guardrail system to prevent objects from falling;
    b. Canopy structure to keep objects far enough from the edge from falling;
    c. Barricade the area where objects may fall to prohibit access to that area.

Training
Departments are responsible for providing training to applicable employees and their supervisors prior to being exposed to a fall hazard. Training must be done by a qualified person and content should include the nature of fall hazards in their area, how to recognize fall hazards, the procedures

to control the hazards, and the installation, inspection, maintenance, storage, and operation of fall protection. Retraining must be done when the supervisor or manager has reason to believe the employee does not have the understanding and skill required in this standard.

Reference
OSHA 1910 Subpart D

WELDING AND CUTTING

Applicability
All employees performing welding operations and their supervisors.

Purpose
To assure that employees performing welding and cutting operations do so in a safe manner to protect themselves, other workers, and county property.

Policy
1. Welding and cutting shall be performed only by properly trained employees wearing approved personal protective equipment (PPE).
2. Precautions shall be taken to prevent sparks, flames, molten slag, and hot metal from coming in contact with people and combustible materials.
3. Suitable fire extinguishing equipment shall be immediately available when welding and/or cutting equipment is used.
4. A friction lighter shall be used to light fuel gas cutting or welding torches.
5. When lighting a torch, open the fuel gas valve before opening the oxygen valve.
6. Employees shall not leave a rod in the electrode holder when they lay it down.
7. All regulators, hoses, and torches shall be stored in a ventilated area.
8. Warning signs shall be posted where welding or cutting is taking place above other work areas.
9. In gaseous or dusty spaces where there is a potential for an explosion, welding or cutting equipment shall not be used until the space is tested and adequately vented.
10. Combustible material must be 35’ from hot work or be covered with a fire resistant covering.
11. Adequate ventilation of the worker's breathing zone shall be maintained at all times or an approved respirator shall be worn.
12. All equipment/work areas shall be inspected before and after each use.

Training
Departments are responsible for training all employees who use arc and/or gas welding or cutting equipment. This training must take place at initial assignment and thereafter as needed.

Reference
OSHA 1910.252 - 255
OSHA 1926.350 - 35

WORK ZONE SAFETY

Applicability
All employees who work in streets or right-of-way areas and supervisors of these employees, including managers and department heads.

Definitions
Traffic control zone - the total area affected by the work being performed.
Advance warning area - the area where signs tell traffic what to expect ahead.
Transition area - the area where traffic is moved out of its normal path.
Buffer area - the area that provides a degree of protection for traffic and workers. This area should be sufficiently long to allow workers in the work area a degree of advance warning and protection from a vehicle that fails to heed warnings and could be entering the work area.
Work area - the area where workers, equipment and materials are located.
Termination area - the area where traffic is moved back into its normal driving areas and notified of the end of the affected area.
Warning signs - construction and maintenance warning signs are normally diamond shaped, having a black symbol or message on an orange background. As a general rule their signs are located on the right-hand side of the street or highway and are generally 48" by 48."

Purpose
To assure safety of workers and motorists, maintain efficient flow of traffic through work zones, and comply with state and federal *Manual of Uniform Traffic Control Devices.*

Policy
1. Any time the normal use of a roadway or right-of-way area is suspended, temporary traffic control planning shall provide signage and devices to assure a safe work zone and a safe, efficient path for traffic to follow.
2. Plans and devices shall follow the principles set forth in Part 6 of the federal *Manual for Uniform Traffic Control Devices.*
3. When a street needs to be closed to through-traffic, 911 will be notified.
4. Public bodies have a common law and court-imposed legal duty to warn motorist of hazards. Highway agencies should not assume that the roads are used only by alert, intelligent, and cautious drivers. Work zone warnings should be designed and maintained as sufficiently "forgiving" to accommodate the majority of drivers.
5. All flagging operations shall have the appropriate signing, equipment, and trained personnel. All essential signs, including the "Flagger Ahead" signs, in advance of each flagger station, shall be installed. Flaggers shall remain alert and carry out their duty with authority and dignity. All flaggers shall be provided with a STOP/SLOW paddle in good condition, a reflective safety vest, and wear a brightly colored hat or hard hat. Only in emergencies should flags be used.

Training
All employees who work in traffic safety zones, including department heads, supervisors, laborers, and temporary employees should be trained by a qualified person provided by their department.

Training must occur initially and with regular on-site follow-up, reinforcement and feedback. Training should be appropriate to the job duties of each employee.

Reference

Manual on Uniform Traffic Control Devices, (MUTCD)

WORKPLACE VIOLENCE

The Government of Horry County is committed to providing, in so far as it reasonably can do so within available resources, a safe environment for working and conducting business. The County will not tolerate acts of violence committed by or against County employees, or members of the public, while on Horry County property or while performing Horry County business at other locations.

The word "violence" in this policy shall mean an act or behavior that:

- Is physically assaultive;
- A reasonable person would perceive as obsessively directed, e.g., intensely focused on a grudge, grievance, or romantic interest in another person, and reasonably likely to result in harm or threats of harm to persons or property;
- Consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of an individual;
- Would be interpreted by a reasonable person as carrying potential for physical harm to the individual;
- Is a behavior, or action, that a reasonable person would perceive as menacing.
- Involves carrying or displaying weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening; or
- Consists of a communicated or reasonably perceived threat to destroy property.

Violent actions on County property or facilities, or while on County business, will not be tolerated or ignored. Any unlawful violent actions committed by employees or members of the public while on County property, or while using County facilities, will be prosecuted as appropriate. The County intends to use reasonable legal, managerial, administrative, and disciplinary procedures to secure the workplace from violence and to reasonably protect employees and members of the public.

POLICY GOALS AND OBJECTIVES

The objective of this policy is to achieve the following:

- Reduce the potential for violence in and around the workplace;
- Encourage and foster a work environment that is characterized by respect and healthy conflict resolution; and
- Mitigate the negative consequences for employees who experience or encounter violence in their work lives.

POSSESSION AND USE OF DANGEROUS WEAPONS BY EMPLOYEES

Dangerous Weapons: A dangerous weapon is defined as any instrument capable of producing bodily harm, in a manner or under circumstances, and at a time and place that manifests intent to harm or intimidate another person or that warrants alarm for the safety of another person. Dangerous weapons are further defined by South Carolina State Statute Code 16-23-405.

Prohibition: In the interest of maintaining a workplace that is safe and free of violence, except as hereinafter provided, possession or use of dangerous weapons is prohibited on County Property, in County Vehicles or in any personal vehicle which is used by County business.

Exceptions to Dangerous Weapon Prohibition
Employees of Horry County may possess a firearm on County Property if:

- Engaged in military or law enforcement activities; or
- Legally in possession of a firearm for which the employee holds a valid permit and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on County property.

Pocket knives are allowed in all areas other than those designated as off-limits by court requirements, prison regulations, or other directives.

RESPONSIBILITIES
Employees
All employees are responsible for:

- Refraining from acts of violence;
- Seeking assistance to resolve personal issues that may lead to acts of violence in the workplace; Reporting to managers and supervisors any dangerous or threatening situations that occur in the workplace.

Employees are encouraged to report to their managers/supervisors, situations that occur outside of the workplace which may affect workplace safety, i.e., instances where protection orders have been issued, etc.

Managers/Supervisors
Managers and supervisors are responsible for assessing situations, making judgments on the appropriate response, and then responding to reports or knowledge of violence and for initiating the investigation process.

Evaluate reports of violence immediately. Take appropriate action where possible in order to protect the employee from further violence. Where issues of employee safety are of concern, managers and supervisors should evaluate the workplace and make appropriate recommendations regarding a reasonable response.

County Administrator
In so far as is reasonably possible, the County Administrator or his/her designee is responsible for developing procedures that are designed to reasonably achieve:

- Prompt and appropriate response to any act of violence;
- Accountability among employees for acts for violence committed in the workplace;
- Establishment of oversight of investigations of violence;
- Establishment of a crisis management team to provide immediate response to serious incidents;
- Establishment of avenues of support for employees who experience violence; and
- Communication of this policy and administrative procedures to employees, managers and supervisors.

ACHIEVING GOALS AND EVALUATING PROGRESS

To achieve the goals and objectives of this policy, the County intends to do the following:

- Establish procedures and methods for implementing policies and for addressing violence in the workplace;
- Provide training to managers, supervisors, and other employees; and
- Evaluate the physical environment for safety, consider modifications; and evaluate progress in achieving the goals and objectives of this policy.

WHEN A VIOLENT ACT OCCURS

If the act or altercation constitutes an emergency, **CALL 911**. In instances that are not emergency situations, contact your immediate manager or supervisor after contacting 911. If possible, separate the parties involved in the violent altercation. If the parties cannot be separated, or it would be too dangerous to the employee or manager to attempt to separate the parties, **CALL 911**.

Contact the appropriate Department Director. The Department Director will contact the Assistant County Administrator who will assist with coordinating response to the incident as necessary. In instances that involve emergency situations or criminal activity, **CALL 911**.

Incidents involving emergency situations and/or criminal activity will be referred to the Police Department for assessment and, if necessary, investigation. In instances when it is not appropriate to refer an incident to the Police Department, the Human Resources Director will evaluate the situation and make a recommendation regarding the need for an investigation. If an internal investigation is recommended, the Human Resources Director will coordinate the investigation process.

CONDUCTING AN INVESTIGATION

Incidents involving emergency and/or criminal activity will be referred to the Police Department for investigation. The Human Resources Department will handle incidents that do not involve an emergency situation, and/or criminal activity. The Human Resources Director, in consultation with the County Administrator's office, will determine whether an investigation is needed and who will conduct the investigation.

Data Collection

There are great liabilities and legal implications associated with violent behavior in the workplace; therefore, before beginning any investigation, consult with higher management and the Human Resources Department.

The investigation could lead to disciplinary action. Be sensitive to the rights of all persons involved, and proceed in a manner that demonstrates objectivity, fairness and a concern for confidentiality. Remember to document all aspects of the investigation.

Accurate Accounts of the Incident

Obtain the following information:

- Date/Time of the violent incident;
- Find answers to the questions: Who, What, When and Where;

- Find out what specifically happened in this and any other incidents;
- Determine the background of the situation, including the relationship between the parties before the incident;
- Obtain the names of anyone who saw the incident, heard the incident, or the person with whom the alleged offender has talked about the incident;
- Obtain names of anyone believed to have had encounters with the alleged offender;
- Find out what the person did in response to the violent encounter; and
- Find out whether the person has documented the incident or any other violent encounters that the person has had with the alleged offender.

Reassure the person that the County is actively responding to the incident and that any retaliation will not be tolerated.

Interview with the Alleged Offender

Approach the interview in a non-judgmental, sensitive manner. Keep in mind that a person is innocent until proven at fault. Unreasonable assumptions of guilt before an investigation has been completed can impede an appropriate investigation.

- Present the incident or incidents described by the victim or your own observations if you directly saw the incident.
- Get the alleged offender's side of the story.
- Investigate with such questions as:
    - "Describe the incident that occurred between you and the victim."
    - "Describe your relationship with the victim and other interactions that you have had."
- Listen attentively as the alleged offender talks.
- Advise the offender of the seriousness of any form of retaliation against the recipient/victim or any action that might be interpreted as retaliation.

Interview with Observers or Others in the Workplace

In your investigation, realize that observers may also be disturbed by the violent interaction they have witnessed.

Investigate with questions such as:

- "What type of interaction did you observe between the offender and victim?"
- "Are there others who might be able to comment, or who observed the same incident?"

References

OSHA Act of 1970, Section 5, General Duty Clause

REQUIRED TRAINING

	Req. By:	Reference	Course	Competent or Certified Person?	Req. For:	Required
1	OSHA	1910.38e	Emergency Action Plan		ALL	Initial
2	OSHA	1910.165b4	Employee Emergency Alarm Systems		ALL	Initial
3	OSHA	1910.39d	Fire Prevention Plan		ALL	Initial
4	OSHA	1910.155c41	Fire Extinguisher (hands on)		*	Initial
5	OSHA	1910.157g2	Fire Extinguisher (refresher)		*	Annual
6	OSHA	1910.151b	First Aid		*	3 years
7	OSHA	1926.50c	First Aid (Construction)		*	3 years
8	OSHA	1910.146k2iii	CPR (Confined space rescue team)		*	2 years
9	OSHA	1910.410a3	CPR (Dive team)		*	2 years
10	OSHA	1910.1200h1	Hazard Communication		ALL	Initial
11	OSHA	Gen Duty	Ergonomics (Awareness)		ALL	Initial
12	OSHA	1910.1030g2	Blood Borne Pathogens		*	Annual
13	OSHA	1910.132f1	Personal Protective Equipment		*	Initial
14	OSHA	Gen Duty	Flagging (MUTCD)		*	Initial
15	OSHA	1910.147c7	Lock-Out/Tag-out		*	Initial
16	OSHA	1910.146g1-4	Confined Space		*	Initial
17	OSHA	1926.651k1	Excavations (Trenching Shoring)	Competent	*	Initial
18	OSHA	1910.134k	Respiratory Protection		*	Annual
19	OSHA	1910.134f2	Respirator Fit Test		*	Annual
20	OSHA	1910.95k	Hearing Protection		*	Annual
21	OSHA	1910.95g6	Hearing Test		*	Annual
22	OSHA	1910.67c2ii	Vehicle Mounted Elevating Platforms		*	Initial
23	OSHA	1910.66j	Personal Fall Arrest Systems		*	Initial
24	OSHA	1910.145f4v	Accident Prevention Signs/Tags		*	Initial
25	OSHA	1910.177c	Servicing of Single/Multi-piece Wheel		*	Initial
26	OSHA	1910.177f	Safe Operating Procedure, Multi-piece		*	Initial
27	OSHA	1910.177g	Safe Operating Procedure, Single-piece		*	Initial
28	OSHA	1910.178L1i	Forklift Operator	Certified	*	3 years
29	OSHA	1910.253a4	Oxygen Fuel Gas Welding & Cutting	Competent	*	Initial
30	OSHA	1910.254a3	Arc Welding & Cutting		*	Initial
31	OSHA	1910.332c	Electrical Safety		*	Initial
32	OSHA	1910.1001j7	Asbestos		*	Annual
33	OSHA	1926.302e1	Powder Actuated Hand Tools		*	Initial
34	OSHA	1926.404b1iii	Assured Equipment Grounding	Competent	*	Initial
35	OSHA	1910.28d12	Scaffold	Competent	*	Initial
36	OSHA	1926.503a2	Fall Protection		*	Initial
37	OSHA	1926.756a2	Steel Erection	Competent	*	Initial
38	OSHA	1926.850a	Demolition (survey by competent person)	Competent	*	Initial
39	OSHA	1926.1060a	Ladders		*	Initial
40	OSHA	1926.21b2	Unsafe Conditions		*	Initial
41	OSHA	1928.57a6	Farm Equipment Operation		*	Annual
42	OSHA	CPL 02-01-058	Workplace Violence		ALL	Initial
43	OSHA	1910.243e	Powered Groundskeeping Equipment		*	Initial
44	OSHA	1910.211-219	General Machine Safety		*	Initial
45	OSHA	1926.600-604	Heavy Equipment Operation		*	Initial
46	OSHA	1910.266	Chainsaw		*	Initial

	Required By:	Reference	Course	Required For:	Required
47	County	1960.10	SCOSHA Rights & Responsibilities	ALL	Initial
48	County		Accident & Incident Reporting	ALL	Initial
49	County		Safety Intervention/Claims Procedures	ALL	Initial
50	County		Sexual Harassment	ALL	2 years
51	County		Driver Training	ALL	4 years
52					
53					
54					
55					
56					
57					
58					
59					
60					

Initial training: training will be conducted when the employee is hired, reassigned, new duties added, or when anything affecting the task changes.
Competent Person: means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them, and who has authorization to take prompt corrective measures to eliminate them.

Required For:

- ALL = Required for ALL Employees
- * = As directed by Department Head

NOTE: Individual Department Training Matrixes are located in the Written Hazard Assessment for each Department.

INCIDENT REPORTING PROCEDURES CHECKLIST

ON-THE-JOB INJURY

- **Report any injury immediately to designated supervisor on duty for assistance. Use first aids (i.e., eyewash, bandages on cuts/scrapes, etc.) for minor injuries.**
- **If necessary, seek medical attention at employer's designated medical provider.**
- **Supervisor should accompany employee(s) to the approved medical facility or meet them there.**
- **Supervisor should use best judgment to ensure employee receives treatment as necessary. If employer's designated medical provider is closed or injury is life threatening or severe, seek treatment at nearest hospital facility. If in doubt about injury severity, call *911*.**
- **Advice medical facility that you are an employee with Horry County and have been injured on the job.**
- **DO NOT supply personal medical insurance information if you were injured at work.**
- **Supervisor must initiate an S&E report as soon as possible.**
- **Department must e-mail completed Workers' Compensation First Report of Injury form to Risk Management within 24 hours of injury. E-mail to rmclaims@horrycounty.org.**
- **Supervisor should complete and document an accident investigation on Supervisor's Investigation Report and send to Risk Management within 48 hours of accident.**
- **Risk Management will conduct follow-up(s) with injured employee, supervisors and may conduct an investigation.**
- **All follow-up appointments must be pre-approved. Contact Claims Manager for authorization (pre-approval).**
- **Employee must provide doctor's note if placed out of work or on light duty.**
- **CLAIMS MAY NOT BE PAID OR PAYMENTS MAY BE DELAYED BY WORKERS COMPENSATION IF THE ABOVE PROCEDURES ARE NOT FOLLOWED.**
- **Department head or supervisor should follow up weekly on employee's progress and attend scheduled workers' compensation hearings.**
- **Employee must provide Return to Work (RTW) Release Form from the doctor before returning to active or restricted work status.**
- **Refer to Horry County Return to Work Policy (light duty) when release form includes work restrictions.**

VEHICLE INCIDENT

- **Turn the vehicle ignition off.**
- **Call for emergency medical assistance (911), if necessary.**
- **Call 911 to report accident and request police assistance. Immediately notify your designated supervisor on duty about the accident.**
- **Do not admit responsibility or guilt to anyone at the scene of the accident; provide facts only to law enforcement and county employees.**
- **Obtain the necessary data to complete the County's Employee Incident Report.**
- **The supervisor shall immediately notify Risk Management of the incident that day (or next business day if no injury) by providing the Police or Highway Patrol Officer's initial report to Risk Management and Fleet Services.**
- **Supervisor must contact County's designated medical provider to arrange for County driver to have POST ACCIDENT DRUG TEST within 24 hours (plus alcohol test within 2 hours for CDL driver, otherwise it is at the supervisor's discretion to have non-CDL driver alcohol tested). Supervisor may exclude operator from drug test only if all three of the following conditions apply: vehicle was parked, not moving, and not occupied when accident occurred.**
- **The supervisor shall forward initial S&E Report (Employee Incident Report and Supervisor's Investigation Report) within 24 hours and completed final report within 48 hours to the Risk Management by e-mail at rmclaims@horrycounty.org.**
- **Non-collision damages to vehicle and heavy equipment (i.e., vandalism, broken window, etc.) must also be reported immediately to the Horry County Police (915-5350) or City Police for generation of a Police Report.**
- **Contact Fleet Services within 24 hours (or next business day) to have vehicle assessed following all incidents, (including incidents where no damage appears visible) and provide Fleet Services with Employee Incident Report.**
- **See insurance card in glove compartment for County vehicle insurance information.**

Additional Information: Risk Management 915-5230

NON-EMPLOYEE INJURY

- **Immediately notify Risk Management 915-5230.**
- **Render first aid and call *911* for medical assistance, if necessary. The non-employee will be responsible for emergency transport service costs if they elect to ride in an ambulance.**
- **Do not admit responsibility or guilt to anyone regarding the accident.**
- **Ask the non-employee to complete a written statement of what happened and provide contact information on plain paper (non-county form).**
- **Ask witnesses to complete a written statement and provide their contact information.**
- **Take photographs of area and anything relevant to the accident/injury.**
- **If the individual refuses to or is unable to give a written statement, as a minimum you must get their name and contact information to include in your report to Risk Management.**
- **The county employee that has completed the above shall complete an Employee Incident Report and forward to Risk Management immediately along with photographs and any other evidence.**
- **Do not promise payment or reimbursement for any costs incurred.**
- **Provide non-employee with Risk Management contact information. Non-employee must contact Risk Management to request information on claims procedures.**
- **Do not transport non-employee; if they do not want an ambulance they can contact a friend, neighbor, family member, or even a cab if they are unable to drive.**
- **Do not recommend or send non-employee to any particular treatment facility. They may choose where they want to go at their own expense.**

For Additional Information: contact Risk Manager 915-5230

DEPARTMENT SAFETY/HOUSEKEEPING AUDIT

Location: _____ Date: _____

Inspected By: _____ Signature: _____

Department Head/Designated Representative Signature: _____

Mark each block **U -** Unsatisfactory **S-** Satisfactory

AREA	U	S	COMMENTS:
Employee Safeguards			
Exits (Marked and not obstructed)			
Emergency lighting in working order			
Fire extinguisher monthly inspect/document			
First aid kits available/stocked			
Eye wash station test/document (if applicable)			
General Conditions			
Walk areas (Clutter, slip/trip hazards)			
Work areas (Clutter, slip/trip hazards)			
General Housekeeping (Neat/orderly)			
Stacking/Equipment storage (Hazards)			
Public area (Neat/orderly, slip/trip hazards)			
Electrical			
Walkway/Stairway Lighting working in facility			
GFCI outlets tested/documented (if applicable)			
Grounded equipment/appliances			
NO Extension cords other than temp use (must be 3 prong plug)			
Fans with grounding pin or all plastic grilles			
Portable Heater (See Safety Manual p-66)			

Equipment			
Proper guards on stationary equipment			
Proper guards on power hand tools			
PPE available: hard hats, gloves, respirator, eye protection, chaps, dust mask, ear plugs			
Training provided/recorded			
Miscellaneous			
Confined space check/guidelines if applicable			
Bulletin Boards (Neat/promote safety)			
Ergonomics (Work station fits employee)			
Warning Signs (Broke/wet floor/etc) displayed			
Vehicle Operations			
Inspect Fire Extinguisher			
Inspect First Aid Kit			
Drivers' License Check (not expired)			
Vehicle Routine Inspections accomplished			
Seat belt usage			

REMARKS/COMMENTS

HORRY COUNTY
NEEDLE STICK (SHARPS) LOG
REPORT

Employee: _____

Department: _____

Incident Date: _____ Time: _____ AM / PM

Type and Brand of device involved, if unsure include description of device:
_____
_____

Describe how the incident occurred: _____
_____
_____

Was personal protective equipment being used? _____ Type: _____

Exposure Incident Report Completed? _____

THIS FORM MUST BE RETURNED TO THE DEPARTMENT DESIGNATED INFECTION CONTROL OFFICER

HORRY COUNTY
INFORMED REFUSAL LETTER

Hepatitis B vaccine is available to all employees who could be expected to come into contact with human blood and other potentially infectious materials in the course of their work. There is NO CHARGE to the employee.

If you do not wish to have the vaccine at this time, please read and sign the refusal form.

****

REFUSAL FORM FOR HEPATITIS B VACCINE

****

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me. [OSHA 1910.1030 Appendix A]

_____
Date

_____ (Print)
Name and Soc. Sec. No.

_____
Signature

****

THIS FORM MUST BE RETURNED TO THE DEPARTMENT EXPOSURE CONTROL PROGRAM COORDINATOR

HORRY COUNTY
EMPLOYEE VACCINATION CONSENT FORM

This is to certify that I, _____, have been informed of my need to take the Hepatitis B Vaccine (being potentially exposed to blood or body in the course of my job).

I have been briefed on the health hazards posed by Hepatitis B, and the possible hazards associated with the Hepatitis B Vaccine. I have also been briefed on, and have knowledge of usage, contraindications, precautions, adverse reactions, dosage and administration.

I understand that I must have three (3) doses of the vaccine within a six month period, to confer immunity, and that the cost of the Hepatitis B Vaccine shall be assumed by the County.

As with all medical treatment, there is no guarantee that I shall become immune or that I will not experience any adverse side effects from the vaccine. I request that the vaccine be given to me.

Employee Signature _____ Date _____

Date Vaccinated

1. _____

2. _____

3. _____

THIS FORM MUST BE RETURNED TO THE DEPARTMENT EXPOSURE CONTROL PROGRAM COORDINATOR …COPY TO MEDICAL PROVIDER

PHYSICIAN'S EVALUATION OF BLOODBORNE INJURY

Employee's Name _____Date _____

Employee's SSAN _____ Date of Injury _____

Description of Injury/Exposure: _____

_____

EMPLOYEE: History of Hepatitis B: Yes ____ No ____;
History of +HIV: Yes ____ No ____
Previous Hepatitis B vaccine: No ____ Yes ____ 1 dose ____ 2 doses ____ 3 doses ____
Date completed _____ Booster (date)_____
HB AB/AG date _____ Results ____
HIV-AB date _____ Results ____
Anti-HCV date _____ Results ____
Liver function tests: Normal ____ Abnormal ____Not Indicated ____ RPR ____

SOURCE PATIENT: History of Hepatitis B: Yes ____ No ____;
History of +HIV: Yes ____ No ____
Previous Hepatitis B vaccine: No ____Yes ____ 1 dose ____ 2 doses ____ 3 doses ____
Date completed ____ Booster (date)_____
HB AB/AG date _____ Results ____
HIV-AB date _____ Results ____
Anti-HCV date _____ Results ____
Liver function tests: Normal ____ Abnormal _____Not Indicated ____ RPR ____

RECOMMENDATIONS: (After review of above data)

____ No treatment: evaluation suggests exposure to any disease was unlikely

____ No treatment: you already have adequate immunity to Hepatitis B

____ H-BIG: ____ 1 dose ____ 2 doses at 28 days

____ Hepatitis B vaccine series (0-1-6 months) started _____
Reason(s) for Hepatitis B vaccine:_____

____ Hepatitis B vaccine booster; Date: _____

____ Recommended HIV follow-up: baseline, 6 weeks, 3-6-12 months

____ HIV counseling: yes ____ no ____

____ OTHER treatment: _____

Started Date _____Time _____

Physician _____Date _____

HORRY COUNTY
EXPOSURE INCIDENT REPORT

Note: Workers Compensation Forms 12a should be completed and attached to this report.
All applicable appendixes to the Blood Borne Pathogens SOP shall be completed and attached
This report should be completed and returned to Risk Management within 24 hours of incident.

Employee: _____ Department: _____

Exposure Date: _____ Time: _____ AM / PM

What was employee exposed to? (Blood, Saliva, other…)_____
_____

Describe how the exposure occurred: _____
_____
_____

Was personal protective equipment being used? _____ Type: _____

Actions taken (decontamination, etc.): _____

Any failure of personal protective equipment: _____
_____

Detailed explanation if personal protective equipment was not in use: _____
_____
_____

Names of other potentially exposed persons in this incident:
Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

SOURCE OF POTENTIAL EXPOSURE INFORMATION

Name: _____ Phone: _____

Social Security Number: _____

Address: _____

Continued…

Receiving Hospital: _____

Attending Physician: _____

Preliminary instructions to the employee (to include follow-up appointments): _____
_____
_____

Follow-up protocol followed: _____
_____
_____

THIS FORM MUST BE RETURNED TO THE DEPARTMENT INFECTION CONTROL OFFICER…COPY TO MEDICAL PROVIDER

Horry County

Confined Space Identification/Analysis Form

Date: _____ Location: _____

					Confined Space Summary		
Description of Potential Confined Space	Large Enough for Entry ?	Access Limited	Not for Continuous Occupancy ?	Hazard Potential (H-E-O)	Confined Space?	Permit Required ?	Can Vent?

NOTES: - **Large Enough?** Is the space large enough for bodily entry and performance of assigned work? (Y/N)
-**Access Limited?** Is the entry/exit limited or restricted for the space? (Y/N)
- **Not for Continuous Occupancy?** The space is not designed for continuous employee occupancy (Y/N)
- **H** = Hazardous Environment, **E** = Engulf, Entrap, or Asphyxiate, **O** = Other Recognized Hazard

DETERMINATION OF CONFINED SPACE:

1. If the answer to the first three questions is YES, then the space in question is a Confined Space. If one or more answers are NO, then it is not a Confined Space.

2. In addition, if the answer to question 4 is also YES, then the space in question is a Permit-Required Confined Space

3. If the employee can demonstrate that the only hazard posed is a potential or actual hazardous atmosphere and that continuous forced air flow is sufficient alone to maintain safe entry, than an alternate permit entry procedure can be used. See details in Federal Register or other reference material.

CONFINED SPACES SURVEY

The following table will name, locate and classify the confined spaces associated with the

Storm Water Department:

NAME	LOCATION	PERMIT REQUIRED
All Man holes		
All storm drains		

CONFINED SPACES SURVEY

The following table will name, locate and classify the confined spaces associated with the

Maintenance Department

NAME	LOCATION	PERMIT REQUIRED

CONFINED SPACES SURVEY

The following table will name, locate and classify the confined spaces associated with the:

Public Works Department:

NAME	LOCATION	PERMIT REQUIRED

PERMIT REQUIRED CONFINED SPACE ENTRY PERMIT

Permit Space to be entered:	
Job Supervisor:	

PURPOSE

SPECIFY: Maintenance, Inspection, Repair, other…

DATE

Date of issue	Date Expires
Time of issue	Time Expires

ENTRY PREPARATION

		YES	NO	N/A
1	Empty and cleaned to the maximum extent possible			
2	Tank/ space has been purged, flushed, or ventilated			
3	Continuous Mechanical Ventilation (Explosion Proof)			
4	Natural ventilation			
5	Space has been isolated by blinding, disconnecting, or blocking pumps & lines			
6	Energy Control (Lockout/Tagout) procedures followed			
7	Area is posted and barricaded to prevent unauthorized entry			
8	Open Flame procedures followed (if required)			

ACTUAL/POTENTIAL HAZARDS	CONTROLS

ATMOSPHERIC CHECK

		YES	NO	N/A
1	Monitor has been calibrated and tested			
2	Atmospheric check after isolation and ventilation			

Test Equipment Make, Model	
Tests and Calibration Performed By	
Date/Time Testing Performed	
Individual Performing test Qualified?	

Record continuous monitoring results every hour

AIR MONITORING	**TIME Initials**	**TIME Initials**	**TIME Initials**	**TIME Initials**	**TIME Initials**	**TIME Initials**	**TIME Initials**	**TIME Initials**
% O_2 (19.5% TO 23.5%)								
% LEL (Under 10% LEL)								
PPM Toxics Hydrogen Sulfide *15 PPM (15min) 10PPM (8hr avg)								
Other								

ACCEPTABLE ENTRY CONDITIONS

COMMUNICATION PROCEDURES

	EQUIPMENT	YES	NO	N/A
1	Safety harnesses and lifelines for Authorized entrants			
2	Personal protective equipment (gloves, hardhat, etc.)			
3	Respiratory protective equipment (SCBA/SAR/APR)			
4	Powered communications (readily available/tested)			
5	SCBA's for entry personnel			
6	Rescue and Extraction (hoisting) equipment			
7	All electric equipment listed Class I, Division I, Group D and Non-sparking tools			
8	Fire Extinguishers Available			
9	Explosion proof lighting			
10	Burning and Welding permits (if required)			

RESCUE PROCEDURES

	ATTENDANT CHECKLIST	YES	NO	N/A
1	Entry permit posted			
2	Harness and lifeline used			
3	SCBA readily available			
4	Powered communications available			
5	Knows not to leave job site except to make emergency call			
6	Knows not to enter confined space			
7	Knows location of emergency first aid			
8	Knows proper use of fire extinguisher			
9	Knows proper use of respirators			
10	Knows the location of the nearest telephone, safety shower, exit and fire alarm pull station			

AUTHORIZATION

This permit is valid for the period specified or until the entry operations covered by the permit are completed,(not to exceed 8 hours), and becomes void if there are any changes in existing or perceived permit conditions. This permit must remain at the job site until operations are completed. Return job site copy to the Safety Director following job completion.

We have reviewed the work authorized by this permit and the information contained herein. Confined space entry procedures and related safety procedures have been reviewed and are understood.

	NAME	SIGNATURE	DATE	TIME
Original Entry Supervisor				
Entry Supervisor				
Authorized Entrant				
Authorized Entrant				
Authorized Entrant				
Authorized Entrant				
Attendant				
Attendant				
Dept Head Approval				

Ambulance & Fire 911 Risk Management 915-5230

ATTACH ANY OTHER PERMITS, SUCH AS HOT WORK PERMITS HERE

CONFINED SPACE PROGRAM
CONTRACTOR'S NOTIFICATION

I have been informed that the work to be performed for Horry County on

_____ involves entry into a confined space of the type:
Date

_____.
Write in Type of Confined Space

If the space is a permit required confined space I understand that entry is allowed only through compliance with the county's written permit required confined space program and certify that permitting and entry procedures contained in the program will be followed.

_____
Contractor Name

_____
Contractor Signature

_____
Company Name

_____
Horry County Representative

Date: _____

HORRY COUNTY DRIVER IMPROVEMENT PROGRAM

Purpose
Horry County recognizes that accidents are too costly. An adequate driver training program shall be implemented to prevent or reduce accidents. Prevention is the best solution for minimizing losses, reducing bodily injuries and the number of accidents involving vehicle use. Department Heads are responsible for ensuring their personnel receive required training.

Applicability
All employees and volunteers that operate County vehicles must participate in the County's driver improvement program, use defensive driving skills, be alert to traffic conditions while driving, and obey all applicable traffic laws. Risk Management will maintain a master list of attendees that completed the training.

- Department Heads are to maintain a record and schedule their employees for training as required.
- Operators must take the 4-hour refresher course by **every fourth (4th year),** or more often if supervisor or department head deems appropriate.
- Risk Manager may recommend to County Administrator or designee that employees that do not meet required training have their driving privilege of county vehicles suspended.
- The Risk Manager must approve all driver-training courses under this program and will have authority to recommend changes to the Driver Improvement Program as needed.

DEPARTMENT TRAINING PROGRAM APPLICATION

Whereas, this department is requesting to establish its Driver **Refresher** Training or has a Driver **Refresher** Training Program that equals or exceeds training requirements of the AAA Driver Improvement Program that is used for countywide training.

Whereas, this department agrees to comply with the following additional requirements:

1. Include with application a detailed outline of the department driver training course.
2. Cover all topics in the countywide driver training program.
3. Cover accident trends that are identified by department or Risk Management loss reports to reduce losses and maintain an attitude of safe practices toward driving.
4. Submit to Risk Management within 14 days of the course by email a spreadsheet of employees completing department driver training, date completed and course name.

Department: _____ Print Dept. Head Name: _____

Department Head Signature: _____ Date: _____

Risk Manager Signature: _____ Date: _____
__ Approved __ Denied

County Administrator (or Asst. County Administrator) Signature: _____
Date: _____ __ Approved __ Denied

HORRY COUNTY
EXCAVATIONS, TRENCHING AND SHORING
COMPETENT PERSON DAILY INSPECTION

Date: _____
Location of Trench: _____
Competent Person in Charge: _____
Weather Conditions: _____
Have underground utilities been located: _____
What type underground utilities are present: _____
Type of trench to be dug (depth, length and for what purpose) _____
_____

TYPE OF SOIL: County policy directs that ALL soil be treated as type C, if trench cannot be excavated within type C standards then an engineer must be called in to evaluate excavation site prior to continuation of digging.

Is the trench over 4 feet in depth?

Has a ladder been inspected and installed in the trench within 25 feet of the employees? Ladder must extend 3 feet above trench opening.

Does an atmospheric hazard exist? _____

Could a hazardous atmosphere reasonably be expected to develop? _____If yes atmospheric testing and monitoring is required and rescue equipment must be available.

Is the trench over 5 feet deep? _____ If yes, what type of protective system is being used? Sloping, Trench Box, or combination?

If trench box is being used has it been inspected and approved for use? _____

Is documentation of trench box inspections and other paperwork available at the jobsite?

Is protective system installed correctly by OSHA standards? _____ (no more than 2 feet off the bottom of the trench and top extends 18 inches above ground)

Water conditions: Wet ____ Dry ____, If wet is pumping operation in effect? _____

If Confined Space/Manhole entry is required, a separate Confined Space Entry Permit must be completed along with atmospheric testing and documentation.

Are employees exposed to vehicular traffic? _____ (If yes are all warning signs and protective vests in use? _____)

Is the spoil pile 2 feet (minimum) from the edge of the excavation? _____

OVERALL CONDITION OF THE EXCAVATION IS SATISFACTORY AND ALL SAFETY CONDITIONS HAVE BEEN MET, PERSONNEL ARE SAFE FOR ENTRY

TIME: _____ SIGNED: _____

CHEMICAL INVENTORY FORM

DATE:_____ DEPARTMENT:_____

#	MATERIAL	QUANTITY	MSDS ON HAND
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
29 CFR 1910.95 APPENDIX B:

"Methods for estimating the adequacy of hearing protector attenuation"

For employees who have experienced a significant threshold shift, hearing protector attenuation must be sufficient to reduce employee exposure to a TWA of 85 dB. Employers must select one of the following methods by which to estimate the adequacy of hearing protector attenuation.

The most convenient method is the Noise Reduction Rating (NRR) developed by the Environmental Protection Agency (EPA). According to EPA regulation, the NRR must be shown on the hearing protector package. The NRR is then related to an individual worker's noise environment in order to assess the adequacy of the attenuation of a given hearing protector. This appendix describes four methods of using the NRR to determine whether a particular hearing protector provides adequate protection within a given exposure environment. Selection among the four procedures is dependent upon the employer's noise measuring instruments.

Instead of using the NRR, employers may evaluate the adequacy of hearing protector attenuation by using one of the three methods developed by the National Institute for Occupational Safety and Health (NIOSH), which are described in the "List of Personal Hearing Protectors and Attenuation Data," HEW Publication No. 76-120, 1975, pages 21-37. These methods are known as NIOSH methods No. 1, No. 2 and No. 3. The NRR described below is a simplification of NIOSH method No. 2. The most complex method is NIOSH method No. 1, which is probably the most accurate method since it uses the largest amount of spectral information from the individual employee's noise environment. As in the case of the NRR method described below, if one of the NIOSH methods is used, the selected method must be applied to an individual's noise environment to assess the adequacy of the attenuation. Employers should be careful to take a sufficient number of measurements in order to achieve a representative sample for each time segment.

NOTE: The employer must remember that calculated attenuation values reflect realistic values only to the extent that the protectors are properly fitted and worn.

When using the NRR to assess hearing protector adequacy, one of the following methods must be used:

(i) When using a dosimeter that is capable of C-weighted measurements:

(A) Obtain the employee's C-weighted dose for the entire work shift, and convert to TWA (see appendix A, II).

(B) Subtract the NRR from the C-weighted TWA to obtain the estimated A-weighted TWA under the ear protector.

(ii) When using a dosimeter that is not capable of C-weighted measurements, the following method may be used:

(A) Convert the A-weighted dose to TWA (see appendix A).

(B) Subtract 7 dB from the NRR.

(C) Subtract the remainder from the A-weighted TWA to obtain the estimated A-weighted TWA under the ear protector.

(iii) When using a sound level meter set to the A-weighting network:

(A) Obtain the employee's A-weighted TWA.

(B) Subtract 7 dB from the NRR, and subtract the remainder from the A-weighted TWA to obtain the estimated A-weighted TWA under the ear protector.

(iv) When using a sound level meter set on the C-weighting network:

(A) Obtain a representative sample of the C-weighted sound levels in the employee's environment.

(B) Subtract the NRR from the C-weighted average sound level to obtain the estimated A-weighted TWA under the ear protector.

(v) When using area monitoring procedures and a sound level meter set to the A-weighing network.

(A) Obtain a representative sound level for the area in question.

(B) Subtract 7 dB from the NRR and subtract the remainder from the A-weighted sound level for that area.

(vi) When using area monitoring procedures and a sound level meter set to the C-weighting network:

(A) Obtain a representative sound level for the area in question.

(B) Subtract the NRR from the C-weighted sound level for that area.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
29 CFR 1910.134 APPENDIX D:

"(Mandatory) Information for Employees Using Respirators When Not Required Under the Standard"

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.
[63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998]

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
29 CFR 1910.134 APPENDIX C:

"OSHA Respirator Medical Evaluation Questionnaire (Mandatory)"

To the employer: Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

To the employee:

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Part A. Section 1. (Mandatory)
The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date: _____

2. Your name: _____

3. Your age (to nearest year):_____

4. Sex (circle one): Male/Female

5. Your height: _____ ft. _____ in.

6. Your weight: _____ lbs.

7. Your job title: _____

8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): _____

9. The best time to phone you at this number: _____

10. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes/No

11. Check the type of respirator you will use (you can check more than one category):
a. _____ N, R, or P disposable respirator (filter-mask, non-cartridge type only).
b. _____ Other type (for example, half- or full-face piece type, powered-air purifying, supplied-air, self-contained breathing apparatus).

12. Have you worn a respirator (circle one): Yes/No

If "yes," what type(s):_____
_____

Part A. Section 2. (Mandatory)
Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no").

1. Do you currently smoke tobacco, or have you smoked tobacco in the last month: Yes/No

2. Have you ever had any of the following conditions?

a. Seizures: Yes/No

b. Diabetes (sugar disease): Yes/No

c. Allergic reactions that interfere with your breathing: Yes/No

d. Claustrophobia (fear of closed-in places): Yes/No

e. Trouble smelling odors: Yes/No

3. Have you ever had any of the following pulmonary or lung problems?

a. Asbestosis: Yes/No

b. Asthma: Yes/No

c. Chronic bronchitis: Yes/No

d. Emphysema: Yes/No

e. Pneumonia: Yes/No

f. Tuberculosis: Yes/No

g. Silicosis: Yes/No

h. Pneumothorax (collapsed lung): Yes/No

i. Lung cancer: Yes/No

j. Broken ribs: Yes/No

k. Any chest injuries or surgeries: Yes/No

l. Any other lung problem that you've been told about: Yes/No

4. Do you currently have any of the following symptoms of pulmonary or lung illness?

a. Shortness of breath: Yes/No

b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes/No

c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes/No

d. Have to stop for breath when walking at your own pace on level ground: Yes/No

e. Shortness of breath when washing or dressing yourself: Yes/No

f. Shortness of breath that interferes with your job: Yes/No

g. Coughing that produces phlegm (thick sputum): Yes/No

h. Coughing that wakes you early in the morning: Yes/No

i. Coughing that occurs mostly when you are lying down: Yes/No

j. Coughing up blood in the last month: Yes/No

k. Wheezing: Yes/No

l. Wheezing that interferes with your job: Yes/No

m. Chest pain when you breathe deeply: Yes/No

n. Any other symptoms that you think may be related to lung problems: Yes/No

5. Have you ever had any of the following cardiovascular or heart problems?

a. Heart attack: Yes/No

b. Stroke: Yes/No

c. Angina: Yes/No

d. Heart failure: Yes/No

e. Swelling in your legs or feet (not caused by walking): Yes/No

f. Heart arrhythmia (heart beating irregularly): Yes/No

g. High blood pressure: Yes/No

h. Any other heart problem that you've been told about: Yes/No

6. Have you ever had any of the following cardiovascular or heart symptoms?

a. Frequent pain or tightness in your chest: Yes/No

b. Pain or tightness in your chest during physical activity: Yes/No

c. Pain or tightness in your chest that interferes with your job: Yes/No

d. In the past two years, have you noticed your heart skipping or missing a beat: Yes/No

e. Heartburn or indigestion that is not related to eating: Yes/No

d. Any other symptoms that you think may be related to heart or circulation problems: Yes/No

7. Do you currently take medication for any of the following problems?

a. Breathing or lung problems: Yes/No

b. Heart trouble: Yes/No

c. Blood pressure: Yes/No

d. Seizures: Yes/No

8. If you've used a respirator, have you ever had any of the following problems? (If you've never used a respirator, check the following space and go to question 9)

a. Eye irritation: Yes/No

b. Skin allergies or rashes: Yes/No

c. Anxiety: Yes/No

d. General weakness or fatigue: Yes/No

e. Any other problem that interferes with your use of a respirator: Yes/No

9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: Yes/No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-face piece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you ever lost vision in either eye (temporarily or permanently): Yes/No

11. Do you currently have any of the following vision problems?

a. Wear contact lenses: Yes/No

b. Wear glasses: Yes/No

c. Color blind: Yes/No

d. Any other eye or vision problem: Yes/No

12. Have you ever had an injury to your ears, including a broken ear drum: Yes/No

13. Do you currently have any of the following hearing problems?

a. Difficulty hearing: Yes/No

b. Wear a hearing aid: Yes/No

c. Any other hearing or ear problem: Yes/No

14. Have you ever had a back injury: Yes/No

15. Do you currently have any of the following musculoskeletal problems?

a. Weakness in any of your arms, hands, legs, or feet: Yes/No

b. Back pain: Yes/No

c. Difficulty fully moving your arms and legs: Yes/No

d. Pain or stiffness when you lean forward or backward at the waist: Yes/No

e. Difficulty fully moving your head up or down: Yes/No

f. Difficulty fully moving your head side to side: Yes/No

g. Difficulty bending at your knees: Yes/No

h. Difficulty squatting to the ground: Yes/No

i. Climbing a flight of stairs or a ladder carrying more than 25 lbs: Yes/No

j. Any other muscle or skeletal problem that interferes with using a respirator: Yes/No

Part B
Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen: Yes/No

If "yes," do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you're working under these conditions: Yes/No

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals: Yes/No

If "yes," name the chemicals if you know them: _____
_____
_____

3. Have you ever worked with any of the materials, or under any of the conditions, listed below?

a. Asbestos: Yes/No

b. Silica (e.g., in sandblasting): Yes/No

c. Tungsten/cobalt (e.g., grinding or welding this material): Yes/No

d. Beryllium: Yes/No

e. Aluminum: Yes/No

f. Coal (for example, mining): Yes/No

g. Iron: Yes/No

h. Tin: Yes/No

i. Dusty environments: Yes/No

j. Any other hazardous exposures: Yes/No

If "yes," describe these exposures: _____

_____
_____

4. List any second jobs or side businesses you have: _____
_____

5. List your previous occupations: _____
_____

6. List your current and previous hobbies: _____
_____

7. Have you been in the military services? Yes/No

If "yes," were you exposed to biological or chemical agents (either in training or combat): Yes/No

8. Have you ever worked on a HAZMAT team? Yes/No

9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): Yes/No

If "yes," name the medications if you know them: _____

10. Will you be using any of the following items with your respirator(s)?

a. HEPA Filters: Yes/No

b. Canisters (for example, gas masks): Yes/No

c. Cartridges: Yes/No

11. How often are you expected to use the respirator(s)? (Circle "yes" or "no" for all answers that apply to you):

a. Escape only (no rescue): Yes/No

b. Emergency rescue only: Yes/No

c. Less than 5 hours per week: Yes/No

d. Less than 2 hours per day: Yes/No

e. 2 to 4 hours per day: Yes/No

f. Over 4 hours per day: Yes/No

12. During the period you are using the respirator(s), is your work effort:

a. Light (less than 200 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: _____hrs. _____mins.

Examples of a light work effort are sitting while writing, typing, drafting, or performing light assembly work; or standing while operating a drill press (1-3 lbs.) or controlling machines.

b. Moderate (200 to 350 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: _____hrs. _____mins.

Examples of moderate work effort are sitting while nailing or filing; driving a truck or bus in urban traffic; standing while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; walking on a level surface about 2 mph or down a 5-degree grade about 3 mph; or pushing a wheelbarrow with a heavy load (about 100 lbs.) on a level surface. c. Heavy (above 350 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: _____hrs. _____mins.

Examples of heavy work are lifting a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; shoveling; standing while bricklaying or chipping castings; walking up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using your respirator: Yes/No

If "yes," describe this protective clothing and/or equipment: _____
_____

14. Will you be working under hot conditions (temperature exceeding 77 deg. F): Yes/No

15. Will you be working under humid conditions: Yes/No

16. Describe the work you'll be doing while you're using your respirator(s):
_____
_____

17. Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (for example, confined spaces, life-threatening gases):
_____
_____

18. Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s):

Name of the first toxic substance: _____
Estimated maximum exposure level per shift: _____
Duration of exposure per shift: _____
Name of the second toxic substance: _____
Estimated maximum exposure level per shift: _____
Duration of exposure per shift: _____
Name of the third toxic substance: _____
Estimated maximum exposure level per shift: _____
Duration of exposure per shift: _____
The name of any other toxic substances that you'll be exposed to while using your respirator:
_____
_____
_____

19. Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and well-being of others (for example, rescue, security, etc.):
_____

[63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998; 76 FR 33607, June 8, 2011; 77 FR 46949, Aug. 7, 2012]

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
29 CFR 1910.134 APPENDIX B-1:

"User Seal Check Procedures (Mandatory)"

The individual who uses a tight-fitting respirator is to perform a user seal check to ensure that an adequate seal is achieved each time the respirator is put on. Either the positive and negative pressure checks listed in this appendix, or the respirator manufacturer's recommended user seal check method shall be used. User seal checks are not substitutes for qualitative or quantitative fit tests.

I. Face piece Positive and/or Negative Pressure Checks

A. Positive pressure check. Close off the exhalation valve and exhale gently into the face piece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the face piece without any evidence of outward leakage of air at the seal. For most respirators this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test.

B. Negative pressure check. Close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the face piece collapses slightly, and hold the breath for ten seconds. The design of the inlet opening of some cartridges cannot be effectively covered with the palm of the hand. The test can be performed by covering the inlet opening of the cartridge with a thin latex or nitrile glove. If the face piece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

II. Manufacturer's Recommended User Seal Check Procedures

The respirator manufacturer's recommended procedures for performing a user seal check may be used instead of the positive and/or negative pressure check procedures provided that the employer demonstrates that the manufacturer's procedures are equally effective.

[63 FR 1152, Jan. 8, 1998]