



Warren County Safety and Health Program Policy

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(Replaces R557/2009 & R279/2009)

Warren County Safety and Health Program Policy

The personal safety of our employees, as well as the general public, is a primary and continuing concern for Warren County. It is the goal of the County to provide every employee with a working environment free from recognized hazards that are a potential cause for serious physical harm or impairment.

Warren County recognizes the five components of a safety program that are important to its ultimate effectiveness as:

1. Management's commitment and leadership coupled with employee participation
2. Assignment of responsibilities for safety and health within the county
3. Identification and control of hazards
4. Training and education
5. Record keeping and hazard analysis

Consistent with this approach, the County will implement and or continue the following:

1. Assign responsibilities for safety and health at all levels of the organization
2. Appoint a Safety Officer
3. Establish a Risk Management Steering Committee and Employee Safety and Health Committee
4. Develop process for identifying and eliminating potential hazards, tracking of incidents, and safety record keeping
5. Provide training and education systems for managers, supervisors and employees

Assignment of Responsibilities

Board of Supervisors:

- Foster an environment of support for safety and health at all levels of the organization.
- Allocate appropriate resources for safety and loss control programming.
- Monitor the County's safety performance and effectiveness of safety systems and programming throughout the organization.

Administrators and Department Heads will:

- Implement progressive accident prevention programs, systems, and techniques.
- Provide a working environment where identified hazards are controlled when elimination is not feasible.
- Cooperate with government and labor to optimize employee safety and health.

Department Supervisors will:

- Be responsible and accountable for a superior level of employee protection and performance.
- Institute working practices that reflect the safest, most efficient methods available for accomplishing the County's objectives and required tasks.
- Educate and train employees regarding "on-the-job" hazards.

All employees will:

- Be expected to perform their tasks in the safest and healthiest manner prescribed.
- Be expected to conduct themselves in a way that enhances their personal safety and that of their fellow employees.
- Be encouraged to cooperate and contribute towards the overall success of the safety program.

Safety Officer (Insurance Administrator):

The Safety Officer will be responsible for the management of the safety program of the County.

The major functions of the position shall include:

1. The facilitation of the Employee Safety and Health Committee and the Risk Management Steering Committee;
2. The review and revision of the County’s various safety policies;
3. The selection of employees to serve on the Employee Safety and Health Committee;
4. The oversight and or the establishment of the agenda of the Employee Safety and Health Committee and the Risk Management Steering Committee;
5. Oversight of the development and monitoring of safety plans and programs (e.g. plans mandated by Occupational Safety and Health Administration and/or Public Employee Safety and Health standards)

Risk Management Steering Committee:

- The Committee shall meet at least quarterly for an hour and half and not to exceed two hours.
- The Chairperson shall generate minutes that document attendance, topics covered, and findings and recommendations of the committee.
- The Chairperson shall be responsible for generating an agenda and forwarding it to the committee members.
- The Chairperson will represent the Committee at the Support Services Committee and/or Board of Supervisors for action items as necessary.
- The Committee is responsible for identifying compliance and employee safety and health issues that impact the organization, and assign a responsibility to available resources, e.g. Employee Safety and Health Committee and/or Safety and Health Consultant.
- The Committee is responsible for reviewing the finding and recommendations of the Employee Safety and Health Committee and making recommendations to be forwarded to the Support Services Committee and/ or Board of Supervisors for appropriate follow through.
- The Committee is responsible for formally responding to recommendations of the Employee Safety and Health Committee.

Risk Management Steering Committee Membership:

- Chairperson: Insurance Administrator/ Safety Officer
- Representative from the Office of the County Administrator
- DPW management representative
- Westmount management representative
- DSS management representative
- Health Services management representative
- Office of Emergency Services representative
- Sheriff Department management representative

- County's safety and health consultant
- Employee Safety Committee Chairperson

Employee Safety and Health Committee Roles and responsibilities:

- The Committee shall meet at least quarterly for an hour and half and not to exceed two hours at intervals separate and distinct from the Steering Committee.
- The Chairperson shall be responsible for generating an agenda and forwarding it to the committee members.
- The Committee shall review accidents and losses and make recommendations in their minutes for corrective action.
- The Committee shall discuss safety and health programming, training programs, and issues that impact employee safety and health.
- The Chairperson shall be responsible for generating minutes that document the attendance of the meeting, topics discussed, and formal recommendations of the committee.
- The minutes including membership of the Safety and Health Committee shall be posted in each County facility in the area where other employee rights and notices are posted. Minutes will also be sent via email to each County employee with email.
- The Committee shall evaluate suggestions made by employees as well as review facility safety performance and make recommendations to County management for recognition awards.

Employee Safety and Health Committee Membership:

- Chairperson: Deputy Insurance Administrator
- County Safety Officer
- County Safety and Health Consultant
- Employee representative from DPW
- Employee representative from Sheriff's Department
- Employee representative from Human Services Building
- Employee representative from Municipal Center
- Employee representative from Social Services
- Employee representative from Westmount
- Additional at large employee representatives as assigned by County Safety Officer

Safety and Health Hazard Identification:

An effective, pro-active safety and health program must seek to identify and abate potential hazards in all working areas and activities. To accomplish this goal, the Safety Officer will schedule inspections (utilizing **Appendix 3** "Self-Inspection Checklist") of County facilities at an appropriate interval based on size and perceived safety and health exposures. The Safety Officer may have inspections conducted by the Safety and Health Consultant and/or Employee Safety and Health Committee members. Reports or audits shall be reviewed by the Safety Officer and the Risk Management Steering Committee, and items requiring additional analysis shall be forwarded to the Employee Safety and Health Committee. Hazards noted during inspections will be reported to the administration so that corrective action may be scheduled in a timely manner.

Safety and Health Suggestions/Concerns:

Employees who identify a potentially hazardous condition/activity, or have a suggestion for improving safety performance shall be encouraged to complete a "Safety Suggestion/Environmental Quality

Reporting Form” (**Appendix 1**) and submit it to the employee’s supervisor or the Safety Officer. Employees may submit the form directly to the Safety Officer anonymously if they choose. The Safety Officer will review the forms with department heads to determine the status of the concern or suggestion and advise the County administration of items identified by employees and make recommendations for correction/action. The Safety Officer will review hazards and suggestions generated by inspections and “Safety Suggestions/Environmental Quality Reporting Form” and corrective actions taken, with the Safety and Health Committee. The Safety Officer shall provide a written response to the individual who noted the potential hazard if the form has been signed using **Appendix 2** “Safety Suggestion Environmental Quality Reporting Response Form”. The response shall include the results of the investigation and a description of any corrective action(s) taken. The Safety Officer shall also determine appropriate methods for informing employees of the proper use of the “Safety Suggestions/Environmental Quality Reporting Form”.

Appendix 1

Attach here:

Safety Suggestion form

SAFETY SUGGESTION/ENVIRONMENTAL QUALITY REPORTING FORM – Appendix 1

Warren County is committed to providing a safe and healthy environment for our employees. Your suggestions for making this an even safer place to work are welcomed.

First, complete the following form. You may use the reverse if necessary. Then, fill in your name, department, the date, and signature so that you will receive proper recognition for your suggestion (optional). Thank you.

SUBMIT FORM TO YOUR SUPERVISOR. THIS FORM MAY ALSO BE ANONYMOUSLY SUBMITTED TO WARREN COUNTY SELF-INSURANCE, 1340 STATE ROUTE 9, LAKE GEORGE, NY 12845

Location of Current Practice/Situation

Building/Location _____ Area: _____
Name: _____

Current Practice/Situation – If applicable

Recommendation(s) – Include projected materials, equipment, and/or supplies, retraining, etc.

Desired Results

All suggestions become the property of the County

Name (optional): _____ Date: _____
Department: _____ Ext: _____
Signature(optional): _____

Thank you for taking the time to contribute your suggestion.

Follow-up Action _____ Date: _____

Distribute to:

<input type="checkbox"/>	1-Supervisor	<input type="checkbox"/>	4-Department Head
<input type="checkbox"/>	2-Safety Officer	<input type="checkbox"/>	5-Other _____
<input type="checkbox"/>	3-Safety Committee		

Note: Hazards that may pose an immediate danger to an employee or visitor are to be reported to a supervisor or department head as soon as they are discovered. Also please note this is not a work order process; please use this form to report concerns and suggestions only.

Appendix 2

Attach here:

Safety Suggestion response form

Safety Suggestion/Environmental Quality Reporting Response Form – Appendix 2

Thank you for submitting a safety suggestion/environmental quality report. This reporting is integral to the County's approach to maintaining a safe and healthy working environment. Please find below a preliminary response to your report. If you have any questions or concerns, do not hesitate to contact the County's Safety Officer.

Date Received:	Received by:		
Reviewed by the Safety and Health Committee?	YES	NO	Date:
Comments:			
Action:			
It was determined that this report/suggestion warrants action at this time?	YES	NO	By whom:
Comments:			
As a result, a work order was generated for the maintenance department	YES	NO	Date:
Comments:			
The suggestion/report requires further evaluation.	YES	NO	By whom:
Comments:			
The suggestion/report warrants action by the department head.	YES	NO	By whom:
Comments:			
The suggestion/report requires action by County Administration.	YES	NO	By whom:
Comments:			
The suggestion/report requires action by the Board of Supervisors.	YES	NO	Date:
Comments:			
This suggestion/report requires review or investigation by another party.	YES	NO	By Whom:
Comments:			
Date response was returned to person submitting suggestion/report:			

Appendix 3

Attach here:

Safety and Health Inspection Checklist

Warren County Safety and Health Inspection Checklist

SAFETY AND HEALTH PROGRAM

	Do you have an active safety and health program in operation that deals with general safety and health program elements as well as management of hazards specific to your worksite?
	Is one person clearly responsible for the overall activities of the safety and health program?
	Do you have a safety committee or group made up of management and labor representatives that meets regularly and reports in writing on its activities?
	Do you have a working procedure for handling in-house employee complaints regarding safety and health?
	Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?

POSTINGS

	Summary of the DOSH 900 accident and injury log (February to April)
	New York State Right-to-Know poster
	State Worker's Compensation posting
	OSHA Rights and Responsibilities
	Employee's Right to Access Exposure and Medical Records
	Safety and Health Committee Membership
	Safety and Health Committee Minutes
	Federal and State Labor Law postings e.g. FMLA, Minimum Wage

WALKING-WORKING SURFACES - GENERAL WORK ENVIRONMENT

	Is a documented, functioning housekeeping program in place?
	Are all worksites clean, sanitary, and orderly?
	Are work surfaces kept dry or is appropriate means taken to assure the surfaces are slip-resistant?
	Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?
	Is combustible scrap, debris and waste stored safely and removed from the worksite properly?
	Is all regulated waste, as defined in the OSHA bloodborne pathogens standard (1910.1030), discarded according to federal, state, and local regulations?
	Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.?
	Is combustible dust cleaned up with a vacuum system to prevent the dust from going into suspension?
	Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?
	Are covered metal waste cans used for oily and paint-soaked waste?

WALKING-WORKING SURFACES - WALKWAYS

	Are aisles and passageways kept clear?
	Are aisles and walkways marked as appropriate?
	Are wet surfaces covered with non-slip materials?
	Are holes in the floor, sidewalk or other walking surface repaired properly, covered or

	otherwise made safe?
	Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?
	Are materials or equipment stored in such a way that sharp projectives will not interfere with the walkway?
	Are spilled materials cleaned up immediately?
	Are changes of direction or elevation readily identifiable?
	Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?
	Is adequate headroom provided for the entire length of any aisle or walkway?
	Are bridges provided over conveyors and similar hazards?

WALKING-WORKING SURFACES - FLOOR AND WALL OPENINGS

	Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
	Are toe boards installed around the edges of permanent floor openings (where persons may pass below the opening)?
	Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?
	Is the glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?
	Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing?
	Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?
	Are manhole covers, trench covers and similar covers, plus their supports designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?
	Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with a self-closing feature when appropriate?

WALKING-WORKING SURFACES - STAIRS AND STAIRWAYS

	Are standard stair rails or handrails on all stairways having four or more risers?
	Are all stairways at least 22 inches wide?
	Do stairs have landing platforms not less than 30 inches in the direction of travel and extend 22 inches in width at every 12 feet or less of vertical rise?
	Do stairs angle no more than 50 and no less than 30 degrees?
	Are step risers on stairs uniform from top to bottom?
	Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
	Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
	Do stairway handrails have at least 3 inches of clearance between the handrails and the wall or surface they are mounted on?
	Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches?
	Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?

	Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?
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WALKING-WORKING SURFACES – ELEVATED SURFACES

	Are signs posted, when appropriate, showing the elevated surface load capacity?
	Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
	Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toe boards?
	Is a permanent means of access and egress provided to elevated storage and work surfaces?
	Is required headroom provided where necessary?
	Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?
	Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

WALKING-WORKING SURFACES – LADDERS/SCAFFOLDS

	Are wooden ladders free of sharp edges and splinters?
	Are ladders stored properly to protect them from warping and excessive exposure to moisture?
	Are ladders inspected?
	Are ladders in use, set properly to observe the 1:4 rule, and tied off?
	Are metal ladders prohibited in areas where electrical work is conducted?
	Are scaffolds tied into the structure to which they are being used to access?
	Are scaffolds on firm footing?
	Do scaffold planks overlap (minimum of 12 inches)?
	Do scaffold planks extend over their end supports by at least 6 inches?
	Is there an approved means of access for all scaffolding?
	Are scaffolds equipped with standard guardrail systems?

MEANS OF EGRESS

	Are all exits clearly marked and unobstructed?
	Are all exits free of locks?
	Are exits adequately illuminated?
	Are doors that could be confused with exits, labeled with their true use or “Not an Exit”?
	Is there a written emergency action or fire prevention plan in place?
	Are employees trained on content of plan and evacuation routes?
	Are exit openings protected by an approved self-closing fire door?
	Do exit doors serving more than 50 people swing in the direction of exit travel?

POWERED PLATFORMS, MANLIFTS, AND VEHICLE MOUNTED WORK PLATFORMS

	Are employees trained on the safe operation of work platforms?
	Are employees wearing fall protection while the work platform is in use?
	Are aerial lift trucks being moved when the boom is in an elevated position? (Prohibited unless the equipment is specifically designed for this type of operation)
	Are clearances from overhead electrical lines being observed?

FORK LIFTS

	Are operators of forklifts properly trained?
	Are battery storage areas equipped with eyewashes, neutralizing agents and ventilation?
	Are unattended fork trucks fully lowered and controls neutralized?
	Are only approved industrial trucks used in hazardous locations?
	Are fuel tanks only filled when the engine is turned off?
	Are forklifts free of alteration?

OCCUPATIONAL HEALTH AND ENVIRONMENTAL CONTROL

	Are abrasive blasting enclosures equipped with effective exhaust ventilation systems?
	Are employees performing abrasive blasting wearing the required personal protective equipment?
	Are spray booths equipped with walkways not less than 6 ½ feet high, which are free of obstruction?
	In booths with a single exit, is such exit 3 feet wide?
	In booths having multiple exits, is each exit at least 2 feet wide?
	Do booth exits swing outward?
	Are spray booths equipped with ventilation systems that meet the minimum velocities specified in Table G-10 of Subpart G?
	Are discarded filter pads and rolls immediately placed in a well-detached location or a water filled container?
	Are only fixed lighting panels used to illuminate spray booths?
	Are open flames and spark producing equipment prohibited within 20 feet of a spray booth?
	Are all metal parts of spray booths and exhaust ducts effectively grounded?
	Is the amount of flammable or combustible liquid stored in the area of the spray operation limited to one day or one shift's needs?
	Are spray-finishing employees' clothing removed from the premises unless kept in metal lockers?
	Are No Smoking signs posted in spray operation and paint storage areas?

HAZARDOUS MATERIALS

	Is combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?
	Is proper storage practiced to minimize the risk of fire including spontaneous combustion?
	Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
	Are all connections on drums and combustible liquid piping, vapor and liquid tight?
	Are all flammable liquids kept in closed containers when not in use (for example, parts cleaning tanks, pans, etc.)?
	Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
	Do storage rooms for flammable and combustible liquids have explosion-proof lights?
	Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?
	Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?
	Is "NO SMOKING" signs posted on liquefied petroleum gas tanks?
	Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?
	Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers?

	until they are removed from the worksite?
	Is vacuuming used whenever possible rather than blowing or sweeping combustible dust? Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?
	Are fuel gas cylinders and oxygen cylinders separated by distance, and fire-resistant barriers, while in storage?
	Are fire extinguishers selected and provided for the types of materials in areas where they are to be used? Class A Ordinary combustible material fires Class B Flammable liquid, gas or grease fires Class C Energized-electrical equipment fires
	Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?
	Are extinguishers free from obstructions or blockage?
	Are all extinguishers serviced, maintained and tagged at intervals not to exceed 1 year?
	Are fire extinguishers inspected monthly and the inspection documented?
	Are all extinguishers fully charged and in their designated places?
	Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switch boards and equipment?
	Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?
	Are safety cans used for dispensing flammable or combustible liquids at a point of use?
	Are all spills of flammable or combustible liquids cleaned up promptly?
	Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?

PERSONAL PROTECTIVE EQUIPMENT

	Have you assessed the workplace to determine if hazards that require the use of personal protective equipment (for example, head, eye, face, hand, or foot protection) are present or are likely to be present?
	If hazards or the likelihood of hazards are found, are you selecting and having affected employees use properly fitted personal protective equipment suitable for protection from these hazards?
	Has the employee been trained on PPE procedures? What PPE is necessary for a job task, when they need it, and how to properly adjust it?
	Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
	Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
	Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?
	Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials? See 29 CFR 1910.1030(b) for the definition of "other potentially infectious materials."
	Are hard hats provided and worn where danger of falling objects exists?

	Are hard hats inspected periodically for damage to the shell and suspension system?
	Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, or poisonous substances, falling objects, and crushing or penetrating actions?
	Are approved respirators provided for regular or emergency use where needed?
	Are respirators stored properly?
	Are respirators clean?
	Is all protective equipment maintained in a sanitary condition and ready for use?
	Where special equipment is needed for electrical workers, is it available?
	Have arc flash assessments been conducted and documented?
	Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard?
	Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?
	Are there appropriate procedures in place for disposing of or decontaminating personal protective equipment contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?

GENERAL ENVIRONMENTAL CONTROLS

CONFINED SPACES

	Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?
	Are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated before entry?
	Are all impellers, agitators, or other moving parts and equipment inside confined spaces locked-out if they present a hazard?
	Is either natural or mechanical ventilation provided prior to confined space entry?
	Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?
	Is adequate illumination provided for the work to be performed in the confined space?
	Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work? Is there an assigned safety standby employee outside of the confined space when required, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?
	Is the standby employee appropriately trained and equipped to handle an emergency?
	Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency?
	Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?
	Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?
	Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?
	If employees will be using oxygen-consuming equipment-such as salamanders, torches, and furnaces, in a confined space-is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?
	Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?
	Is each confined space checked for decaying vegetation or animal matter which may

	produce methane?
	Is the confined space checked for possible industrial waste that could contain toxic properties?
	If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

LOCKOUT/TAGOUT PROCEDURES

	Is all machinery or equipment capable of movement, required to be de-energized or disengaged and locked-out during cleaning, servicing, adjusting or setting up operations, whenever required?
	Where the power disconnecting means for equipment does not also disconnect the electrical control circuit: Are the appropriate electrical enclosures identified? Is means provided to assure the control circuit can also be disconnected and locked-out?
	Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
	Are all equipment control valve handles provided with a means for locking-out?
	Does the lockout procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs?
	Are appropriate employees provided with individually keyed personal safety locks?
	Are employees required to keep personal control of their key(s) while they have safety locks in use?
	Is it required that only the employee exposed to the hazard, place or remove the safety lock?
	Is it required that employees check the safety of the lockout by attempting a startup after making sure no one is exposed?
	Are employees instructed to always push the control circuit stop button immediately after checking the safety of the lockout?
	Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?
	Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?
	When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?
	In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe job procedure established and rigidly followed?

MEDICAL AND FIRST AID

	Are first aid kits stocked and routinely inspected?
	Are AED's inspected and in place (where required)?
	Are eyewashes and drench showers available in areas where corrosive materials are used?
	Are eyewashes inspected and tested monthly?
	Are eyewashes free of obstruction?
	Have employees been trained on the location and use of eyewashes?

COMPRESSED GAS AND COMPRESSED AIR EQUIPMENT

	Does compressed air used for cleaning purposes not exceed 30 psi?
	Are compressed gas cylinders equipped with a valve protection kit?
	Are acetylene cylinders stored in a vertical, valve end up position?
	Are oxygen and acetylene cylinders stored 20 feet apart or separated by a fire resistant wall?
	Are all cylinders secured?
	Are empty cylinders identified with an "MT"?

MATERIALS HANDLING AND STORAGE

	Are chains, cables, ropes, hooks inspected daily for deformation and wear?
	Are hooks and chains inspected daily and documented monthly?
	Are U Bolts on hoist ropes installed with the U Bolt in contact with the dead end?
	Is the rated load of each crane and rigging point clearly marked?
	Are wire ropes free of defect and oxidation?

MACHINERY AND MACHINERY GUARDING

	Are abrasive wheel grinders equipped with peripheral guards?
	Are abrasive wheel tongue guards within ¼ inch of the abrasive wheel?
	Are adjustable work rests on abrasive wheel grinders within 1/8 inch of the abrasive wheel?
	Are machines designed for fixed locations securely anchored to prevent movement?
	Are belt sanding machines equipped with guards at each nip point where a guard runs into a pulley?
	Is the unused run of the sanding belt guarded against accidental contact?
	Are fan blades less than 7 feet above the floor or walking level guarded?
	Is the point of operation of each piece of machinery guarded?
	Are all belts, pulleys, sprockets, chains and flywheels within 7 feet of the floor properly guarded?
	Are all portions of band saw blades enclosed or guarded except for the working portion?
	Are radial saws equipped with an upper guard that completely encloses the top half of the saw blade?
	Are radial saws installed so that the cutting head returns to the starting position when released?
	Is woodworking equipment provided with magnetic anti-restart devices?

HAND AND PORTABLE POWERED TOOLS AND OTHER HAND-HELD EQUIPMENT

	Are all tools and equipment used by employees (both company and employee owned) at their workplace in good condition?
	Are hand tools such as chisels and punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
	Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?
	Are worn or bent wrenches replaced regularly?
	Are appropriate handles used on files and similar tools?
	Are employees made aware of the hazards caused by faulty or improperly used hand tools?
	Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment that might produce flying materials or be subject to breakage?
	Are jacks checked periodically to ensure they are in good operating condition?
	Are tool handles wedged tightly in the head of all tools?
	Are tool cutting edges kept sharp so the tool will move smoothly without binding or

	skipping?
	Are tools stored in dry, secure locations where they won't be tampered with?
	Is eye and face protection used when driving hardened or tempered spuds or nails?

PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT

	Are grinders, saws and similar equipment provided with appropriate safety guards?
	Are power tools used with the correct shield, guard, or attachment, recommended by the manufacturer?
	Are portable circular saws equipped with guards above and below the base shoe? Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?
	Are rotating or moving parts of equipment guarded to prevent physical contact?
	Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?
	Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, and air compressors?
	Are portable fans provided with full guards or screens having openings ½ inch or less?
	Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
	Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

POWDER-ACTUATED TOOLS

	Are employees who operate powder-actuated tools trained in their use and carry a valid operator's card?
	Is each powder-actuated tool stored in its own locked container when not being used?
	Is a sign at least 7 inches by 10 inches with bold face type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?
	Are powder-actuated tools left unloaded until they are actually ready to be used?
	Are powder-actuated tools inspected for obstructions or defects each day before use?
	Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

WELDING, CUTTING AND BRAZING

	Is mechanical ventilation provided where required by 1910.252?
	Is proper shielding provided to protect personnel from welding hazards?
	Are hot work permits in use?
	Are work and electrode lead cables frequently inspected?
	Are respiratory protection and ventilation used for the welding and cutting of heavy metals?
	Is appropriate shaded eye protection in use by welders?

ELECTRICAL

	Do you specify compliance with OSHA for all contract electrical work?
	Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?
	Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
	When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible?

	Is electrical equipment marked to indicate voltage, wattage and other ratings?
	Are portable electrical tools and equipment grounded or of the double insulated type?
	Are electrical appliances such as vacuum cleaners, polishers, and vending machines grounded?
	Do extension cords being used have a grounding conductor?
	Are multiple plug adaptors (cheater plugs) prohibited?
	Are ground-fault circuit interrupters installed on each temporary 15 or 20-ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?
	Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?
	Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations?
	Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
	Are flexible cords and cables free of splices or taps?
	Are flexible cords being used in place of permanent wiring?
	Are flexible cords being run through holes in floors, ceilings, doors or windows?
	Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place? Are all cord, cable and raceway connections intact and secure?
	In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?
	Is the location of electrical power lines and cables (overhead, underground, under floor, other side of walls) determined before digging, drilling or similar work is begun?
	Are unqualified employees and mechanical equipment kept at least 10 feet away from overhead power lines?
	Are metal measuring tapes, ropes, hand lines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?
	Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?
	Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
	Are disconnecting means always opened before fuses are replaced?
	Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?
	Are all electrical raceways and enclosures securely fastened in place?
	Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
	Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
	Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?
	Are electrical enclosures such as switches, receptacles, and junction boxes, provided with tight fitting covers or plates?
	Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? Is low voltage protection provided in the control device of motors driving machines or equipment that could cause probable injury from inadvertent starting?

	Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?
	Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?
	Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?
	Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardiopulmonary resuscitation (CPR) methods?
	Are employees prohibited from working alone on energized lines or equipment over 600 volts?

HAZARD COMMUNICATION

	Is there a list of hazardous substances used in your workplace?
	Is there a written hazard communication program dealing with Safety Data Sheets (SDS), labeling, and employee training?
	Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
	Is there a Safety Data Sheet readily available for each hazardous substance used?
	Is there an employee-training program for hazardous substances?
	<p>Does this program include:</p> <p>An explanation of what an SDS is and how to use and obtain one?</p> <p>SDS contents for each hazardous substance or class or substances?</p> <p>Explanation of "Right to Know?"</p> <p>Identification of where an employee can see the employers written hazard communication program and where hazardous substances are present in their work areas?</p> <p>The physical and health hazards of substances in the work area, and specific protective measures to be used?</p> <p>Details of the hazard communication program, including how to use the labeling system and SDS's?</p>
	<p>Are employees trained in the following:</p> <p>How to recognize tasks that might result in occupational exposure?</p> <p>How to use work practice and engineering controls and personal protective equipment and to know their limitations?</p> <p>How to obtain information on the types selection, proper use, location, removal handling, decontamination, and disposal of personal protective equipment?</p> <p>Who to contact and what to do in an emergency?</p>

SANITATION

	Is potable drinking water provided in all work areas?
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	Are portable drinking water dispensers capable of being closed and have a tap?
	Are employees prohibited from consuming food or beverages in any area where they may be exposed to a toxic chemical?
	Are lunchrooms in facilities where toxic chemical are used under positive pressure with filtered air?
	Is each work area provided with an adequate number of toilet facilities?
	Can toilets be locked from the inside?
	Is each toilet equipped with a door and partition walls to ensure privacy?

Warren County Board of Supervisors

RESOLUTION NO. 484 OF 2014

Resolution introduced by Supervisors Taylor, McDevitt, Frasier, Vanselow, Wood, Brock and Seeber

APPROVING REVISIONS AND AMENDMENTS TO THE WARREN COUNTY EMERGENCY ACTION AND RESPONSE PLAN, HUMAN SERVICES EMERGENCY ACTION PLAN, PLAN AND PROGRAM ON WORKPLACE HARASSMENT, SAFETY AND HEALTH PROGRAM POLICY, AND INCIDENT MANAGEMENT GUIDELINES

WHEREAS, the Self-Insurance Administrator periodically reviews and updates the various Warren County safety and risk management policies, and

WHEREAS, the Warren County Support Services Committee recommends the revisions and amendments proposed by the Self-Insurance Administrator to the various safety and risk policies as outlined below, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approve the revisions and amendments made by the Warren County Self-Insurance Administrator to the various safety policies as summarized below:

Warren County Emergency Action and Response Plan:

Changes are housekeeping in nature (i.e. changed individual names to titles) and appropriate language has been added in reference to the National Incident Management System. Various forms are kept in appendices so that they can be revised without revising the entire policy.

Human Services Emergency Action Plan:

Changes are housekeeping in nature (i.e. changed individual names to titles) and appropriate language has been added in reference to the National Incident Management System.

Plan and Program on Workplace Harassment:

Changes the reference from "Personnel" to "Human Services".

→ Safety and Health Program Policy:

Policy now combines prior Resolution Nos. 557 of 2009 and 279 of 2009 that set the format of the safety committees and more accurately reflects the functions of the safety committees. The proposed policy also includes a Hazard Identification checklist that will be used to inspect facilities for hazards.

Incident Management Guidelines:

Changes have been made to more clearly identify the forms that must be prepared when an incident occurs. The forms are mandatory appendices for easy reference and revision as needed, and be it further

RESOLVED, that the changes are hereby approved as made to each of the above stated policies, and copies of each shall be maintained on file with the Clerk of the Warren County Board of Supervisors.