



SAFETY POLICY MANUAL



**BOARD OF COUNTY COMMISSIONERS,
ESCAMBIA COUNTY, FLORIDA
MAY 2015**

ESCAMBIA COUNTY SAFETY POLICY

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I. GENERAL PROVISIONS

A. Purpose and Scope

1. The purpose of this policy manual is to provide written guidelines to employees of Escambia County ensuring a safe and healthy working environment exists which will safeguard its employees, equipment, property and assets.
2. This manual supercedes the previous Safety Policy and Procedures Manual, dated June 2009, which is hereby rescinded. In case of conflict with any other existing policy or procedure of Escambia County, this manual will take precedence.
3. It is the intent of this manual to address safety, health, and operational issues which apply countywide. In cases of operations unique to only a single division or entity, the affected organization is expected to take the lead in formulating appropriate options, solutions and operating procedures.
4. Procedures not addressed in this manual or which require clarification will be resolved by the Risk Manager, or designated representative.
5. Implementation of these policies and their integration into daily work activities is dependent on management within each department or division. Safety representatives may be appointed where no permanent position exists to assist management with daily tasks.
6. Monitoring and enforcement of these policies will be accomplished through Risk Management.
7. The provisions of this policy are not intended to be comprehensive nor all-inclusive, but they are to be the minimum standards by which employees are held. Other statutes, laws, or standards may provide further guidelines and/or regulation of County activities.

B. Definitions

Department – refers to any department, division, or office for which this policy manual has application.

Employee – shall refer to persons who are regular, temporary, term, relief, intermittent, provisional, grant-funded, student assistant or volunteer.

He – use of this term is not intended to be gender specific and shall apply to male and female equally, unless otherwise specified.

Hepatitis – applies to Hepatitis A & B

IDLH – Immediately Dangerous to Life and Health

May – applies to actions which are discretionary and not mandatory in nature.

OSHA – Occupational Safety & Health Administration

PPE – Personal Protective Equipment

Risk Management – refers to the Division of Risk Management, which encompasses Safety.

Shall or Will – applies to actions which are mandatory.

Vehicle – applies to any automobile, truck, or other type of motorized equipment, whether licensed or not.

C. Applicability

Provisions of this manual apply to all Escambia County Board of County Commissioners (BCC) employees and to all activities accomplished by them in the regular performance of their duties. Additionally, the provisions established will also be applicable to certain non-BCC employees if their property, vehicles or activities are insured by Escambia County.

D. Amendments & Waivers

1. Under certain conditions, directives issued under this manual or other federal standards may not permit accomplishment of a particular department function. In such cases, a variance may be allowed by the issuance of an exception or waiver to existing policy. Such waivers must be requested in writing by the Department Director for approval by the County Administrator, and with the concurrence of the Risk Manager.

2. Any Request for Waiver must address the standard or policy which is to be waived and explain why the waiver is necessary. Additionally, the request must describe the modified procedures in sufficient detail so as to assure adequate safety is provided to all personnel and equipment.

3. A current copy of all waivers will be maintained by the Risk Manager.

E. Adoption of OSHA Standards

1. In December 1970, the United States Congress passed Public Law 91-596.

A section of this law was designed “to assure safe and healthful working conditions for working men and women” and has become known as the “Occupational Safety and Health Act of 1970” and gave responsibility for implementation to the Department of Labor.

2. This act was intended to protect employees by issuing standards with which employers must comply. According to the set provisions, “the term ‘employer’ means a person engaged in a business affecting commerce who has employees, but does not include the United States or any State or political subdivision of a State.” This statement reflects the government’s intention that the safety standards being set forth were intended to regulate the private sector only.

3. The State of Florida then followed with the issuance of Chapter 442 of the Florida Statutes (also known as the Florida Occupational Safety and Health Act) and gave the Division of Safety of the Department of Labor and Employment Security responsibility for implementation. This statute redefined the term “employer” to mean “any person, firm, corporation, partnership, association, or other entity engaged in a business or in providing services, including the state and any of its political subdivisions, that manufactures, produces, uses, applies, or stores toxic substances.”

4. The Division of Safety, in assuming this responsibility, issued its own directive in the form of Section 38i-20 of the Administrative Code. In paragraph 003(1), this directive states, “Subparts C through T and Subpart Z of the Occupational Safety and Health Standards, 29 CFR Part 1910, as revised July 1, 1993, are hereby adopted as rules of the Division of Safety.” This statement bound the public sector of the State of Florida to compliance with the federal OSHA standards.

5. On June 8, 1999, Governor Bush approved Senate Bill 230 which repealed Chapter 442 of the Florida Statutes, effective July 1, 2000. On May 25, 2000, he then approved House Bill 1061 which eliminates the Division of Safety, also effective July 1, 2000.

6. In signing into law these two pieces of legislation, the State of Florida not only removed the safety system to which the counties were accountable, but also severed any legal responsibility to the adherence to Federal OSHA Standards.

7. Escambia County will continue compliance with the OSHA safety standards as prescribed in the current version of 29 CFR 1910 and 1926.

a. Waivers to current published OSHA standards will be addressed on a case-by-case basis and will be submitted from Department

Directors through the Risk Manager and approved by the County Administrator.

- b. Department Directors will issue safety policies, with prior approval of the Risk Manager, to be effective within their respective divisions as necessary to ensure the safety and well being of their employees, so long as there is no conflict with other policies or directives. A copy of departmental safety policies will be provided to the Risk Manager.

F. Safety Directives

1. The Risk Manager will have the authority to issue Safety Directives to departments on issues of health and safety, as an interim measure, until those directives can be incorporated into the next revision of this manual.
2. Safety Directives are regulatory, and the provisions are subject to inspection for compliance.

II RESPONSIBILITIES

A. Board of County Commissioners (BCC)/County Administrator

The BCC is the approving authority for the implementation of this manual as well as approval of policy revisions, when deemed necessary. General oversight and day-to-day issue resolution is delegated to the County Administrator. Furthermore, the County Administrator is authorized to approve the implementation of Interim Changes to be regulatory between policy revisions.

B. Risk Management will:

1. Monitor the effectiveness of safety and health programs and policies within Escambia County. Review and evaluate departmental programs and policies. Ensure county-wide compliance with all applicable standards.

2. Ensure the applicable sections of this policy manual remain in compliance with current Workers' Compensation laws (Florida Statute 440) and that departments provide prompt service to their employees under those laws.

3. Monitor current applicable laws and standards and revise this document when necessary. Provide safety training to County employees as required or upon request. Investigate all accidents/incidents involving County employees or property with the focus on cause and prevention. Conduct Safety and Health inspections of County facilities.

C. Department Directors/Division Managers will:

1. Require all employees under their jurisdiction to comply with all applicable safety policies and safe practices.

2. Have the full authority and responsibility to maintain safe and healthy working conditions for their employees. They are responsible for the compliance by their employees with all applicable federal, state, or local laws, standards and policies.

3. Develop and maintain Standard Operating Procedures (SOP's) applicable within their division. All tasks which are determined to be critical or necessary to the safe and/or continued operation of the division will be detailed in a divisional SOP. Copies of divisional SOP's will be reviewed by the Risk Manager prior to implementation and are subject to compliance inspection.

4. Ensure new employees are properly oriented and trained before assuming duties within the division. Orientation and training will be documented, with records available upon request.

5. Demonstrate personal concern for injured employees through support of the Temporary Duty (Return to Work) program.

6. Provide necessary safety and protective equipment for County employees and require mandatory usage when performing hazardous tasks.

7. Ensure monthly safety meetings are conducted for all employees with a record of attendees, and topics discussed, available upon request.

8. Ensure prompt corrective action is taken following all accidents, incidents, or safety violations. Discipline may be implemented in accordance with the County's Discipline Policy, except in the most severe cases. Employees who display a pattern of unsafe work practices should be monitored closely, counseled when necessary, and removed from safety-sensitive positions if appropriate.

9. Take prompt corrective or disciplinary action toward any employee or supervisor who knowingly fails to report an accident or incident.

10. Maintain training records on each employee, including all training and qualifications relative to their employment.

D. First-Line Supervisors will:

1. Assume responsibility for the actions of the employees under their direction, whether physically with them or not. Supervisors will provide instruction and guidance to employees in sufficient detail so as to give them a clear understanding of what is expected, even in the absence of the supervisor.

2. Immediately report to the Division Manager or designee any accident or incident involving the damage of County or private property or injury or death of a County employee or any other person and submit a completed Supervisor's Report as appropriate.

3. Review all accidents or incidents, investigate them fully, and provide viable corrective actions to prevent reoccurrence.

4. Ensure the full and complete training of all employees before they assume duties or perform hazardous operations, maintain records of that training and make it available upon request.

5. Inspect tools and equipment under their control at frequent intervals and keep them in a safe and serviceable condition. If broken or unsafe tools are identified, they are to be removed from service immediately.

6. Maintain protective devices and safety equipment and require proper use.
7. Anticipate and identify potentially hazardous tasks, environments, and work areas, taking appropriate preventive measures, to include the use of personal protective equipment.
8. Instruct employees on the procedures for reporting of all accidents or incidents.
9. Utilize the "buddy" system for tasks which involve hazardous operations or place an employee at risk. Never send an employee alone if conditions such as extreme heat, chemical exposure, equipment hazard, etc, exists.
10. Ensure employees sent to remote sites have positive two-way radio or telephone communication at all times.
11. Promptly act to correct all unsafe conditions brought to their attention.

E. Employees will:

1. Report all unsafe conditions and acts to their supervisor.
2. Report all on-the-job injuries or illnesses to their supervisor.
3. Report to their supervisor damage to County property or damage caused by the County to property belonging to others.
4. Never engage in horseplay or activity which will distract another employee, or cause injury to another employee.
5. Never remove safety devices without approval.
6. Never operate County vehicles or equipment while under the influence of alcohol or drugs, including prescription medication, which carries appropriate warnings.
7. Never wear jewelry or loose clothing around machinery or equipment.
8. Secure hair in a manner so as to prevent a danger to the employee if the hair is of such length that it is likely to become entangled in moving or rotating equipment.
9. Never smoke in County buildings, vehicles or facilities. Under the provisions of the Clean Air Act, this includes "common areas," meaning hallways, corridors, lobbies, aisles, water fountain areas, stairwells, and building entryways.

10. Never operate equipment upon which they have not been trained.
11. Never enter confined spaces, as defined by OSHA, without proper precaution and training.
12. Always wear prescribed Personal Protective Equipment (PPE).
13. Always ask their supervisor for clarification if tasks or instructions are not completely understood.
14. Always exercise care and not purposefully abuse County-owned property. An employee who willfully or wantonly damages or destroys property may be subject to disciplinary action, up to and including termination, in accordance with the County's Discipline Policy.

III SAFETY & HEALTH INSPECTIONS

A. Authority and Standards

Safety and Health Inspections will be accomplished at a frequency sufficient to ensure hazards are kept at a minimum and safe work practices are enforced. Inspections will utilize adopted Occupational Safety and Health Administration (OSHA) Standards as well as any other locally adopted authority and will be conducted by Risk Management.

B. Formal Inspections

1. A formal inspection will be performed biennially or as deemed necessary on all buildings and facilities owned by Escambia County Board of County Commissioners.
2. Formal inspections may be conducted unannounced or with prior notification provided to Division Managers.
3. A formal follow-up inspection may be performed on all facilities to ensure corrective action has been taken on the annual inspection.
4. All personnel are expected to fully cooperate in the inspections to ensure that all areas are covered and all hazards are identified.
5. Department Directors will receive written results of the inspection and will be required to respond. Any IDLH findings must be abated immediately.
6. Emphasis will be placed upon condition of facilities, equipment, fire protection, as well as:
 - a. Good housekeeping
 - b. Use of prescribed Personal Protective Equipment (PPE).
 - c. Compliance with published safety regulations, adopted Occupational Safety Health Administration (OSHA) standards, National Fire Protection Association (NFPA) Codes, National Electrical Codes (NEC), American National Standards Institute (ANSI), National Institute Occupation Safety Health (NIOSH), American Society of Heating, Refrigerating and Air-Conditioning Engineers, (ASHRAE), American Society for Testing and Materials (ASTM), American Industrial Hygiene (AIH) Standards and others which may apply.
 - d. Condition of vehicles

- e. Maintenance of electrical equipment, circuitry, and panels
- f. Guarding and shoring of open pits, ditches and tanks
- g. Storage of flammable/combustible liquids and other hazardous materials
- h. Proper maintenance of fire extinguishing equipment, first aid kits, eye wash stations and emergency lighting
- i. Proper use of and condition of power and hand-held tools
- j. Proper guarding of powered equipment and machines
- k. Controlling Confined Space Entries
- l. Evaluating excessive noise levels, eye hazards, respiratory hazards
- m. Excessive dust levels or other atmosphere contaminants
- n. Indoor Air Quality issues
- o. Ergonomic issues
- p. Compliance with Life Safety and applicable electrical codes

C. Occupational Safety & Health Inspections

1. Occupational Safety & Health Inspections may be conducted by a Risk Analyst/Risk Specialist at any time. Any employee may request inspections when an unsafe or unhealthful condition or practice is noted or believed to exist.
2. If an inspected condition cannot be readily corrected, employees are encouraged to contact Risk Management, which will investigate all reports.
3. A record will be maintained on all completed inspections.

D. After The Inspection

1. Inspection reports will be kept on file electronically in accordance with records retention requirements.
2. The original report, along with any pictures taken, will be sent through the Risk Manager to the appropriate Division Manager.

3. Equipment noted to be unsafe for use shall be tagged and taken out of service on the spot by the safety inspector. IDLH conditions discovered during an inspection shall be brought immediately to the attention of supervisory personnel. The Risk Analyst/Risk Specialist has the authority to stop the affected work, and personnel not required for abating the hazard shall be removed from the affected area. Immediate abatement action shall be initiated or the operation shall be terminated.
4. IDLH conditions shall be corrected before work is resumed.
5. All corrective action reports will be presented to the Division Manager for resolution.
6. Supervisors will inform all employees of any IDLH conditions which cannot be corrected immediately and ensure all necessary precautions are taken to prevent injury.
7. Division Managers in receipt of a Deficiency Notification Report will:
 - a. Correct the deficiency(s) or have a plan within the abatement period.
 - b. If time required for corrective action will exceed the indicated abatement period, send a memorandum to Risk Management, justifying why the extension is needed and the approximate length of the delay.
 - c. Upon actual completion of the corrective action(s), certify by dating and signing each item and send to Risk Management.
8. The Risk Analyst/Risk Specialist will handle the administrative details for the citation(s) to ensure full compliance with the applicable law, which includes:
 - a. Maintaining current, complete records on deficiencies from the time they are received until all action is completed.
 - b. Making delivery of Deficiency Notifications to the Division Managers concerned and will account for delivery by obtaining a signed acknowledgement.
 - c. Making a matter of record all abatements of violations, and requests for variances.
 - d. Accompanying any member outside of the County on all safety related inspections.
 - e. Upon request, provide to Department Directors or Division Managers a

copy of the applicable codes/standards to assist in preparation for safety inspections.

E. Divisional Safety Representatives

Escambia County Division of Risk Management utilizes divisional safety representatives to ensure compliance and improvement of safety management at the department level. The representative's duties and responsibilities include the following:

1. Being responsible for ensuring their work places are free from recognizable hazards.
2. Conducting a "walk-thru" safety inspection of their assigned areas of responsibility, at least monthly, documenting their findings and forwarding to Risk Management.
3. Providing minimum monthly training for their employees on programs related to their division's mission and within their field of expertise and ability. Risk Management maintains resources that may be utilized for this purpose.
4. Requisitioning all Personal Protective Equipment (PPE), clothing or other safety equipment for their division.
5. Performing hazard analyses of their work environment related to the job and/or procedures.
6. Attend all Risk Management Safety Committee meetings and provide Quarterly Activity Report.

F. Safety Enforcement

1. Employees who violate established rules may be subject to disciplinary action, up to and including termination in accordance with the County's Discipline Policy.
2. All employees, particularly those in a supervisory capacity, will report safety violations committed or observed in their areas to their immediate supervisor. If the violation is of an extremely serious nature, employees and their immediate supervisors shall abate the hazard to the greatest extent possible, and-report the violation to the Department Director immediately. A department representative shall notify Risk Management immediately.

G. Items Requiring Approval

Certain pieces of equipment or appliances, due to their inherently dangerous

qualities or published standards, must meet specific criteria as approved by the Risk Manager, prior to their introduction into the workplace. These include, but are not limited to the following:

1. Space Heaters

a. The following are required safety features for use of space heaters in County Buildings:

- Choose only heaters tested at an independent lab such as UL or ETL.
- Make sure your model has tip-over protection which shuts heater off automatically if unit tips over.
- Manual Reset Over-Temperature Safety Cutoff. (Automatically turns heater off if overheating occurs.)
- Heaters constructed with metal cabinets must be equipped with a grounded (3 blade) plug for use on 110-120 volts AC. (Failure to use the heater without a properly grounded outlet could result in an electrical shock hazard.)

b. The following are important operating instructions for your office space heaters:

- To avoid burns, do not let bare skin touch hot surfaces. Use handle when moving. Keep combustibles such as waste baskets, papers, boxes, and furniture at least 3 feet from front of heater and at least 1 foot from the sides.
- Turn off heater if it will be left unattended for more than 15 minutes. Always unplug heater when not in use for longer periods of time.
- Do not operate heater with a damaged cord or plug. If heater has been dropped or damaged in any way do not use.
- Do not run cord under carpeting. Do not cover cord with throw rugs, or runners. Arrange cord away from traffic area, and if cord is run under desk ensure cord will not get caught on your foot.
- Do not insert or allow foreign objects to enter any ventilation or exhaust openings.
- To prevent possible fire, do not block air intakes or exhaust in any manner.
- A heater has hot and electrically arcing parts inside. Do not use it in areas where flammable materials are used or stored.
- Avoid the use of an extension cord because the extension cord may overheat and cause a risk of fire.
- Do not remove grille guard or allow heater to be operated without grille guard properly in place.
- Use on floor only.
- Do not use if ground blade has been broken off of plug.

- Keep heater clean. Always remember to turn off and unplug before cleaning or performing maintenance of any kind.
2. Industrial Heaters in Open Work Areas
 - a. All industrial heaters shall follow all manufacturer's operating and safety instructions.
 3. Personal Protective Equipment
 - a. All Personal Protective Equipment must meet applicable ANSI Standards
 4. Office Decorations and Electric Appliances
 - a. Do not obstruct or in any way compromise the use or function of exits, corridors, fire alarms, or electrical panels.
 - b. Extension cords, used improperly, can present fire, electrical and tripping hazards. Be certain all cords are UL approved and have a three-pronged plug. Protect from over-current loads by selecting extension cords with adequate current-carrying capacity. Locate so as to prevent tripping.
 - c. Live cut trees (e.g. Christmas trees) can pose a fire hazard and are prohibited. (This does not apply to potted plants.)
 - d. Artificial trees are permitted; however, they can only be placed in open areas. Do not:
 - place in elevators, stairways, corridors.
 - place near any heat source (e.g. electric heater).
 - obstruct an exit way.
 - e. Do not place decorations so as to obscure emergency exit signs, emergency lighting, nor near fire sprinkler heads.
 - f. All decorative lighting must be turned off at the end of the day.
 - g. No automatic timers will be used.
 - h. Use of open flames or candles is prohibited.
 - i. Use of electric food warming devices (e.g. crock pots, slow cookers, cup warmers) is permitted, but they must be observed at all times and unplugged at the end of the day.

- j. Fragrance producing electric appliances (e.g. potpourri pots) are prohibited.

H. Medical Surveillance Program

1. The Medical Surveillance program is divided into two major specialties:
 - a. "Industrial Hygiene" involves the identification and evaluation of occupational health hazards and recommendation of practical controls which will lower workplace health risk. An Industrial Hygiene program can be accomplished in two ways:
 - (1). Risk Analyst/Risk Specialist performs workplace monitoring
 - (2). Independent outside contractor
 - b. "Occupational Medicine" focuses on the medical surveillance of employees potentially exposed to the hazards identified during the industrial hygiene workplace evaluation, and the diagnosis and treatment of acute occupational injuries or illnesses. All Occupational Medicine programs will be managed by an accredited hospital or clinic.
2. These two specialties, working together, form the basis for an occupational health care program.
3. All workplaces will have an exposure assessment completed during the safety and health inspection. The assessment will identify all recognized potential hazards for employee exposure to toxic chemicals and/or harmful physical agents.
4. All identified workplace hazards will be monitored for employee placement into the medical surveillance program.
5. All employees working with identified workplace hazards will have an occupational and non-work related history completed and a medical examination performed to assess their health status as related to their work.
6. The evaluation of the employee includes the physical assessment and testing related to the specific occupational exposure, environmental factors, or job requirements of the employee, which comprise the identified workplace hazard.
7. There are three types of medical evaluations that may be performed:
 - a. Pre-placement or Baseline. These are specific tests and examinations

to assess physical capabilities and limitations in relation to job requirements and to document baseline data for future use in the evaluation of potential exposure. They are coordinated by Human Resources after an offer of employment has been made and are required of all employees in designated positions.

- b. Special Purpose or Periodic. These are specific tests and examinations done at intervals to evaluate and document the health effects of occupational exposures. Departments are responsible for coordinating these examinations through Risk Management.
- c. Termination or Separation. These are specific tests and examinations used to assess pertinent aspects of the employee's health in working with an identified workplace hazard and are normally performed at termination of employment or change of duty assignment. Departments are responsible for requesting this examination through Human Resources.

8. Medical Records.

All employees enrolled in the medical surveillance program will have an occupational medical record kept on file at the occupational medicine clinic. The clinic shall maintain records consisting of forms, correspondence, and other files that relate to an employee's medical and occupational history, including occupational injuries or illnesses, physical examinations, hazardous exposure data, and all treatments received in the occupational medical clinic. These records are confidential and are to be disclosed only in circumstances consistent with state and federal law.

I. Employee Reports of Unsafe/Unhealthy Working Conditions

1. Timely detection and prompt correction of unsafe or unhealthy working conditions are essential to the County's Safety Program. The following procedures shall be used for submission of employee reports of unsafe or unhealthy conditions in the workplace:

- a. All County employees shall be encouraged to orally report unsafe or unhealthy working conditions to their immediate supervisor who shall promptly investigate the situation and take appropriate corrective action. The supervisor shall contact Risk Management for assistance, as necessary.
- b. Any County employee may submit a written report of an unsafe or unhealthy working condition directly to Risk Management.
- c. Upon receipt of the report the Risk Analyst/Risk Specialist will

investigate. All IDLH conditions shall be investigated within 24 hours. Potentially serious situations shall be investigated within 3 days. All other situations shall be investigated within 7 days.

J. Fire Drill Procedures

1. Escambia County Risk Management, in conjunction with other applicable agencies, conducts and documents fire drills on selected County facilities, including those occupied by elected officials. The purpose of the drill is to test the responsiveness of staff, equipment, facilities, and systems to emergency situations. Fire drills are designed to maximize the principal components of the fire plan and require the active participation of all personnel.
2. Total building evacuation is required, unless otherwise coordinated during the pre-fire drill meeting.
3. The Fire Drill Evaluation Report will be utilized to document the overall effectiveness of the fire drill. It will evaluate personnel cognizance of the use and function of fire alarm systems, transmission of alarms, containment of smoke and fire, movement to areas of refuge, fire extinguishing procedures, duties assignment, and building evacuation. This report will be submitted through the Risk Manager to the appropriate Department Director. A copy will be kept on file in Risk Management.

K. Indoor Air Quality Management

1. Poor indoor air quality may affect the work environment. Air temperature and humidity may affect productivity. To increase the level of comfort and productivity, an effort will be made to evaluate, maintain, and improve Indoor Air Quality (IAQ).
2. When complaints from individuals or employees working in buildings are reported to the Risk Manager, a Risk Analyst/Risk Specialist will respond and determine the necessity of further testing.
3. Employees shall not make unauthorized modifications to the Heating, Ventilation, and Air Conditioning (HVAC) systems, (e.g., thermostat adjustments, blocking off vents, cutting into duct work to create new vents, removing inspection panels and ceiling tiles, etc.). Employees are encouraged to report ventilation or circulation problems to their Facilities Management representative.
4. The Risk Manager will work in conjunction with all appropriate County departments to resolve any indoor air quality issues. All reports and findings will be submitted to the Department Director of Facilities Management and a copy kept on file in Risk Management.

5. Smoking is permitted only in clearly marked, designated outdoor areas as required by the Florida Clean Air Act and the County's Tobacco-Free Workplace Policy. These areas will not be located in places commonly frequented by nonsmokers, and will not be in the immediate vicinity of supply air intakes or building entryways nor exits.

L. Electrical

1. Extension cords and power strips must be manufactured sufficiently to safely carry intended electrical loads and will be placed so as not to produce a trip hazard to employees.

2. Locally manufactured or hand-made extension cords and "gang boxes" are prohibited.

3. Power cords which have been cut, sliced, or damaged will be removed from service.

4. Electrical repairs or modifications to cords or equipment will be made by authorized personnel only.

5. Any electrical appliance which overheats or whose cord overheats will be removed from service.

6. Electrical panels will have all cut-outs in place with a legend on the door that clearly indicates the purpose of each switch or circuit breaker.

M. Fire Safety

1. Fire and emergency evacuation plans will be developed and posted in each County facility, and reviewed periodically by the occupying department/division on an annual basis.

2. Live trees or other vegetation will only be decorated with non-heat emitting LED lights. No other lights or fixtures are authorized.

3. Damaged, unserviceable, or discharged fire extinguishers will be reported to Facilities Management immediately.

4. Building exits will be clearly marked and never blocked or locked so as to prevent egress in the event of an emergency.

5. Flammable or combustible materials such as paint, oil, solvents will not be left unattended in buildings frequented by the public and will be stored in a flame-proof cabinet as required.

6. Sprinkler clearance between the deflector and the top of the storage shall be 18 inches.

N. Housekeeping

1. Work areas will be kept clean, neat, and orderly at all times.
2. Air conditioning closets and mechanical rooms will not be used for storage of any materials or supplies except for air filters.
3. Nothing is to be placed within 36 inches of any electrical panel or circuit box.
4. Liquids spilled on floors or walking surfaces will be cleaned up and dried immediately.
5. Rags or cloths soaked with oil or other flammable liquid must be disposed of in a flame-proof container.
6. Cords, cables, and hoses will not extend across walkways if they create a trip hazard.

O. Energy Control Program (Lockout/Tagout)

1. Purpose: This program establishes the minimum procedures for locking out a piece of equipment from its source of energy and/or tagging equipment to preclude accidental usage. Protection is also provided for any employee who services or maintains equipment where the unexpected energizing, start up or release of stored energy could occur and cause injury. Such machinery or equipment shall be isolated from its energy source, and rendered inoperative.
2. Authority:
 - a. Title 29 Code of Federal Regulations (CFR) 1910.147 of the latest revision, The Control of Hazardous Energy (lock-out/tagout), latest revision, and Title 29 CFR 1910.332 of 6 Aug 90, Electrical Training Requirements
 - b. American National Standards Institute (ANSI) Standard Z244.1 of the latest revision for Safety Requirements for Lockout/Tagout of Energy Sources
3. Scope and Application: This program applies to the control of energy during servicing and maintenance of machinery and equipment. These requirements apply only when the unexpected energizing or movement of

machinery/equipment or the release of energy during the maintaining or servicing of such equipment/machinery could cause injury to personnel and/or property damage.

a. "Servicing and maintenance" are defined to include the following:

- construction
- installation
- setting up
- making adjustments or tool changes
- inspections
- modifying
- cleaning or lubricating
- repairing machines or equipment

b. This policy does not cover routine production operations unless:

- (1) operations require workers to remove or bypass a guard or other safety device.
- (2) operations require workers to place any part of their bodies into an area of the machine or equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during the machine operating cycle.

c. This policy does not apply to:

- (1) work being performed on equipment with a "cord-and-plug" type connection to the electrical source if unexpected start-up of the equipment can be controlled by un-plugging from the source. In this case, lockout/tagout is not required if the plug is, at all times, under the exclusive control of the worker performing the servicing or maintenance
- (2) minor tool changes/adjustments and other minor servicing activities which take place during normal production operations, provided they are routine, repetitive, and integral to the use of the equipment for production, and that the work is performed using alternate measures which provide effective protection.

4. Definitions:

a. Lockout – the physical act of placing a locking mechanism on a piece of equipment which blocks the flow of energy from the power source,

achieved through a device such as a padlock that secures a switch, valve, or lever in the “OFF” position.

- b. Tagout – the use of warning signs, tags, or distinctive tape attached to energy-isolating devices, such as switches or circuit boxes, intended to warn workers not to turn the power “ON.” Tagout may be used when lockout is impossible or impractical.
- c. Double Protection – The combined use of both locks and tags is the most effective way possible in preventing an accident.

5. General Policy:

- a. All County activities shall comply with the lockout/tagout requirements of this policy.
- b. The only persons authorized to remove a lockout/tagout device will be the employee who installed the device or his supervisor. Employees who remove lockout/tagout devices without proper authority shall be subject to discipline in accordance with the County’s Discipline Policy.
- c. When similar machines and/or equipment are covered with a single generic written procedure, the procedure shall list the types of equipment to which the operating procedure applies.
- d. The double protection of lockout/tagout is the preferred method of energy control and departments shall use it where feasible.
- e. Combination locks shall not be used for lockout.
- f. No two-lockout devices (locks) shall have the same key. No more than two keys shall exist for any lock. The worker shall maintain one key and the supervisor shall maintain the other in a location readily accessible in the event of an emergency.
- g. Both lockout and tagout devices shall indicate the identity of the employee applying the device(s). Tagout devices shall indicate the responsible shop or department, the telephone number where the employee can be reached during working hours, his/her supervisor, date the lock was applied, and the machine, equipment or system component that is de-energized.
- h. Departments shall ensure that all training complies with this policy and that all applicable procedures are specific to the individual division.

6. Requirements for Contractors or Other Outside Agencies:

Activities shall ensure contracts require any contractor or agency to:

- a. Submit a copy of instructions explaining the contractor's or agency's lock-out/ tagout program. In addition, the division shall provide the contractor or agency with a copy of the lockout/tagout policy of the area where work is to be performed.
- b. Comply with the requirements of this policy.

7. Responsibilities:

a. Department Directors shall:

- (1) Develop and implement written lockout/tagout programs, in accordance with the provisions of this policy and in coordination with Facilities Management or the local maintenance representative, for all systems and operations under their control. When lockout is not feasible, tagout only may be used.
- (2) Develop a lockout/tagout training program for current and new employees, documenting attendance.
- (3) Provide specialized lockout/tagout training where necessary.
- (4) Ensure a current roster is maintained of trained and qualified employees authorized to work on hazardous energy systems and equipment.

Systems and equipment requiring lockout/tagout may include:

- Electrical
- Mechanical
- Hydraulic
- Chemical
- Pneumatic
- Thermal

- (5) Initiate actions to identify and resolve deficiencies in the lockout/tagout budget and allocation of resources to bring about effective local program implementation.

b. Risk Management shall:

- (1) Approve the equipment or applications where tagout may be used in place of lockout (and maintain a list of approvals).

- (2) Annually review compliance with the provisions of this policy and any specific procedures developed as a result.
 - (3) In cooperation with the official authorizing tagout, ensure compliance with the requirement to achieve protection equivalent to that of lockout systems.
 - (4) Assist the departments in gathering required training materials.
- c. Divisional Safety Representatives shall:
- (1) Assist the Division Manager with the development of the divisional Lockout/Tagout Program.
 - (2) Be part of the approval process in selecting the equipment or applications where tagout may be used in place of lockout unless this responsibility is delegated otherwise by the Division Manager.
 - (3) Maintain lockout/tagout records and present them for review during compliance inspections.

P. Sight Conservation

1. Purpose: All County departments with personnel having exposure to operations hazardous to eye safety shall implement a sight conservation program per the guidance established in this policy.
2. Authority:
 - a. American National Standards Institute (ANSI) Standard Z358.1, Emergency Eyewash and Shower Equipment, latest revision.
 - b. Occupational Safety & Health Administration (OSHA), 29 CFR 1910.133, Eye and Face Protection.
3. Scope and application:
 - a. Each department shall ensure that employees use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Appropriate eye protective equipment shall be required when performing eye hazardous operations such as:
 - (1) Pouring or handling molten metals or corrosive liquids and solids

- (2) Cutting and welding
 - (3) Drilling
 - (4) Grinding
 - (5) Milling
 - (6) Chipping
 - (7) Sand blasting or other dust producing operations
- b. Any persons entering a posted eye hazard area, including workers, supervisors, or visitors shall also be required to wear eye protective equipment.
 - c. The design, construction, testing, and use of eye protective equipment shall be per the listed authority. Specifications are given for impact protection against flying objects, protection against fine dust particles or liquid splashes, and protection against glare and radiant energy.
 - d. As a minimum, eye protection devices shall be adequate for the hazards specified, reasonably comfortable, and fit snugly without interfering unnecessarily with movement. They must be durable, capable of being disinfected, easy to clean, and kept clean and in good repair.
4. Program Elements: The departmental sight conservation program shall include, but not be limited to, the following program elements:
- a. Identification and evaluation of eye-hazardous areas, processes and occupations
 - b. Provision and maintenance of appropriate personal protective equipment (PPE) at County expense
 - c. An employee-training program developed and implemented by the division and approved by Risk Management, with records available upon request
 - d. Effective program enforcement
5. Basic Program Requirements:
- a. Emergency Eyewash Facilities: Departments shall provide emergency

eyewash facilities meeting the requirements of ANSI Standards in all areas where the employees' eyes may be exposed to corrosive materials. All such emergency facilities shall be located where they are easily accessible to those in need. Divisions shall only use self-contained eyewash units:

- on a temporary basis at remote locations where water is not readily available, or
 - until permanent emergency eyewash facilities are installed. Divisions shall not use personal eyewash units. Maintenance on eyewash facilities will be performed as follows:
 - (1) Quarterly inspection and function test by the divisional safety representative. Activation may be required more frequently if the division's safety representative determines it is necessary to ensure proper functioning and performance of the eyewash station.
 - (2) Divisions shall service pressurized and non-pressurized self-contained eyewash units quarterly or per the manufacturer's recommendations, whichever is more frequent.
 - (3) "Plumbed" eyewash units should be activated weekly for a minimum of three minutes to flush the line and verify operation.
 - (4) Quarterly maintenance shall include cleaning of the unit, replacement of water (if applicable), and checking for proper operation. Where an additive is used in a self-contained eyewash unit, activities shall use additives specified by the manufacturer, and change fluid at an interval recommended by the manufacturer of the additive.
 - (5) Divisions shall maintain written, dated and signed maintenance records.
- b. Survey: The Divisional Safety Representative shall complete a hazard assessment of all divisional work areas, equipment and processes to determine which may be eye-hazardous, which employees require eye protection, and the type of protection required.
- c. Posting: All areas designated, as eye-hazardous shall be posted with an appropriate warning sign. Signs shall be located at all entrances to designated areas and on all necessary equipment.
- d. Visually Impaired Employees: The County shall ensure that employees who wear prescription lenses while engaged in operations

involving eye hazards, wear eye protection that can be worn over the prescription lenses without disturbing the proper position of either the prescription lenses or the protective eyewear. Risk Management does not furnish prescription safety eyewear.

6. Training Requirements:

- a. Training on protective eyewear shall be conducted by the Divisional Safety Representative, or their designated representative, on each job or occupation that requires employees to wear protective eyewear.
- b. Topics to be covered in the training shall include:
 - (1) Jobs that require eye protection, the type of protection required, why it is required, and when it is required. It is management's responsibility to provide the proper eye protection and the employee's responsibility to use the equipment properly and when appropriate.
 - (2) How to properly wear the correct protection required for the job, limitations on the use, how to properly care for the equipment, avoid wearing damaged or defective equipment, and replacement procedures for damaged eyewear.
 - (3) For employees working with or near potentially harmful chemicals or other corrosive materials, the location of the nearest eyewash fountain and how to use it.
 - (4) Simple first aid measures involving eye injuries.
- c. Training provided to employees shall be documented and subject to inspection and copying as a public record.

IV INVESTIGATIONS

A. General

A Risk Analyst/Risk Specialist will perform accident investigation procedures for motor vehicles, loss or damage to County property, public involvement and near-miss incidents. The Risk Analyst/Risk Specialist is responsible for ensuring that the accident investigation reports are completed and that the corrective actions are addressed.

B. Definitions

Accident - An unexpected and undesirable event, a situation that happens when personal injury or property damage occurs.

Incident - A definite, distinct occurrence, an event that is subordinate to another. A situation where personal injury or property damage could occur if not investigated and proper corrective actions are not taken.

For purposes of this policy, the term accidents and incidents will be used synonymously.

C. Accident Investigations

The Risk Analyst/Risk Specialist will investigate vehicular accidents, public involvement claims, occupational diseases, employee injuries involving unsafe conditions, and any potential liability that may be incurred by the Board of County Commissioners. The purpose of accident investigations is to:

1. Implement temporary control measures to prevent any further injuries to employees.
2. Review the equipment, operations, and processes to gain an understanding of the accident situation.
3. Investigate unsafe conditions and unsafe acts; make conclusions based on existing facts.
4. Provide recommendations for corrective actions.
5. Indicate the need for additional or remedial safety training.
6. Anticipate litigation and provide work-product privileged information to the County Attorney.

D. Motor Vehicle & Heavy Equipment Accidents

1. All motor vehicle accidents/incidents involving County property must be reported according to the Post Accident/Incident Reporting Procedures.
2. The Risk Analyst/Risk Specialist conducting the investigation will serve as the County's official representative. Divisional personnel will serve as support to the Risk Analyst/Risk Specialist who will ensure that a thorough investigation is completed by following these procedures:
 - a. Contact the Risk Manager
 - b. Complete the General Liability Accident Loss Report, (including a diagram of the scene when applicable)
 - c. Obtain names, phone numbers, and statements from the divisions involved and witnesses' statements
 - d. Take various photographs
 - e. Provide information to law enforcement authorities, as appropriate
 - f. Follow up with departments to obtain Supervisor's Report
 - g. Obtain appropriate law enforcement reports
 - h. Contact the County Attorney or designee to provide all information as work-product or in anticipation of litigation and to determine if any comments to the media are appropriate.
 - i. The Risk Manager or designee and County Attorney or designee will determine if media coverage is appropriate.
 - j. If media coverage is appropriate, complete investigation will be forwarded to the Public Information Office for appropriate media format

E. Near Miss Accidents

Near miss accidents serve as an opportunity to identify potential safety hazards; therefore, all near miss accidents must be reported to Risk Management for investigation. At the conclusion of the investigation, corrective actions will be recommended to prevent future incidents of the same nature.

F. Public Involvement (Non-vehicular) Incidents

1. Risk Analyst/Risk Specialist will follow the procedures identified in Section D(2)a-j above to investigate citizens' complaints alleging bodily injury and damage to private property.
2. Bodily Injury Claims: Such accidents may include slips, trips and falls. For slip, trips and falls occurring outdoors, especially within City limits, it is critical to determine the exact location of the incident during the investigation.
3. Private Property Damage: Accidents of this nature may include fallen trees, damage to private vehicles due to road conditions, etc.

G. Lost, Stolen and Vandalized County Property

1. All incidents involving lost, stolen and vandalized County property exceeding \$1,000 must be reported to the proper law enforcement agency and Risk Management. Risk Management must also be notified if a pattern exists whereby items less than \$1,000 are lost or stolen (e.g. lawn equipment). The Risk Analyst/Risk Specialist will conduct an investigation following the procedures in Section D(2)a-j.
2. Employees found to be negligent through willful, wanton or gross negligence may be subject to discipline in accordance with the County's Discipline Policy.

H. Post Accident/Incident Reporting Procedures Involving County Vehicles and Equipment

1. If injuries have occurred, call 911 immediately.
2. **Contact** your supervisor immediately.
3. Supervisor will **contact** Highway Patrol (484-5000) or the City Police for every vehicle-related incident in which a non-County vehicle is involved or if non-County property is damaged.
4. Supervisor will **contact** the County Risk Management Division (595-4765). After hours, call the County Emergency Operations Center (471-6300) and request that Risk Management be notified.
5. A Risk Analyst/Risk Specialist will respond to the scene to investigate accidents that involve \$1,000 or more in property damage and/or injury requiring medical treatment. The Risk Manager and the Public Information Office Manager will be notified in the event of a fatality/if the media requests an interview.
6. If a County vehicle must be towed, call the Roads Division during working hours at 937-2123 or 2124. After hours, call 937-2100.
7. Be sure to obtain Exchange of Information form or the Accident Short Form from the investigating law enforcement officer
8. Cooperate fully with the law enforcement officials.
9. Do not admit fault for an incident.
10. Do not volunteer information or discuss the incident with anyone other than law enforcement or County investigators and attorneys. If contacted by

private investigators, attorneys, insurance companies, etc, refer them to Risk Management. All requests for media coverage will be referred to the Public Information Office.

11. Following the investigation at the scene and/or any emergency medical treatment, the County employee's supervisor or designee assigned by supervisor will escort the employee to the appropriate facility for drug and/or alcohol testing.
12. The responsible supervisor will complete the Supervisor's Accident/Loss Investigation Report. The report must then be signed by the Department Director or Division Manager and forwarded to Risk Management within three (3) working days of the incident. Reports received without Department Director or Division Manager's signature will be returned. The Supervisor's Accident/Loss Investigation Report is part of the work-product and anticipation of litigation privileges and is essential to the County Attorney providing legal advice. The form is located on-line at <http://www.myescambia.com/government/departments/mbs/risk>.

I. Supervisor's Report

SUPERVISOR'S ACCIDENT/LOSS INVESTIGATION REPORT													
Department:						Division:							
Exact Location:						Date of Occurrence:			Time:		Date Reported:		
On Escambia County Property?		<input type="checkbox"/> Yes		<input type="checkbox"/> No									
PERSONAL INJURY OR ILLNESS						PROPERTY DAMAGE							
Employee:						Property Damaged:							
Title/Classification:						Estimated Cost:			Actual Cost:				
Part of Body Affected:						Nature of Damage:							
Nature of Injury/Illness:						Object/Equipment/Substance inflicting damage:							
Object/Equipment/Substance inflicting injury or illness:						Law Enforcement Agency			<input type="checkbox"/> Yes		<input type="checkbox"/> Attached		
						Report Completed?			<input type="checkbox"/> No		<input type="checkbox"/> N/A		
Was employee sent for drug testing?				<input type="checkbox"/> Yes		<input type="checkbox"/> No		When/Where:					
DESCRIPTION													
Describe clearly how the accident occurred: (Attach additional sheet, if needed)													
Was Personal Protective Equipment (PPE) available?				<input type="checkbox"/> Yes		<input type="checkbox"/> No		Not applicable					
Was Personal Protective Equipment (PPE) utilized?				<input type="checkbox"/> Yes		<input type="checkbox"/> No		Not applicable					
First Aid Only			Medical Treatment Required			Treated and Released, Returned to work same shift							
Hospitalized		Name of Physician or Hospital:						Expected Date of Return to Work:					
ANALYSIS													
What acts, failures to act and/or conditions contributed most directly to this accident? (Immediate cause).													
Equipment Failure			Human Error			Other: _____							
Explain:													
Was the accident preventable by the employee?				<input type="checkbox"/> Yes		<input type="checkbox"/> No							
Explain:													
PREVENTION													
What action has or will be taken to prevent reoccurrence?										Place an "X" by items completed.			
1.											<input type="checkbox"/>		
2.											<input type="checkbox"/>		
3.											<input type="checkbox"/>		
Supervisor Completing Report: Printed Name						Signature:			Date:				
Department/Division Review: Printed Name						Signature:			Date:				
Risk Management Review By: Printed						Signature:			Date:				
Incident Review Board Required?		<input type="checkbox"/> Yes		<input type="checkbox"/> No (Completed by Risk Management Only)									

V WORKPLACE INJURY AND ILLNESS REPORTING PROCEDURES

A. General

An industrial injury or illness is a personal injury or illness arising out of, and in the course of, employment. It also includes any injury by the willful act of a third person directed against an employee because of his or her employment. In the event of a medical emergency, severe injury, or death, the following steps are to be taken:

1. FOR ALL MEDICAL EMERGENCIES, CALL 911.
2. Administer First Aid or CPR (cardiopulmonary resuscitation), if qualified, as necessary until help arrives.
3. The injured person's supervisor or rescue personnel will, when possible, advise the hospital emergency room of the nature of injuries of the patient being sent to them.
4. Fatalities and injuries within this emergency category will be reported by telephone to the County Administrator and/or the Risk Manager immediately after the emergency is under control. Provide the name of victim, when, how and where the accident occurred. THIS DOES NOT ELIMINATE THE NEED FOR WRITTEN REPORTS.
5. The Risk Manager, or designee, will notify OSHA as appropriate.

B. Injuries Not Constituting An Emergency But Requiring Physician's Care

1. These injuries and illnesses will be initially treated by a physician listed on the Managed Care Network. Treatment subsequent to the initial visit must be authorized by the third party administrator/insurance carrier.
2. Upon notification that an employee has been injured or becomes ill on the job, the supervisor or co-workers will ensure that:
 - a. First Aid is administered as applicable and if qualified to do so.
 - b. If treatment by a physician is required, the employee should be referred to the Managed Care Network. The third party administrator/insurance carrier and/or Risk Management will provide assistance if required.
 - c. The injured employee is to be taken to the physician. Depending upon the circumstances, employees should not be permitted to drive for medical treatment themselves if there is a danger or their capacity to

do so has been impaired.

- d. The third party administrator/insurance carrier must authorize any subsequent treatment.

C. First Aid Treatment In The Field Or Office

Superficial injuries such as minor cuts, bruises, small punctures, scratches, etc., will be treated in the field or office when an employee qualified to administer First Aid is present and First Aid supplies are available. Such injuries will be made a matter of record and the information sent to Risk Management.

D. Establishing An Industrial Claim

It is not necessary to have a physician treat an injury in order to validate an industrial injury or illness claim. A minor injury such as a small cut, scratch or bruise should be treated in the field or office by someone qualified to administer First Aid. As long as the injury is reported to the supervisor and recorded on the First Report of Injury or Illness, the employee may be fully covered for medical treatment if the need should arise.

E. Reporting Procedures

Timely reporting of any incident is mandatory. Ensuring full employee benefits under Workers' Compensation law with no delay is dependent upon proper reporting. It is the responsibility of each employee to report all incidents in accordance with this section.

1. When an employee is injured on the job he or she must report the injury to their supervisor.
2. When the injury does not require medical attention by a doctor, the personnel representative or supervisor must still complete a Notice of Injury and submit it to Risk Management.
3. When the injury does require medical attention, the supervisor should refer to the Workers' Compensation Reporting Procedures.
4. If the employee refuses medical treatment, a signed Notice of Refusal of Treatment is required.

VI POST-ACCIDENT/POST INJURY DRUG AND ALCOHOL TESTING

Employees will be drug and alcohol tested after all vehicle accidents and any workers' compensation accidents requiring medical attention which exceeds first aid. Any positive drug test result following a vehicular or workers' compensation accident will be evaluated according to the County's Substance Abuse Policy and the Discipline Policy. Positive results from a workers' compensation accident may result in denial of all workers' compensation benefits.

- A. All Non-CDL licensed employees must be drug tested using the NON-DOT testing form. Alcohol testing for non-DOT employees may be administered by a blood test.
- B. In lieu of a blood test, initial alcohol testing may be performed by the Risk Analyst/Risk Specialist using an approved breathalyzer device. Any positive indication by the breathalyzer device will be confirmed by a blood test.
- C. All CDL licensed employees must comply with the following to determine which drug testing form to use:

At the time of the accident, was the employee driving a vehicle that meets at least one of the following criteria?

- Vehicle's weight is 26,001 lbs. or greater
- Vehicle holds 15 passengers plus driver
- Vehicle has HAZMAT placard

If none of these criteria are met, follow the non-DOT procedures as outlined in "A" above. If any of these conditions are met, continue:

- Was there a fatality?
- Was there bodily injury requiring medical attention away from the scene?
- Did the driver receive a citation and any bodily injury?
- Did the driver receive a citation and any vehicles towed away?

If the accident meets any of the above criteria, the employee should be tested using the DOT procedures. If none of these criteria are met, follow the non-DOT procedures as outlined in "A" above.

- D. When testing an employee under the DOT procedures, the DOT form for the drug test should be used and the DOT Alcohol Testing memo. If a Blood Alcohol Test (BAT) technician is not available to perform a breath analysis, document on the Supervisor's Report. The employee must then be administered a blood alcohol test.
- E. Alcohol testing must be administered within 2 hours of the accident/incident. If the employee has not submitted to an alcohol test within 2 hours, the supervisor

must document the reason why the test wasn't promptly administered. After 8 hours, cease attempts to administer alcohol testing and document. Continue attempts for drug testing up to 32 hours.

- F. Although it is recommended that employees refrain from safety-sensitive work while awaiting drug-test results, the utilization of the employee during that period of time is at the discretion of the Department Director/Division Manager.
- G. A supervisor or designee assigned by supervisor will accompany an employee when referred for drug or alcohol testing.

VII WORKPLACE SAFETY

A. Hand/Power Tools

- Tools will not be used for any purpose other than that for which they are designed.
- Broken or malfunctioning tools will be taken out of service and shall remain so until repaired or replaced.
- Privately owned mechanic or shop tools require departmental approval and are the sole responsibility of the employee. They must be safeguarded accordingly.
- All electrically powered tools will be properly grounded and/or insulated.

B. Chemical Hazards

- In accordance with 29 CFR 1910.1200, any employee whose job exposes them to chemical substances will be properly trained before assuming the duties of that job.
- Hazardous chemicals will be disposed of properly and never poured down drains, sewers, or manholes.

C. Fall Protection

- Proper fall protection measures will be exercised by employees operating at heights of six (6) feet above the ground or more.
- Fall restraint systems and other Personal Protective Equipment will be used at all times when conditions dictate.
- Fall protection devices must be inspected prior to use and replaced if deemed unsafe.

D. Lifting Techniques

- Proper, safe lifting techniques will be utilized at all times, employing the use of the leg and not the back muscles.
- Employees should request assistance when lifting oversized or awkward shaped loads, regardless of the weight.
- Mechanical assistance, i.e. dolly, pallet jack, or powered lift devices, should be used when necessary.

E. Machine Safety

- Only fully trained operators will be permitted to operate machinery.
- Machines will not be used in any manner other than that specified by the manufacturer and will not be modified without the manufacturer's approval.
- Machine guards will be utilized at all times.
- Divisions are responsible for Preventative Maintenance schedules to assure the safe and continued operation of divisional equipment.
- Divisions will develop effective Lock Out/Tag Out procedures addressing all applicable machinery and equipment in their area.

F. Personal Protective Equipment (PPE)

- Employees will wear required PPE at all times when performing duties which require its use. **Any injury sustained as a result of the failure to employ issued PPE may result in a reduction in Workers' Compensation Benefits.**
- Supervisors will be responsible for the issuing and accounting of County-owned PPE.
- Temporary and Contract employees from leasing companies will, as a condition of employment, provide their own PPE.
- Employees will be responsible for maintaining PPE in a serviceable condition at all time.
- Hearing protection will be worn when operating noisy equipment or when working, even for short times, in a noisy environment.
- Proper eye protection will be worn any time there is the risk of flying dust or debris.

G. First Aid/CPR

- Training will be provided for selected employees, at County expense, with priority for scheduling being given to those divisions with the greatest exposure to the general public, employees working in remote sites, supervisors, and then the general employee population.
- Divisions will ensure First Aid Kits are strategically placed to provide maximum employee coverage.
- First Aid Kits will be inventoried periodically and supplies will be adequately stocked at all times.
- Divisions with Automatic External Defibrillators (AED) will assure that the AED is available at all times during working hours and that a properly trained operator is on site.

H. Confined Space Hazards

- Employees will not enter any area qualifying as a "Confined Space" without proper training, monitoring, and safety equipment, as required by 29 CFR 1910.146. or 29 CFR 1926.21. Whenever possible, alternate means of accomplishing the work will be utilized such as mobile camera, excavation, etc.
- The Risk Manager will be notified prior to scheduled entries into Permit-Required Confined Spaces. Unscheduled or emergency entries will be reported as soon as possible.
- Divisions performing Permit-Required Confined Space entries will have a written policy in effect prior to accomplishing the entry, clearly outlining the training, duties and responsibilities of each participant.
- Permit-Required Confined Spaces will be clearly marked with signage as necessary to prevent entry by untrained personnel.
- Training, certification, and purchase of equipment necessary for the Confined Space entry is the responsibility of the division.

- Inmates will not be used for Permit-Required Confined Space Entry.
- Any rescue or retrieval equipment used by entry team personnel will be inspected at least annually and any equipment found to show wear or deterioration will be replaced.

I. Marine/Water Safety

- No marine or waterborne vessel will be launched without all required safety equipment being in place and operational.
- All crewmembers will be fully trained and certified to perform the required tasks. If training is to be conducted, it will be done only under qualified supervision.
- Employees performing diving operations shall be accompanied by a qualified safety diver.
- Ship-to-shore communications will be established prior to commencement of marine diving operations and maintained continuously. If, at any time, communication is lost, diving will cease until the problem is corrected.
- The County is not liable for the failure or loss of personally owned diving equipment.

J. Work Zone Safety & Traffic Control

- All aspects of the State of Florida Department of Transportation (FDOT) Manual of Road Design, "Traffic Control Through Work Zones" will apply. For information not found in the FDOT specifications, refer to the federal standards in Part VI of the Manual on Uniform Traffic Control Devices (MUTCD).
- Questions concerning Work Zone Safety design and application shall be resolved by Engineering.
- No one will establish a Temporary Traffic Control Zone without first being certified to do so.
- Flaggers will be trained before assuming those duties. Divisions will provide records of training upon request.
- Work Zone Safety training may be coordinated by contacting Risk Management.

K. Powered Industrial Truck Training Procedures

1. It is the responsibility of Division Manager and supervisors to ensure that each powered industrial truck (fork lift or powered lift) operator is competent to operate the equipment safely. This competency is accomplished by the successful completion of formalized instruction with subsequent evaluation on the specific equipment the employee is expected to operate.
2. In accordance with the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.178, powered industrial truck training may be conducted only:
 - a. under the direct supervision of a person who has the knowledge, training and experience to train operators and evaluate their competence, and
 - b. where such operation does not endanger the trainee or other employees.
3. Training must consist of a combination of
 - a. formal **instruction** (e.g. lecture, discussion, interactive computer learning, video tape, written material),
 - b. practical **training** (demonstrations performed by the trainer and practical exercises performed by the trainee), and
 - c. **evaluation** of the operator's performance in the workplace.
4. The Division Manager may identify trainer(s) from within their respective division to conduct this training. Those selected as trainers are selected based on their knowledge and experience on the equipment, as well as their ability to impart such in a clear and effective manner.
5. It is the responsibility of the Division to maintain records of all training conducted. These records are subject to inspection.
6. Certification records must include:
 - a. the name of the operator
 - b. the date of training
 - c. the date of the evaluation
 - d. the identity of the instructor/evaluator
 - e. and the type equipment upon which the employee is certified
7. An evaluation of each operator's performance must be conducted at least once every three years.
8. Refresher training must be provided to the operator when:
 - a. the operator has been observed operating the vehicle in an unsafe

- manner,
- b. the operator has been involved in an accident or near-miss incident,
 - c. the operator has received an evaluation that reveals the truck is not being operated safely,
 - d. the operator is assigned to drive a different type of truck, or
 - e. a condition in the workplace changes in a manner that could affect the safe operation of the truck.
9. The practical training and evaluation portions of the training are “hands-on” and should require the student to demonstrate tasks and skills they will be expected to perform in the workplace. **An instructor will be on site, actively supervising at all times during training.**
10. Attached are checklists to be used by the instructor for the initial training of an employee. All areas will be discussed at some point during the training session as appropriate for the expected working environment. These topics should be considered the minimum. Other areas may be discussed depending on the specifics of the equipment and location. Once completed, a copy of these checklists should be placed in the employee’s training file in the division.

Required-discussion checklists

Truck-related topics include:

	A. Operating instructions, warnings and precautions for the types of trucks the operator will be authorized to operate.
	B. Differences between the powered industrial truck and automobile.
	C. Truck controls and instrumentation such as where they are located, what they do, and how they work.
	D. Engine or motor operation.
	E. Steering and maneuvering.
	F. Visibility (including restrictions due to loading.)
	G. Fork and attachment adaptation, operation and use limitations.
	H. Vehicle capacity.
	I. Vehicle stability.
	J. Any vehicle inspection and maintenance the operator will be required to perform.
	K. Refueling and/or charging and recharging of batteries.
	L. Operating limitations.
	M. Any other operating instructions, warnings or precautions listed in the operator's manual for the types of vehicles the employee is being trained to operate.

Workplace-related topics include:

	A. Surface conditions where the vehicle will be operated.
	B. Composition of loads to be carried and load stability.
	C. Load manipulation, stacking and unstacking.
	D. Pedestrian traffic in areas where the vehicle will be operated.
	E. Narrow aisles and other restricted places where the vehicle will operate.
	F. Hazardous locations where the vehicle will operate.
	G. Ramps and other sloped surfaces that could affect the vehicle's stability.
	H. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust.
	I. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

L. Safety Committee Policy

1. Purpose - This policy establishes the duties, functions and goals of the Escambia County Safety Committee.
2. General - The Escambia County Safety Committee is solely established and governed by Risk Management as an important part of the safety management effort. Managers and supervisors can gain valuable assistance in their areas by a joint effort with their committee members. All managers, supervisors and employees are to fully support the efforts with their Safety Committee. Meetings will be regularly scheduled and may be conducted monthly, but no less frequently than quarterly.
3. Goals and Objectives of the Committee:
 - a. Lower the rate and severity of accidents, injuries, and illnesses
 - b. Maintain a safe workplace environment
 - c. Broaden safety education
 - d. Involve employees in safety management
4. Duties and Functions:
 - a. Risk Management shall:
 - i. Schedule, coordinate, and chair the Safety Committee
 - ii. Maintain a written, audio, or video record of each meeting in accordance with Escambia County records retention procedures.
 - b. Safety Committee members shall:
 - i. Establish and communicate procedures for conducting internal safety walk thru of the workplace for the purpose of evaluating the effectiveness of engineering, administrative, and personal protective control measures provided by the department/division to protect employees
 - ii. Evaluate the effectiveness of and recommend improvements to department/division safety rules, policies, and procedures for accident and illness prevention programs
 - iii. Communicate to departments/divisions new policies implemented by Risk Management as well as changes to existing safety policies
 - iv. Assist as needed in the investigation of workplace accidents, incidents, injuries, illnesses, diseases, and fatalities
 - v. Provide or coordinate safety training for their respective department/division
 - vi. Provide safety budget data and forecasting input as required

- vii. Provide to Risk Management a Safety Activity Report
- viii. Be called to assist the Incident Review Board as needed
- ix. Must be compensated their regular hourly wage while engaged in workplace safety committee-related training, meetings or other prescribed duties

5. Participation:

Departments and divisions will be required to participate based on their mission and population. Employee participation will be voluntary. Department Directors/Division Managers will select representatives with an interest in learning about and contributing to safety issues on a county-wide basis. The selected representatives may receive specialized training to achieve these objectives. The committee will be large enough to adequately represent all departments, yet have the most efficient number of members to assure accomplishment of committee goals. Membership distribution is recommended to be one participant from each of the following divisions:

BCC Members (18)

Management & Budget Services	Facilities Management
Roads /Fleet Maintenance	Parks & Recreation
Road Prison	Emergency Medical Services
Engineering	Fire Services
Corrections	Animal Control
Building Inspections	Community Services
Solid Waste Management	County Attorney
Code Enforcement	Information Technology
Mosquito Control	Extension Services

Non-BCC Members (7)

Court Administration	Property Appraiser
County Sheriff's Office (Corrections)	Clerk of Circuit Court
Office of the Tax Collector	Santa Rosa Island Authority
Supervisor of Elections	

M. Incident Review Board Policy

1. Purpose - This policy establishes the duties, goals, and functions of the Escambia County Incident Review Board (IRB)
2. Authority - The IRB shall operate under the authority of the Risk Manager and with the cooperation of the County Administrator.
3. Goals and Objectives - Reduce the rate of accidents/incidents involving County employees through an active program of investigation and analysis, coupled with programs and recommendations aimed at the prevention of similar reoccurrences
4. Board Membership - The IRB will consist of a panel of Subject Matter Experts (SME) representing a wide spectrum of specialties. Members must possess the ability to objectively analyze an incident and recommend sound corrective actions. All voting board members will be trained in accident investigation. Board Members may rotate within their respective divisions every other year. Membership will be as follows:

Board President (Risk Manager)
Board Chairpersons (Risk Management)
Recorder – Non-voting (Risk Management)
Road Prison Officer (Road Prison)
Vehicle Maintenance (Roads Division)
Senior Equipment Operator (Roads/Solid Waste Mgt Division)
Building Maintenance (Facilities Maintenance)
Emergency Vehicle Operations (Public Safety)
Risk Analyst/Risk Specialist (Risk Management)
“Third Party” (Rotated among the Non-BCC membership of the Escambia County Safety Committee at intervals of no less than 90 days)

5. General - The IRB will conduct a thorough analysis of all qualifying accidents and incidents with the purpose of “accident prevention.” (A qualifying accident would be one involving \$1,000 or more in property damage and/or injury requiring medical treatment.) The investigative process will focus on issues of “cause” and not the establishment of “blame.” The IRB must receive the full cooperation of all Department Directors and Division Managers and shall be given access to all obtainable facts surrounding the focus of the investigation. Following the investigation, the IRB will present its findings as:
 - a. Primary Cause
 - b. Contributing Factors
 - c. Other Findings

6. Each area of discovery will be accompanied by a recommended corrective action. The Incident Review Board will meet on an “as needed” basis at the discretion of the board president, or delegated representative, and shall be empowered to call witnesses, request statements, or review records and documents as deemed necessary for analysis.
7. Duties and Functions:
 - a. Board President shall:
 - 1.) Review and approve the findings of the IRB
 - 2.) Forward board findings to the appropriate departments/divisions for review and response
 - 3.) Delegate such responsibilities as are necessary to accomplish stated goals
 - 4.) Be the ultimate authority in determining which incidents qualify or warrant review.
 - b. The Chair Person shall:
 - 1.) Schedule, coordinate, and chair the Incident Review Board.
 - 2.) Maintain a written, audio, or video record of each meeting in accordance with Escambia County records disposition procedures.
 - 3.) Give notice in accordance with Florida's Government in the Sunshine Law if findings are to be used for disciplinary purposes or provide advice or recommendations to Department Directors.
 - c. Board Members shall:
 - 1.) Be trained in accident investigation before assuming duties. This training may be conducted by any competent, safety-trained person with experience in accident investigation, as designated by the Board President or Chairman. Verification of training must be documented and provided upon request.
 - 2.) Maintain the privacy of information discovered in the investigative process

- 3.) Thoroughly investigate and analyze all obtainable facts in determining cause(s) and objectively recommend corrective actions for the purposes of preventing reoccurrences
- 4.) Conduct themselves in a professional manner at all times when convening an IRB.

d. Employees shall:

- 1.) Be afforded the opportunity to present mitigating or extenuating circumstances for consideration.
- 2.) Have access to any information provided to members of the board upon which decisions are based, as long as the release of that information does not invade the privacy of another person.
- 3.) Conduct themselves in a mature, professional manner any time they are participating in an IRB. If, at any time an employee, witness, or other participant displays an attitude or manner deemed disruptive or counter-productive to the investigation, that individual will be excused from the room.

8. Board Guidelines:

The following guidelines are provided to serve as a recommended sequence of events for IRB proceedings:

- a. An information packet concerning the incident will be distributed to all board members. This packet will include all reports, statements, photographs, etc. collected during the investigation.
- b. An overview of the incident will be presented to the board by the Risk Specialist/Risk Analyst most familiar with the facts of the incident, presenting information in a logical and discussion-oriented manner.
- c. If an employee or witness to the incident is present, they will be permitted an opportunity to present any information which may clarify the official record of investigation or to provide extenuating or mitigating circumstances for board review. The maximum time allowed for this presentation will be ten minutes.
- d. Board members may ask questions of the facilitator or of any employee/witnesses for further clarification.

- e. Board members will discuss, in open forum, the facts presented, with each drawing their own conclusions.
- f. Board members will complete a summary sheet which will reflect those conclusions. All summary sheets will be collected by the board recorder.
- g. The Chairperson for the board proceedings will compile the information submitted by the members and forward a compiled report to the Risk Manager for review of its findings.
- h. The Risk Manager will submit the IRB Findings to the Department Director.
- i. The Department Director will review the findings and submit corrective actions in accordance with the County's Discipline Policy to Human Resources.

N. Office Ergonomics Checklist

The following checklist provides guidelines for the establishment of a safe and healthy working environment for personnel whose primary job functions are performed in an office or administrative setting. Any item which cannot be answered in the affirmative shall be corrected.

It is the intention of this checklist to give employees and supervisors a tool by which a workstation or work area may be analyzed with the intention of reducing or eliminating Repetitive Motion Injuries (RMI). Other work environments not applicable to this checklist must be evaluated separately.

CHAIRS	
_____	Can the chair be adjusted to different heights?
_____	Does the chair have lumbar support for the lower back?
_____	Is the seat padded or cushioned?
_____	Are there at least five (5) rolling castors or wheels?
_____	Does the backrest extend high enough to support the upper back?
_____	If there are armrests, can the worker's arms move without interference?

OPERATOR POSTURE	
_____	Are both feet firmly on the floor or a footrest?
_____	Are upper arms hanging approximately by the sides?
_____	Are lower arms approximately parallel with the floor?
_____	Are wrists supported and approximately straight when typing?
_____	Do legs and thighs fit comfortably under the desk?
_____	Can the computer screen be viewed without bending the neck forward?
_____	Can documents being typed be viewed without bending the neck forward or down?

WORKSTATION FEATURES	
_____	Is the monitor directly in front and at or above eye level and can be viewed without bending or twisting the head or neck?
_____	Can the keyboard and mouse be reached comfortably?
_____	Is the slope of the keyboard adjustable?
_____	Is the monitor positioned to reduce glare from lights or windows?
_____	If the monitor is monochrome, is the brightness adjustable?
_____	Is the workstation/chair free of any sharp edges which would press on the worker's arms, wrists, thighs, etc.?
_____	For data entry and text processing tasks, is a document holder available and located at eye level to reduce head and neck movement?

OTHER CONSIDERATIONS	
_____	Are employees allowed to take breaks from computer work for at least 15 minutes for every 2 hours of heavy data input?
_____	Are tasks and body movement varied to reduce the possibility of Repetitive Motion Injury (RMI)?
_____	If the employee must use the telephone and perform data input simultaneously, can the telephone be used while still maintaining the head in an upright position (not bent) and the shoulders relaxed?
_____	Are workstations screened from high-noise office equipment?
_____	Are employees protected from drafts or cold air venting?
_____	Are heating/air conditioning vents cleaned and maintained on a periodic basis?
_____	Is lighting in the work area conducive and sufficient for the work being performed?

O. Animals in County Buildings

1. For purposes of this policy, the term “animal” shall refer to any personal pets, wildlife, rodents, reptiles, or insects.
2. Under the Occupational Safety Health Administration Standards, General Duty Clause, 29 CFR 1910.5(a), an employer is responsible for maintaining a safe and healthful working environment for all employees.
3. Based on sanitary, safety and health concerns, animals and personal pets are prohibited from indoor County facilities. Failure to implement this policy could pose a significant health risk to employees who experience allergic reactions to the presence of animal dander or hair. Additionally, animal droppings can create an unsanitary and unhealthful work environment.
4. Cats are not to be used as the sole means of rodent control in a County facility; however, they may be part of an integrated program of pest management when properly isolated from general employee/citizen exposure, immunized, and properly licensed.
5. At no time will any animal be permitted into an area used to store or prepare food for human consumption.
6. Exceptions:
 - a. Guide dogs and service animals are exempted under the provisions of the Americans with Disabilities Act of 1990. Guide dogs and service animals kept by an employee to accommodate a disability shall be properly trained, licensed, and kept on a leash or restraint at all times.
 - b. Tropical fish are exempted provided that tanks or bowls are well maintained and kept free of visible algae.
 - c. Animals being held for legitimate County business purposes, as determined by the Risk Manager, may be exempt. Under any exemption, animals will be appropriately immunized and licensed and isolated from general employee/citizen exposure.
 - d. Dogs assisting law enforcement authorities with criminal investigation duties are exempt from this policy.
 - e. Applicable federal or state laws or local ordinances may govern operations not addressed in this policy.

VIII VEHICLE SAFETY

A. General Driving Safety

1. County employees and contract employees will operate their vehicle in a safe, courteous manner at all times.
2. Drivers must consider road and atmospheric conditions (i.e. rain, fog, darkness) when operating their vehicle, making special allowances for the weight and size of their vehicle when stopping.
3. Any citation issued by law enforcement is the full responsibility of the employee.
4. Drivers are fully responsible for the safety of their vehicle. A vehicle deemed unsafe by the driver or maintenance person will not be operated until the unsafe condition is corrected. Discrepancies shall be reported to supervisor or supervisor's designee.
5. All required safety devices will be fully functional before operating the vehicle, to include lights, mirrors, warning signals, and speedometers.
6. The department is responsible for notifying drivers of known driving hazards, restrictions or impediments, such as low over-passes, low-weight bridges, unguarded railway crossings, closed roadways, etc.
7. County employees and contract employees driving non-emergency vehicles will attend a County-approved Defensive Driving or Drivers' Safety course on a biennial basis. Record of this training will be maintained by the division and is subject to inspection.
8. New employees who possess a valid driver license will be allowed to operate non-emergency vehicles until the next scheduled Defensive Driving Class.
9. County employees who operate emergency vehicles will be Emergency Vehicle Operations Course (EVOC) qualified before assuming driving duties, and will attend refresher training as prescribed by the Department Director, Public Safety.

B. Driver Qualification

1. Drivers of County-owned vehicles will be employees of the County or contracted by the County and are subject to the provisions of the County Vehicle Policy. Persons outside these categories are not authorized to operate County vehicles.
2. Any employee or contract employee authorized to drive County vehicles/equipment will, at all times, be in possession of a valid driver's license. If for any reason the employee's license is suspended or revoked, his supervisor must be notified and operation of County vehicles/equipment will cease until the license is restored.
3. Management may, at any time, suspend an employee's or contract employee's privilege to operate County vehicles/equipment if they have displayed unsafe driving habits or a pattern of driving which would place the County at risk.
4. Prospective County employees or contract employees who are expected

to drive County vehicles/equipment will undergo a pre-employment driver's license check prior to assuming duties. This includes those who will drive their personally owned vehicle for County purposes.

5. A driver's license check of all employees and contract employees who drive County vehicles will be conducted on an annual basis by Risk Management. Departments will, upon request, verify the accuracy and completeness of their list of approved drivers. Any employee or contract employee found to be in violation of County driving policies during the period being checked is subject to disciplinary action, up to and including termination.

C. Backing

1. Drivers are to avoid backing their vehicle whenever possible.
2. When required to back up, it is incumbent on the driver to assure it can be done safely.
3. For vehicles with restricted or less than 360 degree visibility from the drivers seat (i.e. heavy trucks, ambulances, fire trucks, animal control trucks, panel vans, busses, etc.), a spotter is required to assist the backing process.
4. Any time a vehicle is left unattended for any reason, the driver will conduct a walk-around inspection of the vehicle to assure a safe environment before operating the vehicle.
5. If a vehicle is equipped with an audible back-up alarm device, the device must be working properly before the vehicle is operated.

D. Transportation of Oversized Equipment

1. Drivers are responsible for the operation of their vehicle and for properly securing all loads in accordance with Department of Transportation safety standards.
2. Before moving an oversized load, the Division Manager will discuss with the driver the route to be traveled and any other safety considerations, such as enroute hazards, escort vehicles, and coordination with local traffic control agencies.

E. Security

1. Non-emergency vehicles will be locked at all times when unattended. Emergency vehicles will comply with divisional policy.
2. Equipment that is not returned to a County facility at the end of a workday will be taken to an area where it is considered secure, i.e. lighted, observed.
3. Departments will establish an effective key control system for fleet vehicles which will allow for the positive tracking and driver assignment of each vehicle.
4. Supervisors are responsible for the security of all vehicles assigned under their control, as well as for the vehicles of any drivers for whom they are accountable.

5. Heavy equipment will be locked and the ignition system disabled when left unattended.

F. Driver License Policy

1. Purpose - To establish uniform policies and procedures for addressing the suspension, revocation or cancellation of driving privileges as these events relate to current employees.
2. Authority - Minimum employment qualification statements within some classification specifications in accordance with Human Resources Policies & Procedures require the “possession of, or ability to obtain, valid Florida driver or commercial driver license, as appropriate, upon offer of employment.” This policy provides conditions under which County driving privileges may be revoked. In cases when the minimum qualifications of a classification states that a driver license may be required, the Division Manager will determine which positions require a license. Under this policy, loss of County driving privileges shall have the same penalty as loss of a valid driver license. These provisions also extend to current County employees as a condition of continued employment.
3. Scope - This policy applies to all employees who occupy positions which require the operation of County vehicles and/or heavy equipment during the routine performance of their duties or whose job classification includes the statement requiring possession of or ability to obtain an appropriate driver license. For purposes of this policy, the use of the term “employee” shall refer to persons who are regular, temporary, term, relief, intermittent, provisional, grant-funded, student assistant or volunteer.
4. Policy:
 - a. Escambia County has developed a strictly enforced Substance Abuse Policy for employees operating County vehicles and/or equipment while impaired or under the influence. Employees who are involved in an accident and are found to be operating equipment/vehicles while under the influence and impaired may receive disciplinary action up to and including termination.
 - b. Any employee whose job requires him to drive and who loses the use of his driving privileges, whether knowingly or unknowingly, for any reason other than a temporary medical/disability condition will be subject to disciplinary action, up to and including termination, for failing to meet the minimum qualifications of the job description.
 - c. Special “permits” issued to an employee by law enforcement, a judge, or any other legal authority which in any way restricts the driving privileges of that driver, will be accepted only at the discretion of the County Administrator. Consideration will be given to the job requirements of the employee as well as the degree of risk involved if the employee is

permitted continued County driving privileges.

- d. Driving a County vehicle or other motorized equipment without a valid driver license or Commercial Driver License (CDL) issued by the states of Florida or Alabama as determined by residency requirements, or failure to report the loss of use of a valid license, whether by suspension, revocation or cancellation is subject to disciplinary action in accordance with the County's Discipline Policy.

5. Procedures:

- a. Any employee who loses the use of his/her license shall report that fact to his/her immediate supervisor at the earliest possible time, and not later than the beginning of the next work shift. Failure to do so may result in disciplinary action. Furthermore, that employee is prohibited from operating his/her private vehicle on County property until their license is restored.
- b. When an employee loses his/her driver license, and it is immediately contested in a Court of Law, the supervisor shall immediately prohibit an employee from driving any County vehicle or other motorized equipment for which his/her license is required, until a hearing can be held before a judge in a court of competent jurisdiction.
- c. On the first day following conclusion of that hearing, the affected employee will present the findings and judgments of the hearing to the Division Manager.
- d. If the driver license is reinstated as a result of the hearing, the affected employee may return to work at the beginning of his/her next regular work shift.
- e. If the driver license is not reinstated as a result of the hearing, the affected employee shall be terminated from his/her position effective immediately.

Note: For Florida Statutes relating to suspension, revocation and cancellation of driver licenses, including the Point System and associated Length of Suspension, refer to the most current issue of the "Florida Driver's Handbook" and the Commercial Driver License "Manual for Truck and Bus Drivers," available from your Division's Safety Representative.

G. Driving Record of Prospective/Current Employees

A conviction, plea of "no contest," or record of any one of the below-listed violations during the previous thirty-six (36) month period may disqualify a

person from employment or cause disciplinary action to be instituted.

- I. Driving while under the influence of drugs or alcohol.
- II. Homicide arising out of the use of a motor vehicle.
- III. Using a motor vehicle for the commission of a felony.
- IV. Aggravated assault with a motor vehicle.
- V. Leaving the scene of an accident with or without injuries
- VI. Accumulating more than 12 conviction points for traffic or moving violations within the past 12 month period or 16 conviction points within the past 24 month period as assigned by any State regulating authority.
- VII. Three cases of reckless driving within a twelve (12) month period. (Forfeiting bail and/or not going to court to avoid being convicted of reckless driving is the same as a conviction.)
- VIII. An immoral act involving the use of a motor vehicle. (Immoral acts shall be defined under Florida Statute Chapter 800.)
- IX. Operating a motor vehicle in violation of Driver License restrictions pursuant to Florida Statute 322.16.

IX STANDARD OPERATING PROCEDURES (SOP's)

A. Scope

1. The Safety Policy Manual will provide safety guidance, direction, and procedural requirements that address subjects or areas applying County wide or to more than one department. It is not intended to usurp the authority of the Department Directors, but rather to assist and give direction on matters of safety and loss control.
2. Division Managers will develop Internal SOP's, unique to their division which are tailored to their specific operational needs. At a minimum, all dangerous or hazardous tasks will be required documentation in an Internal SOP. Any other task which requires established procedures to be followed should also be developed into an SOP or referenced in another document or publication and readily available for use.

B. Procedures

1. Internal SOP's developed by Division Managers will be submitted to the Risk Manager for review prior to implementation in order to insure the proposed SOP does not conflict with any other safety-related policy or standard. Additionally, this will provide a central location for the compiling of all County SOP's, allowing divisions to share information more readily.
2. Once approved and implemented, all Internal SOP's will be maintained by the division in a central location and made available to employees upon request. Risk Management will also maintain a current copy of all SOP's.
3. Division Internal SOP's will be subject to review and the provisions of those SOP's may be inspected for compliance.

X BLOODBORNE PATHOGENS POLICY

A. Purpose

The purpose of this policy is to minimize or eliminate employee exposure to communicable diseases. The plan includes requirements for personal protective equipment, housekeeping, training, and a procedure for reporting exposures.

B. Scope

This policy applies to all employees who have a potential for occupational exposure to blood or other infectious material.

C. Authority

1. 29 Code of Federal Regulations, Part 1910.1030
2. Health Insurance Portability & Accountability Act of 1996 (HIPAA)

D. Responsibilities

1. Risk Management will conduct the Blood Borne Pathogen training program and maintain records of training and inspections for this program.
2. Management will ensure proper conduct of the program through training, inspections, record keeping and periodic audit.
3. All potentially exposed employees will be offered the Hepatitis A and B Vaccine series.
4. Employees must ensure all provisions of HIPAA are enforced to prevent the release of protected health information (PHI).

E. Definitions

1. Biological Hazard (Biohazard): any viable infectious agent that presents a risk, or a potential risk, to the well being of humans.
2. Medical Wastes/Infectious Wastes: all waste emanating from human or animal tissues, blood or blood products or fluids. This includes used first aid bandages, syringes, needles, sharps, material used in spill cleanup and contaminated PPE or clothing.
3. Universal Precautions: program of infectious disease controls that assumes every direct contact with body fluids is infected with a bloodborne pathogen and requires exposed employees to be protected appropriately.

4. Hazards: any unprotected exposure to body fluids which presents the possibility of infection from a number of bloodborne pathogens, notably Hepatitis and HIV.
5. Occupational Exposure: blood or body fluid contact between an injured or ill person and an employee, either by a contaminated sharp object or another direct/indirect means of contact.
6. "At Risk" Employee: one who, by virtue of their job, may anticipate exposure to blood and/or other bodily fluids.

F. Hazard Control

1. Engineering Controls – measures taken to prevent exposure to bloodborne pathogens which include proper storage facilities, puncture-resistant and leak-proof containers, syringes designed to prevent accidental needle sticks, autoclaves and other disinfectant equipment.
2. Administrative Controls - measures taken to prevent exposure to bloodborne pathogens which include universal precautions, use of Personal Protective Equipment such as vinyl, latex or Nitrile gloves, employee training, use of spill kits specifically designed for blood and body fluids, restricted access to waste collection containers, and the establishment of waste disposal procedures.

G. Reporting and Record Keeping

1. Any medical reports or records required by OSHA will be maintained by the occupational health provider for the duration of employment plus 30 years.
2. Training records will be maintained in accordance with Escambia County records retention procedures.
3. Occupationally contracted Hepatitis or HIV will be recorded on the Notice of Injury form.
4. Exposures to bloodborne pathogens from contact with sharps will be recorded on the Notice of Injury form as an injury only if treatment such as gamma globulin, Hepatitis A and B immune globulin or Hepatitis A and B Vaccine is prescribed by a physician.

H. Training

1. All employees assigned duties that are considered "at risk" for exposure to bloodborne pathogens will receive initial and annual training on the

Bloodborne Pathogen Policy. These duties may include, but are not limited to Emergency Medical Technicians, Paramedics, Law Enforcement Officers, Fire Services employees, Code Enforcement Officers, Parks and Recreation, Solid Waste Management employees, HAZMAT responders, Maintenance and Custodial employees, and personnel trained in and expected to provide First Aid/CPR in the workplace.

2. The content of the training program will include:
 - a. Bloodborne Pathogens Policy
 - b. Types and transmission of Bloodborne Pathogens
 - c. General Safety Rules
 - d. Universal Precautions
 - e. Use of Personal Protective Equipment
 - f. Medical Waste Disposal Procedures
 - g. Post Exposure Treatment and Procedures
 - h. HBV Vaccinations
3. Documentation of all training will be maintained by the division and is subject to inspection.

I. Hepatitis- A and B Virus (HBV) Vaccination Program

1. Purpose: Florida Statute 112.181 allows for firefighters, paramedics, Emergency Medical Technicians (EMTs), law enforcement and correctional officers who may contract hepatitis, meningococcal meningitis or tuberculosis the presumption that the condition was incurred within the scope of their employment. The purpose of the Hepatitis A and B (HBV/HAV) Vaccine Program is to minimize or eliminate employee susceptibility to this communicable disease. These guidelines are submitted as a mechanism for receiving and documenting HBV/HAV Vaccine.
2. Scope: This program pertains to all employees who are covered under the County's workers' compensation program and are assigned to "at risk" positions such as firefighters, paramedics, EMTs, law enforcement officers, correctional officers and designated maintenance employees.
3. Guidelines: The immunization is medically necessary because employment as a paramedic, EMT, law enforcement officer or correctional officer is a high risk of occupational exposure type of employment. The County has expanded this program to include selected maintenance and custodial employees.
 - a. Required Medical Testing/Pre-Employment Physical: The HBV/HAV immunization is given pursuant to immunization policies established by

the Advisory Committee on Immunization Practices of the US Public Health Services. Applicants are required to undergo a pre-employment physical examination that tests for hepatitis or tuberculosis. If the applicant tests positive and accepts employment, the employee will not be entitled to the Presumption of Law rule.

b. Immunization:

- 1.) Employees receiving immunizations must sign the Offer of Hepatitis A and B Vaccination form.
- 2.) The HBV/HAV series will be offered within ten (10) working days of assuming an “at risk” employment position. The HBV/HAV immunization is a series of three vaccination shots: an initial dose, 30 days and 6 months. Six months after the last vaccination and annually thereafter, the employee may be required to have a post-test to evaluate their HBV/HAV antibodies level. If the level is low, then a booster would be required.

c. Exemption/Refusal of Vaccination:

- 1.) Employees may not be required to submit to immunization if a physician provides a written exemption that the immunization would pose a significant risk to the employee’s health.
- 2.) The choice for HBV/HAV vaccination is not mandatory. If an affected employee chooses not to have the vaccination at the initial offering, they will have the opportunity to be vaccinated when they are ready. The County will document the offer and the acceptance or declination on the form provided below, a copy of which will be placed in the employee’s confidential medical records file.
- 3.) If vaccination is refused without the written exemption from a physician, the employee will not be entitled to the presumption that any infection of hepatitis occurred in the line of duty.

d. Record of Exposure:

- 1.) The division shall maintain a record of any known or reasonably suspected exposures of its employees and shall immediately notify the employees if they are unaware.
- 2.) Human Resources shall maintain copies of the Consent Forms and annual test results, as applicable.
- 3.) Employees shall file a Notice of Injury (NOI) for each instance of

known or suspected occupational exposure to infectious diseases. If an employee has an exposure while in the performance of his/her duties, the employee must also follow the procedures as outlined in the County's Infection Control/Universal Precaution Policy.

4. Responsibility:
 - a. Risk Management will ensure that the HBV/HAV program is in place for all employees who qualify for the vaccination.
 - b. Human Resources will ensure that all applicable employees are tested upon employment and upon being transferred into a position which qualifies for vaccination.
 - c. The division will ensure that all applicable employees receive interval and annual testing.
 - d. The division will conduct and/or coordinate with Risk Management for initial and annual Bloodborne Pathogens Training and maintain records of attendance.
 - e. Costs associated with this HBV/HAV program will be funded through the Risk Management and Human Resources budget.

OFFER OF HEPATITIS A and B VACCINATION

I, _____, understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis A and B Virus (HAV/HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine or titer at no charge.

I accept the offer of Hepatitis A and B vaccination or titer.

I decline Hepatitis A and B vaccination or titer at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis A and 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 A and B vaccine, I can receive the vaccination series at no charge to me.

Additional information regarding the exemptions/refusal of vaccination can be found in the Escambia County Safety Manual Section X(I)(3)(c).

Signature

Date

J. Post Exposure Immediate Actions

1. Should an employee reasonably suspect they have been exposed to HIV/HAV/HBV/HCV, whether in the performance of their assigned duties or acting as a "Good Samaritan", the Center for Prevention and Treatment of Infection Hotline must be contacted immediately in accordance with exposure hotline procedures. This service is free and is available 24 hours a day. If the exposure is determined to be job-related, any expenses incurred will be paid for by the County. It is imperative that the employee answer all questions and follow the directions of the hotline staff.
2. As soon as possible, the employee must report the exposure to their supervisor who will complete a Supervisor's Accident/Loss Investigation Report and a Notice of Injury (NOI).

K. Post Exposure Treatment and Notification Procedures

1. Following the report of exposure, the County Health Department will contact the exposure source and request that person be tested for HIV/HAV/HBV/HCV at County expense. Compliance with this request is not mandatory and, if that person is a County employee, refusal to submit to testing will not affect that employee's future employment.
2. After consent, the source individual's blood is tested as soon as possible to determine HAV, HBV, HCV and HIV infectivity. (Hepatitis A surface Antigen and Hepatitis B surface Antigen, Hepatitis C Antibody and HIV Screen)
3. The exposed employee's blood shall be collected as soon as feasible and tested for HAV, HBV, HCV (Hepatitis As Antibody, Hepatitis Bs Antibody, Hepatitis C Antibody), and HIV serological status.
4. During all phases of Post Exposure, the confidentiality of the affected employee as well as the exposure source will be maintained on a "need to know basis". The results of any HIV/HAV/HBV/HCV tests conducted will be provided to both the exposed employee and the exposure source within 5 business days, or as soon as available. The occupational health provider will maintain all the necessary medical forms.

L. General Procedures for "At Risk" Employees

1. Supervisors must ensure their staff is trained in proper work practices, the concept of universal precautions, personal protective equipment, and in proper cleanup and disposal techniques for contaminated materials.
2. For employees expected to provide emergency First Aid or CPR, vinyl,

latex, or Nitrile gloves will be provided, as well as resuscitation equipment such as pocket masks, resuscitation bags, or other ventilation equipment to reduce the risk of exposure.

3. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a potential for exposure to any health hazard. Food and drink must not be stored in refrigerators, freezers, cabinets, or in other areas of possible contamination where blood or other potentially infectious materials exist.
 4. According to the level of risk, the wearing of laboratory or protective clothing may require gowns, aprons, or lab coats whenever there is a possibility that body fluids could splash on skin or clothing.
 5. Gloves must be made of appropriate disposable material, usually intact latex, Nitrile, or vinyl. They must be used in the following circumstances:
 - a. When performing “at risk” duties if the employee has cuts, abraded skin, chapped hands, dermatitis, or similar conditions.
 - b. When providing First Aid.
 - c. When performing custodial duties.
 - d. When working in or around sewage of any type.
 6. If there was the possibility of exposure to blood or other potentially infectious materials, employees must wash their hands immediately after removing their gloves or other personal protective equipment.
 7. If clothing or equipment is thought to be contaminated, it must be placed in an appropriate container for storage, washing, decontamination, or disposal. Contaminated clothing must not be worn in clean areas or outside the building.
 8. All procedures involving the handling of blood or other potentially infectious agents must be performed in a manner that will minimize splashing, spraying, and aerosolization.
 9. Spills of blood or other bodily fluids may be decontaminated with water and a 10 percent solution of bleach, or ¼ cup bleach in a gallon of water.
- M. Safe Collection and Disposal of Discarded Needles and Other Sharps
1. “Sharps” is defined as syringes, needles, broken glass or razor blades.

2. Employees with a medical condition which necessitates administering medication utilizing a needle and syringe, while at work, **must** supply their own sharps container to properly dispose of the used needle and syringe.
3. Employees should adhere to the following guidelines when sharps are found on County property:
 - a. Avoid touching the needle or other sharps. If the needle or sharp has to be picked up by hand, the employee should wear appropriate gloves. If gloves are not available, use a towel, shovel, tweezers, pliers, tape or broom and dustpan to pick it up.
 - b. Employees must not attempt to remove a needle from the syringe or to replace the protective cover on the needle.
 - c. Deposit the sharp into a sharps container or some other sort of rigid container, i.e., plastic soda or water bottle. If the sharp is a needle, place the item needle-first into the container.
 - d. Once the sharp is placed into an appropriate container, transport the container to EMS for proper disposal or contact another emergency service for pick-up.
 - e. Report all incidences of sharps found on County property to your supervisor. A Supervisor's Report will be completed and submitted to Risk Management the following workday. (Not applicable to EMS if the sharps are considered part of normal emergency duties.)

XII HEARING CONSERVATION PROGRAM

A. Purpose

Prevent employees from developing noise-induced hearing loss on the job, identify whether or not actual exposure to high intensity noise has produced noise-induced hearing loss, and identify noise-hazardous occupations through a noise survey program.

B. Goal

Prevent occupational hearing loss and ensure auditory fitness for duty in the work place.

C. Authority

1. Occupational Safety and Health Administration (OSHA) Title 29 of the Code of Federal Regulation, Part 1910.95, Occupational Noise Exposure.
2. Health Insurance Portability & Accountability Act of 1996 (HIPAA)

D. Scope

This policy pertains to all employees who are covered under the County's workers' compensation insurance program who are exposed to hazardous noise areas or equipment which produces exposure levels greater than an 8-hour time-weighted-average of 85 decibels. All employees meeting these criteria shall be entered into a hearing conservation program.

E. Definitions

1. Time Weighted Average (TWA): The intent of the requirement is to characterize a worker's exposure to noise by determining a "workday average." An employee's eight-hour workday is the standard criteria. The average is determined by sound level measurements over time producing an average noise exposure to be calculated into an 8-hour TWA.
2. Action Level: Action level means any noise above 85 dB's TWA. This will trigger enrollment into the Hearing Conservation Program.
3. Decibels (dB): A measurement of audible noise as determined by monitoring devices.
4. Standard Threshold Shift (STS): A change in threshold relative to the baseline hearing test of an average of 10 dB or more at 2000, 3000 and 4000 Hz in either ear.

F. Guidelines

The County has a legal right to require hearing testing or any other medical test pertaining to exposure to hazardous noise levels that is generally recognized by the medical community. Hearing tests are medically indicated for those occupations in designated hazardous noise areas or for employees who work with equipment which produces high noise levels.

1. Required Medical Testing:

Hearing testing shall be conducted in an audiometric chamber. Testing shall be performed by an audiologist, otolaryngologist, trained physician, or by a person certified by the Council for Accreditation in Occupational Hearing Conservation. Employees may be required to have one or several of the following tests administered:

- a. Pre-employment or Baseline Hearing Testing: Performed before the applicant begins work in a position identified with a potential for hazardous noise exposure. These tests provide information necessary to determine suitability of the applicant/employee for the job. Employees who do not have a base-line hearing test shall not be transferred into jobs that are designated "hazardous noise" until a base-line hearing test has been performed.
- b. Annual Hearing Testing: Conducted at least annually for as long as the employee remains in a hazardous noise environment. This hearing test shall be used to compare current test results to that of previous tests to determine if any significant threshold shift has occurred.
- c. Detailed Surveillance Program Testing: At the discretion of an audiologist or physician, additional audiometric examinations may be performed to monitor employees who demonstrate changes in their hearing or those employees who are exposed to high levels of noise.
- d. Transfer / Termination: Performed when an employee transfers from or terminates employment from a position that has exposure to hazardous noise.

2. Testing Procedures:

- a. Supervisors of employees with a Standard Threshold Shift (STS) must complete a Notice of Injury for documentation of compensability under the County's Workers' Compensation

Program.

b. Realizing that certain conditions may cause hearing loss, the occupational health physician will determine by advanced audio exams, physical examination or employee history if there are other factors involved. Other factors could include:

- Employee's after-work related hobbies
- Other part time employment
- Stroke, heart disease, head injuries, tumors
- Certain medicines
- Heredity, Sensorineural hearing loss, Tinnitus
- Presbycusis (changes in the ear that happen with aging and bacterial or viral infections)

3. Record of Exposure:

a. The medical facility providing the occupational medical monitoring will maintain record keeping and a medical data base on all County employees placed on the hearing conservation program and provide Risk Management with copies.

b. Human Resources will maintain copies of all test results on employees enrolled in the program in accordance with Escambia County records retention procedures. The Division Managers will be responsible for ensuring each exposed employee receives a copy for their personal file.

G. Responsibility

1. Human Resources, in coordination with Risk Management, will maintain a schedule of job classifications requiring participation in the Hearing Conservation Program and will ensure that applicable new employees are tested upon employment, before transfer, and upon termination or retirement.
2. Risk Management will coordinate annual testing for employees in noise-hazardous occupations.
3. When annual testing is required, Division Managers will provide Risk Management with the employee's name, job title, job description, and a list

of personal protective equipment used on the job.

4. Costs associated with the Hearing Conservation Program will be paid from the Risk Management budget.
5. Division Managers may be contacted by Risk Management to identify any new jobs or occupations that could potentially meet the criteria for inclusion into the hearing conservation program.
6. Employees must ensure all provisions of HIPAA are enforced to adequately protect the release of personal medical information.

H. Required Training

1. Each Division Manager will ensure that all employees exposed to noise exceeding the action level will receive all applicable training as required by the Occupational Safety and Health Administration (OSHA) 29 CFR, Part 1910.95, Occupational Noise Exposure. The educational program shall be repeated annually for each affected employee. Recommended training includes:
 - Effects of noise on hearing
 - Purpose of hearing protectors
 - Types of hearing protection devices, their selection, fitting, use and care
 - Purpose of audiometric testing and an explanation of testing procedures
2. During annual testing, training on the OSHA Hearing Conservation Amendment will be made available to all affected employees or their representatives by the testing agency.