



SAFETY MANUAL

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Woodward County

SAFETY POLICY STATEMENT

As a Woodward County employee, you are a valuable asset to the organization. The policy of Woodward County is to provide a working environment free of uncontrolled hazards in support of its goal in providing a safe and healthy workplace. We want, and expect you to perform your job in a safe manner in response to the circumstances that may arise during the course of your employment.

INTRODUCTION

This manual contains safety policies developed to control the risks associated with your operations. It is understood that it is impossible to attempt to write a rule for every future work scenario and therefore, while many policies are detailed in this manual, others dealing with your specific job responsibilities may be given to you by your supervisor or their designee specific to the recognized job tasks at hand. This manual has been designed for a single purpose; to assist you in avoiding workplace injuries or illness.

If you have a suggestion that could reduce the potential for accidents in your work operations and would make your place of employment even safer, please talk with your supervisor or supervisor designee. Please remember that at Woodward County, accident prevention is a part of every employee's job.

Accidents are the result of unsafe conditions and/or unsafe acts or practices. Many accidents are caused by the use of unsafe equipment, using tools in an unsafe manner, or by neglecting to follow the safe methods of doing your job.

Please note that violations of safety policies, or unsafe practices could result in severe and painful injury, as well as termination of employment as compliance with safety policies is a condition of employment. Failure to follow either established policies or supervisor's directions subject the employee to disciplinary procedures.

Questions and requests for additional information relative to the contents of this manual will be directed to your immediate supervisor/manager/foreman or their designee.

SAFETY RESPONSIBILITY

1. MANAGEMENT RESPONSIBILITIES

Every employee of Woodward County is responsible for their own personal safety. This begins with management and extends throughout the organization. Management is responsible for providing a safe work site and adequate supervision of its operations. This includes, as applicable, the provision of tools and equipment, proper safety equipment/clothing, training and on-site direction. In addition, management is responsible for implementing the following:

- a. Periodic inspections.
- b. Ensure that prompt preventative and corrective action is taken on unsafe conditions/actions.
- c. Ensure that all accidents are investigated and reported.
- d. Review reports of accidents and ensure appropriate corrective actions are taken.

2. SUPERVISOR'S RESPONSIBILITIES

- a. Promote safety awareness and demonstrate a proper safety attitude by example.
- b. Train all employees in the safest way to do their jobs, and point out where hazards exist.
- c. Make sure that the necessary safety equipment and protective devices for each job are provided and properly used.
- d. Conduct frequent safety inspections of all work areas and operations in order to improve housekeeping and eliminate unsafe conditions while encouraging safe work methods.
- e. Take prompt corrective action whenever unsafe conditions and unsafe actions are observed.
- f. Investigate and report to management all accidents and incidents involving personnel and/or property.
- g. Review work change practices and newly purchased equipment or supplies for potential risks being introduced in to the operations.
- h. Inform employees regarding disciplinary policy for violations of safety policies and take appropriate action when warranted.

3. EMPLOYEE'S RESPONSIBILITIES

- a. Follow safety practices, policies, procedures and specific supervisor instructions.
- b. Report unsafe conditions and practices to the supervisor.
- c. Keep work areas clean and orderly at all times.
- d. Operate only equipment you have been authorized and instructed to safely use.

- e. Report all accidents/incidents immediately to the supervisor and complete an accident report as soon as possible.

IF YOU HAVE AN ACCIDENT

- a. All accidents/incidents, no matter how minor, will be reported immediately to your supervisor. Prompt reporting will ensure proper treatment (if required) and a rapid correction of unsafe conditions or behavior causing or contributing to the accident.
- b. The supervisor will arrange for transportation and accompany the injured employee to the medical facility to facilitate paperwork and address questions by both the treating physician and injured/ill employee.
- c. The supervisor and employee must complete the accident report forms as soon as possible and route as directed.
- d. First aid and CPR will be performed only by trained personnel.
- e. All employees will follow established Bloodborne Pathogens procedures.

RECORDKEEPING

Documentation is a critical component of any effective safety effort. As such the following records will be develop and maintained in company files:

- a. Employee training records
- b. Certifications
- c. Accident/Incident reports
- d. Workers Compensation Form 2's
- e. Hazard identification and correction actions
- f. Signed acknowledgements
- g. DOT required records
- h. Equipment inspection/certifications
- i. ODOL 300

EMERGENCY ACTION PLANS

Emergencies (fire, severe storms, etc.) require immediate action by all employees and visitors. The following emergency action plans have been developed with supervisors/managers or their designee responsible for monitoring and overseeing the evaluation/activities.

Supervisors/Managers or designee for their respective areas will: direct actions of personnel; be familiar with the location of fire extinguishers; be aware of individuals who have first aid or CPR training; familiarize employees with evaluation procedures; ensure the building or construction site area is clear and account for all personnel after site evacuation.

1. Fire Evacuation

- a. When the fire alert is sounded, turn off all equipment and walk in the most direct route to a safe area away from the fire location. Proceed to an upwind location where heat/smoke will not affect safety of employees.
- b. Assemble away from the building at the manager's designated area.
- c. Managers or their designee will account for all individuals from their areas. Employees will remain at assembly area until the all clear is given.
- d. Sheriff's or Detention offices will implement their plan for ensuring employee and inmate safety.

2. Severe Storms

Heavy Rainfall- Avoid driving into areas where heavy flooding is noted to have occurred. Do not drive into standing water if you are not certain of the depth. Reduce your speed and if necessary pull over to side of the roadway, park in a safe location and activate your emergency flashers.

Lightning Activity- Remain in your car and listen to local weather on your radio. Proceed to a safe location outside of the lightning activity.

High Winds- When driving in high winds be alert to the potential effect of strong side winds on the vehicle, specifically at highway speeds. Reduce your speed and if necessary pull over to side of the roadway, park in a safe location and activate your emergency flashers.

Tornados- Never try to outrun a tornado. Get out of the car and find shelter. If you are unable to get to a safe structure, lie down in a ditch or low area. Lie face down to protect yourself from flying debris and cover the back of your head and neck with your hands.

Ice/Snow- Bridges and overpasses freeze first, so always slow down and avoid sudden changes in speed or direction. Clear all window glass and light lenses and covers prior to driving. Keep windows clear and keep your speed steady and slow. Use your brakes cautiously. If you get stuck in the snow, straighten the wheels and accelerate slowly. Avoid spinning the tires.

VIOLENCE IN THE WORKPLACE

Violence in the workplace by customers, inmates, and/or co-workers is becoming more common. For this reason, it is the policy of Woodward County that physical violence, or the threat of violence, even in a joking manner, is not appropriate in the workplace and may result in disciplinary action.

Employees are to report all violence or threats of violence to their supervisor and/or manager at the earliest opportunity. Report the actual behavior or threats that were

made, give the facts of where and when it happened, who witnessed it, and what was said.

Any employee who observes anyone with a weapon on the job site will report the observation immediately to their supervisor and/or a manager at the earliest opportunity.

Animals are yet another segment of workplace violence. If you come into contact with potentially aggressive dogs or other animals while performing your job, leave the work area and notify your supervisor. They will either contact the owner or animal control specialist.

BIOLOGICAL EXPOSURE CONTROL PLAN

During the course and scope of your job you may come into contact with co-workers, and/or members of the public who pose a risk of communicating blood and/or airborne diseases. For your protection, do not allow yourself to come into unprotected contact with co-worker/public blood or other body fluids. You should report the presence of blood or other body fluids to a supervisor or safety director immediately. Within county jails, universal precautions should be applied in aiding or controlling individuals concerning blood or other body fluids. Latex/Nitrile/Vinyl type gloves, face shields, dust masks, etc. should be worn if possible. Other universal precautions would include never recapping a syringe, sweep up rather than pick up contaminated glass, etc. You should also report any exposure you may have to your supervisor. See *Blood/Airborne Pathogens Program*

DRUG POLICY

Woodward County has a vital interest in maintaining a safe and efficient workplace for its employees and the public at large. The use of alcohol, illegal drugs and/or performance impairing drugs can cause avoidable injuries to employees, damage to property and productivity losses. Drinking alcoholic beverages or possessing and/or using illegal substances during working hours is prohibited. Any employee reporting to work while under the influence of alcohol or illegal substances will be subject to disciplinary action up to and including termination.

To ensure a safe and productive work environment, Woodward County has chosen to implement a drug testing procedure that provides for post offer, post accident, random and reasonable suspicion/for cause drug testing of employees. See *Drug Testing Policy*

EXTREME TEMPERATURE CONDITIONS

Some operations may expose employees to temperature extremes in the workplace. These exposures may result in possible injury or illness and as such the Woodward

County has developed procedures to address and control these situations. Employees are responsible for monitoring their own physical condition both on and off the job as they relate to their ability to tolerate these conditions. *See Temperature Extremes Program*

GENERAL POLICIES FOR ALL OPERATIONS

You will be familiar with and practice safe methods of doing your job. If in doubt, ask your supervisor!

Illness and/or extreme fatigue may affect your ability to perform your job safely. You are responsible for monitoring your personal physical condition and taking appropriate actions to ensure that you receive adequate rest and that any medications do not impact your job performance.

Horseplay of any kind is strictly forbidden and employees who willfully engage in horseplay are subject to disciplinary procedures, up to, and including termination.

Clean and orderly work areas and equipment are a requirement for both accident and fire prevention. Take the time to keep your work area clear of unnecessary materials, cords, tools and/or equipment. Do not leave drawers open. Clean up or report spills immediately. Do not ignore the unsafe acts of others, report them.

Keep fire extinguishers clear of materials and stored equipment. In an emergency situation, this equipment needs to be readily accessible.

All exits and stairways will be maintained clear and free of storage and other obstructions.

Only approved, grounded electrical extension cords will be used at a job site. All extension cords, will be inspected for damage and replaced when deemed to be unserviceable. Cords when not in use, will be unplugged, coiled and stored in their designated locations.

Lifting and other material handling will be performed using proper lifting techniques to include the assistance of other personnel as necessary. When using lifting equipment (hoists, cranes, etc) the equipment will be checked for proper condition/operation prior to actual loading.

The use of personal music device (IPOD, MP3, radio) or other sound producing devices in the work area (to include vehicles) will be at the discretion of the immediate supervisor. At no time, however, will any device volume be in excess of 85 decibels.

Smoking is prohibited outside of designated "Smoking Areas."

Make visual checks for unsafe conditions before starting any machinery or equipment. Make all daily operator checks before starting machinery or equipment.

Do not leave any machines or equipment running while unattended.

Loose clothing, long hair and/or jewelry will not be worn by personnel who work around or near moving machinery or equipment.

All guards must be in place before, and while operating tools, equipment & machinery.

Appropriate Lockout/Tagout procedures will be followed prior to any repair work being performed on any machinery or equipment.

MOTOR VEHICLE OPERATION

In recognition of the high risks associated with motor vehicle operation, Woodward County has implemented the following requirements:

- a. All employees who drive County vehicles must have a valid Oklahoma driver's license, operator, commercial or chauffeur's license as required for the equipment being operated.
- b. Cell phones or other electronic devices will not be used by the driver while the vehicle is in motion.
- c. Only County employees are permitted to operate or ride in County owned equipment/vehicles.
- d. Employees are required to obey all Oklahoma traffic regulations. Cost for violations of traffic laws are the responsibility of the employee. Employees convicted of two or more traffic moving violations within a 12-month period will not be allowed to operate County vehicles.
- e. Employees must report all vehicle accidents as required by city and state accident reporting procedures. Employees involved in vehicle collisions will report the incident to their supervisor or designee immediately after contacting the local law enforcement agency.

Additional requirements involving motor vehicle operations are included in the County *vehicle Program*

TRAFFIC CONTROL

All street/ road/ bridge construction and maintenance and some law enforcement and courthouse activities have inherent hazards due to the presence of traffic. Make sure that proper safety controls are in place to define the work zone and avoid assigning collateral duties to safety personnel that will distract them from their safety duties. At a minimum, reflective apparel shall be worn. Contractors and sub-contractors should be required to prepare site specific hazard assessments that include identification of

hazards and a description of how they will be eliminated or controlled. Additional requirements/suggestions involving traffic safety can be found at www.mutcd.fhwa.dot.gov which is titled Manual on Uniform Traffic Control Devices.

PERSONAL PROTECTIVE EQUIPMENT

Eye Protection

Appropriate safety glasses, goggles, or face shields will be worn when the work may result in a potential risk of injury to your face/eyes. Safety glasses and goggles will be provided by management and employees are responsible for keeping track of, and maintaining the equipment in good condition. Damaged equipment must be replaced immediately.

Some work examples where proper eye protection must be worn include exposure to:

- a. Relatively large flying particles (operating a chainsaw, cutting piping, Hammering metal objects, etc.).
- b. Dust and small flying particles (grinding, shredding, using power tools, etc.).
- c. Splashing liquid (transfer, application of products, etc.).
- d. Injurious sprays and mist (spraying, use of chemical products, etc.).
- e. Injurious radiant energy (welding arcs, bright sunlight, etc.).
- f. Body fluids such as blood, spit urine etc.

Head Protection

Approved head protection (hard hats) must be worn when the work may result in a potential risk of injury to your head. Head protection must be worn as recommended by the manufacturer to include replacement by the stamped date. Employees are responsible for keeping track of, and maintaining this equipment in good condition. Caps/hats are recommended to be worn to insure protection from heat, cold, and/or wind during normal activities.

Full face helmets will be worn when operating any ATV type vehicle.

Hearing Protection

Woodward County has elected to implement a Hearing Conservation Program to control the risks associated with high noise levels in the work area. Approved ear protection will be worn under all work conditions that have been determined by management to exceed acceptable noise levels. Hearing protection will be provided by management and employees are responsible for keeping track of, and maintaining the equipment in good condition. *See Hearing Conservation Program*

Respiratory Protection

Woodward County has elected to implement a Respiratory Protection Program to control the risks associated with workplace exposure to dusts, vapors, fumes and/or other airborne particulate. Employees are responsible for keeping track of, and maintaining the equipment in good condition. *See Respiratory Protection Program*

Foot and Hand Protection

Shoes or boots suitable to the type of work and work area conditions will be worn at all times. Slip resistant soles may be required in some operations. Safety-toed footwear will be required at all job site locations where a higher-level risk of foot injury exists. Open toe shoes are prohibited from all job site work areas outside of the courthouse.

Hand protection will be chosen based on the risk potential and utilized by the employee during the performance of their assigned work activities. However, in operations such as pedestal grinding or other situations where the glove may cause or contribute to an injury, other methods of hand protection will be used. Consult your supervisor in regard to glove selection and use. All gloves required at a job site will be provided by management.

Outerwear Protection

Regular work clothing will be of cotton or other natural fiber. Shorts and tank top shirts are prohibited. Employees are responsible for keeping track of, and maintaining their clothing and other provided gear in good condition or replaced as necessary. Contaminated clothing or gear will be removed and replaced when the contaminants pose a health or fire hazard.

Reflective vests, shirts or jackets will be worn anytime employees are performing work in the presence of traffic. Reflective apparel will be provided by management. Employees are responsible for keeping track of, and maintaining the safety apparel in good condition.

HAZARD COMMUNICATION

All potentially harmful products used at your job are to be evaluated and the risks associated with these products communicated to the affected employees prior to use and/or exposure to these products. Annual training on this subject will be provided with additional training as new products are introduced in the work area. Employees will read safety data sheets before using chemicals. Employees will wear personal protective equipment as instructed in the safety data sheet. Employees will use chemicals only as directed by the safety data sheets. *See Hazard Communication Program*

ERGONOMICS

Musculoskeletal disorders develop over time. Usually they cause damage to muscles, tendons and nerves in wrists, backs, necks, elbows, shoulders and hands. Many of these conditions can be prevented by simply changing the ways we perform our jobs. You should evaluate your workstation and avoid repetitive movements or take breaks from them whenever possible. Keep your workstation such as your desk or equipment cab as comfortable as possible. Adjust your seat or chair for comfort and good posture. Keep your wrists straight. Use power tools rather than manual tools whenever possible. Organize your work area to minimize the amount of reaching, bending or stooping. If you experience discomfort due to repetitive work issues, report it to your supervisor.

LOCK OUT/TAG OUT

Due to the serious risk of injury and possible death, this policy establishes the requirements necessary to safeguard employees while performing, servicing, or maintenance tasks, by the removal of energy sources (electrical, hydraulic, pneumatic, chemical, thermal and kinetic) that may cause serious injury to employees or property damage by accidental start-up of machinery, equipment, or processes. Employees will not remove or ignore devices locking or tagging equipment out of use. *See Lock Out/Tag Out Program.*

FALL PROTECTION

Work on raised platforms, ladders, bridges or other elevated work locations creates the risk of serious injury. Employees will only use ladders or other devices designed for such purposes. The use of chairs, desks, boxes, buckets, or other devices not designed for climbing is prohibited. Appropriate fall protection in the form of railings, safety cables, barriers or personal fall protection harnesses will be used anytime work is performed above normal grade or finished floor. *See Fall Protection Program*

SCAFFOLDING

The (County) will ensure that all potential hazards regarding scaffolding at our job sites are evaluated. The standard practice will address the issues of; evaluating and identifying potential deficiencies, evaluating the associated potential hazards, communicating information concerning these hazards, and establishing appropriate procedures and protective measures for employees. To insure safety and serviceability, general precautions concerning the care and use of scaffolding will be observed: *See Scaffolding Program*

LADDERS

Do not use chairs, boxes or other objects in lieu of approved ladders.

Ladders must be regularly inspected before use. All defective ladders (weakened, broken or missing steps, broken side rails, etc.), must be tagged, removed from service and reported to the supervisor immediately. All portable ladders will have non-skid bases.

In placing an extension ladder, the ladder will be one foot out for every 4 feet up and the ladder will extend at least 3 feet above the roofline and be tied off at the top.

When using a step-ladder longer than ten feet high, another person must hold the ladder.

Use both hands when ascending and descending ladders and always face the ladder.

Only one employee is to use a ladder at any time.

Do not climb higher than the 2nd step from the top of a step-ladder. Do not climb straight ladders higher than the third step from the top.

Do not use metal ladders near energized electrical circuits.

HAND TOOLS

Hand tools are to be used only for the purpose for which they are designed. They will be inspected before use and replaced as required.

Tools with burrs, cracks, mushroom heads, broken, loose or splintered handles will not be used. Turn them in for repair or replacement.

Do not leave tools on overhead work areas or other where they pose a potential risk of injury where they will fall and strike someone working below.

Never leave tools lying around where they may be tripped over or interfere with other work in progress.

Do not carry an edged or pointed tool in pockets or belts unless the point or edge is protected.

PORTABLE POWER TOOLS

Do not attempt to operate any power tools without proper instruction and authorization.

Never use any portable power tools without checking for both proper safeguard operation, (e.g. grinder guards, weedeater guards) and electrical continuity. Questionable items will be inspected and tested by qualified personnel. Always report defects or minor shocks on any piece of equipment. Any electrical equipment or cord without a ground prong intact will not be used.

Ground fault circuit interrupters (GFCIs) will be used in all wet locations.

Electrical cords will be protected from damage by oil or wear and not left in aisles where they may be run over by trucks or other equipment or cause a tripping hazard. Never run an electrical cord through a doorway.

MATERIAL HANDLING AND STORAGE

Employees will evaluate the object(s) to be lifted prior to attempting the lift. Get help or divide the load and always utilize proper body mechanics when lifting. All employees will help watch out for others attempting to lift heavy objects. Employees should provide assistance if able or notify others to assist with lifting heavy objects. Proper lifting techniques should be used. Lift with your legs, not your back. Hold the load close to your body and never twist your body while carrying an object.

Never stack file cabinets.

Lifting aids such as portable cranes, front loaders, back hoes, hand trucks, skids, hoists or power lift trucks will be used to move heavy objects whenever possible.

Work gloves will be worn when handling heavy or rough objects. Foot protection is required when there is a potential risk of foot injury.

When moving materials on hand trucks or dollies, push rather than pull whenever possible.

Do not stand under loads, which are suspended by ropes, chains or cables. Stand clear when ropes, cables and chains are under tension. Check the rope, cable or chain prior to use as a lifting aid.

When power equipment is being used to raise or lower materials outside of the operator's direct view, one person in clear view of both the load and the operator will give standard hand signals and the operator will accept his signals only.

Stack materials/containers securely, using cross tier or pyramid methods.

Damaged containers will be isolated for evaluation prior to storage or use.

All pallet/containers protruding nails must be bent over or removed as soon as possible.

Adequate lighting will be provided for all work areas. If in doubt about the light level, notify your supervisor for evaluation.

FORKLIFTS, AERIAL LIFTS, SCISSOR LIFTS

Due to the risks associated with working on and around forklifts, aerial lifts, and scissor lifts, Woodward County has implemented programs that include the following requirements:

- a. Only authorized and certified personnel will operate lift trucks.
- b. Operators are responsible for attentive driving and personal awareness of their surroundings and possible changes in the work area. Seatbelts will be worn by the forklift operator at all times while operating the equipment.
- c. Fall protection will be worn when working from man baskets.

Additional requirements involving forklift operations are included in the *Forklift Program and Aerial and Scissor Lift Program*.

TRACTORS, AND MOWING EQUIPMENT

Do not attempt to operate any power equipment without proper instruction and authorization.

Always wear appropriate personal protective equipment. *Refer to the PPE section.*

When walking in proximity of equipment operations, keep clear of equipment when operators cannot see you.

Only the operator is allowed on the equipment.

When working in close proximity to moving traffic, ensure that proper barricades have been placed around the work zone.

When leaving the seat, the operator will disengage the PTO, engage the brake, stop the engine, and wait for all parts to stop before dismounting.

Never refuel equipment while the engine is running or extremely hot.

Insure all roll over protective devices and seat belts are in place on equipment.

When operating equipment on loose soil or slanted surfaces, operator will take caution to insure equipment does not roll over or into open ditch area.

If an area is too sloped or the ground is deemed too uneven to operate the mower safely, use a weed eater.

Areas with high grass and weeds will be mowed to an intermediate height, inspected for debris, then mowed again to the desired height.

HEAVY EQUIPMENT

Improper equipment operating procedures used by our employees can cause injury, disability, or death. By outlining and following safe operating procedures for use of heavy equipment, we learn to prevent injury and safeguard ourselves and our coworkers. Our goal is to ensure all employees know and understand the safe operating procedures for the safe operation and maintenance of heavy equipment.

When using heavy equipment, there are basic guidelines that employees must always follow to ensure safety:

1. Know how to properly operate the equipment you are using. Supervisors will verify that operators are capable and qualified on equipment before allowing the equipment to be operated.
2. Operators will wear seat belts and shoulder harnesses as provided.
3. When mounting or dismounting equipment, always maintain three points of contact. Use steps and handholds provided, do not jump from the equipment.
4. Inspect your equipment to ensure that it is in good working condition before beginning a job. Equipment will have seat belts, rollover protection (ROP's), horn, and backup alarms. In addition, ensure that regular inspections and maintenance are conducted as appropriate.
5. Never get on or off moving equipment or allow additional riders on trucks or other equipment unless they are designed for this purpose and you are authorized to do so.
6. All employees on the ground will keep clear of heavy equipment, especially when at the rear where operators cannot see you. Do not get caught in a position where you can be struck without warning. Under no circumstances are you permitted to work under a suspended load.

For additional requirements involving heavy equipment operation, refer to the *Heavy Equipment Program*.

TRENCHING AND SHORING

The purpose of the Trenching & Shoring Safety Program is to put in place work practices and procedures that will protect employees from hazards that may be found in or around trenches or excavations. A trench is a narrow excavation below the

ground. Trenches are typically deeper than they are wide; however, the width of a trench is less than 15 feet.

Shoring systems, trench boxes or appropriate sloping/benching are necessary to protect these spaces and reduce the chance for cave-ins. A shoring system consists of a structure that supports the sides of an excavation and is designed to prevent cave-ins. *See excavation/ Trenching and Shoring Program*

CONFINED SPACE ENTRY

Woodward County will identify all confined spaces in the workplace and will distinguish between confined spaces and permit required confined spaces. If the workplace contains permit spaces, the manager will inform exposed employees by posting danger signs or by any other equally effective means of the existence and location of and the danger posed by the permit spaces.

Storm sewers, sanitary sewers, lift stations, culverts and other underground structures are considered confined spaces. Electrical vaults, storage tanks and other above ground structures may pose the same risks and are considered confined spaces as well. Entry into these spaces will be in strict accordance with the confined space program.

All employees performing work in confined spaces will be required to be trained in and follow safety procedures as outlined in the Confined Space Entry Program. *See Confined Space Entry Program.*

Remember, safety is everyone's responsibility. Improving the safety culture in our workplace will occasionally require a change in the way we have always done things. No one wants to see someone injured. If everyone in Woodward County works together, we can improve our work environment and reduce the number of accidents and injuries.

SAFETY POLICY/PROCEDURE ACKNOWLEDGEMENT

By my signature below, I acknowledge that:

1. I have received and read the county safety policy/procedures and I have been given the opportunity to ask questions and have received clarification of any area of the policy/procedures that I questioned. I agree to abide by the provisions in the policy/procedures and I understand that failure to do so may result in disciplinary actions, up to and including, termination of my employment.
2. I have received training by the county for the duties associated with my job and I understand the potential hazards and physical requirements of these duties as well as the necessary precautions to control these hazards.
3. I have been informed and I understand that I am to report any accident and injury while performing the duties of my job to my immediate supervisor immediately, or if in their absence, the next available senior representative. An Accident Investigation Report must be completed and signed immediately (as is reasonable under the injury circumstances) by me after my injury.
4. I have been informed and I understand that I am to immediately report any unsafe acts and/or conditions that I discover during the performance of my job duties.

Employee's Printed Name

Employee's Signature

Date

Witness Signature

Date