

Introduction

The safety and well-being of each County employee, and the prevention of occupational injuries and illnesses, is of primary concern to the County. To the degree possible within the fiscal constraints of the County, the County Board seeks to provide a safe and hazard free work environment for its employees.

The purpose of this Employee Safety Handbook is to provide every employee with general rules for safe work procedures, no matter what their position and responsibility is for Bayfield County. It must be recognized that this handbook alone will not ensure a safe work environment. This can be accomplished only through the cooperative efforts of the County Board, Department Heads, Supervisors, and employees working together to actively and continuously promote safety awareness and safe work practices for Bayfield County employees.

This handbook was developed and written by a special committee comprised of Department Heads, County Board Supervisors, and employees from various County departments under the direction of the County Safety Officer. Due to the significant variety of operations and duties performed by County employees within varying work environments, the committee did not attempt to address every possible work situation that a County employee may encounter. The procedures and guidelines outlined in this handbook are intended to cover work situations applicable to the majority of employees.

County departments are encouraged to develop additional specific safety guidelines within their departments. Departments with additional safety guidelines must report the guidelines to the Risk Management Committee for approval. These specific department procedures must not be less restrictive or safety conscious than procedures outlined in this handbook and will be kept on file with the Safety Officer. The Department guidelines must be routinely communicated to employees to ensure a complete understanding and compliance with the procedures.

SECTION 1

Division of Responsibility

1.01 Responsibilities of the County Board

- A. Adopt an effective loss control safety plan.
- B. Announce to County employees that a loss control safety plan has been adopted and strongly urge all employees to work together to support the program to reduce accidents.
- C. Provide employees with safe tools and equipment and/or the funds necessary to properly furnish their workstation with safe, state-of-the-art equipment within the financial means of the County's budget.
- D. Assume direct responsibility for loss control or appoint an individual who will be responsible for successful operation of the program.
- E. Provide the necessary training and/or training dollars to ensure that management and all employees are properly and adequately trained in safety procedures related to their County positions.
- F. Periodically review progress of the safety and loss control program and reemphasize support for the program.

1.02 Responsibilities of the Risk Management Committee

- A. Identify areas of risk.
- B. Establish communications and meetings with County departments at risk for insurance losses.
- C. Inventory exposures and create a prioritized list of exposures and planned corrective actions.
- D. Develop control techniques for exposures.
- E. Monitor claims as they occur: *Was the claim reported properly and promptly? Was claim preventable? Were safety rules followed? Did Department Head take appropriate disciplinary action if needed? Do safety rules need to be changed?*
- F. Provide an annual report to the County Board.

1.03 Responsibilities of Management and Supervisors

- A. Communicate safety procedures to employees, including any new and/or revised procedures.
- B. Ensure employees receive proper training in safe work procedures within the budget provided by the County Board.
- C. Communicate expectations regarding employee adherence to safe work procedures, and take appropriate disciplinary action on known incidents of negligence consistent with the personnel policies of the County.
- D. Serve as role models to employees by personally adhering to safe work procedures.
- E. Investigate job related accidents, injuries, and illnesses, and work toward implementing procedures which may prevent future recurrence of such accidents.
- F. File County accident reports with the County Administrator's Office within prescribed timetables.
- G. Receive and evaluate employee safety concerns and suggestions, and work to correct potentially hazardous situations.
- H. Provide the equipment necessary for employees to safely perform their job responsibilities within the financial means provided by the County Board.

1.04 Responsibilities of the County Safety Officer

- A. Receive and evaluate safety concerns and suggestions, and assist supervisors and employees in correcting potentially hazardous situations.
- B. Recommend new and/or revised safety procedures for the County based on changes in safety standards, or a recognized need to address and correct unsafe work practices.
- C. Maintain and update the County Employee Safety Handbook and distribute new and/or revised guidelines to Department Heads for distribution to County employees.
- D. Assist County Department Heads and Supervisors with implementing employee safety training and education programs.

- E. Act as a liaison between the County Personnel Department and insurance providers in the reporting and follow-up on accidents involving County employees.
- F. Maintain and monitor accident and loss control records and reports for Bayfield County.
- G. Communicate loss control and safety information to County Department Heads and work with them to address problem areas.
- H. Serve as a liaison between County departments, County Board committees, and the County Board to secure necessary funding for training and equipment to ensure a safe working environment for all County employees.

1.05 Responsibilities of Employees

- A. Be knowledgeable of the guidelines and requirements of the Bayfield County Employee Safety Handbook and comply with the handbook guidelines, including any additional guidelines developed for employee's specific department or work area.
- B. Assist in training new employees in safety guidelines and safe work procedures when requested by the supervisor or Department Head.
- C. Report all job related injuries, accidents, or illnesses to supervisors immediately, or as soon as possible.
- D. Assist management in compiling information needed to file complete and accurate accident reports.
- E. Report potentially hazardous work situations, including suggestions for correcting the condition(s), to supervisors.
- F. Utilize and maintain County safety equipment and immediately report defective or dangerous equipment to supervisors.
- G. Adhere to safe work procedures on the job.

SECTION 2

Accident Procedures

2.01 General Accident and Work Injury Reporting

- A. When an accident occurs on the work site, the first priority is to remove yourself (and/or others) from further danger.
- B. Report accidents immediately to our work site supervisor for investigation and documentation. When possible, reporting the accident should be done prior to seeking medical attention; however, the seriousness of the accident will dictate whether this is feasible.
- C. Accidents which may initially appear to be minor can develop into a major health problem. For this reason, it is a good policy to report all accidents, no matter how small, to your supervisor.
- D. An Employer's First Report of Injury or Disease must be completed for all work related injuries and illnesses.
 - 1) Since the information on the Employer's First Report of Injury or Disease is often used to complete appropriate insurance reports, it is extremely important this form be complete and accurate. The employee(s) involved in the accident and witness(es) to the accident should cooperate with the supervisor during the accident investigation process.
 - 2) Accident Investigation Forms must be completed and forwarded to the County Administrator's office within twenty-four (24) hours of an accident whenever possible.



2.02 Accident Reviews

- A. Accidents should always be initially investigated and reviewed by your immediate supervisor. The Accident Investigation Form provides space for the supervisor to identify what can be done to prevent recurrence of an incident. This section should be completed by the supervisor and reviewed by the Safety Officer and the Risk Management Committee.

- B. If subsequent to investigating an accident a supervisor has reason to believe that employee negligence contributed to the incident, disciplinary action should be taken in accordance with Bayfield County Personnel Policies. Disregard or repeated violation of safety rules and regulations is considered just cause for discipline up to and including discharge.
- C. In an effort to ensure consistency in applying discipline for safety violation, it is recommended the supervisor discuss the details of the accident and proposed disciplinary action with his/her Department Head and the Personnel Department.
- D. A Union employee may appeal disciplinary action through the grievance process outlined in the appropriate Union contract. Non-bargaining unit employees may appeal through the grievance process detailed in the Grievance Article of the Bayfield County Personnel Policies.

2.03 Animal Safety

Some County staff spend considerable hours on the road and visit many different places. We have been fortunate to have limited injuries caused by animals, such as dog bites. However, dog (and other animal) safety awareness is important, especially when going into unfamiliar surroundings. The following dog safety tips published for postal employees, reviewed by the County 4-H leaders and a local veterinary clinic, and slightly paraphrased may be helpful reminders.



- A. As you approach a home visit, observe the area. Glance at all places a dog could hide, i.e., under parked cars, behind cars, behind shrubs, under porches.
- B. Evaluate the situation. Is the dog asleep? Barking? Growling? Is the animal large or small?
- C. Avoid showing fear. A dog is more likely to attack if it knows you are afraid.
- D. Do not startle a dog. If it is asleep, make a soft sound, such as a quiet whistle, to arouse but not startle the animal. Do this before getting too close, while you still have time to make a getaway if necessary.
- E. Never assume a dog will not bite. Many bite victims have made this mistake.

- F. Keep your eyes on the dog but do not maintain direct eye contact. Instead, look slightly to the right or left of the dog. The animal is not as likely to attack while being watched.
- G. Try to make friends. Speak in a friendly manner, calling the animal by name if you know it. Do not attempt to pet it or lean over the dog.
- H. Stand your ground. If a dog comes toward you, stop and face it. If you have a purse, briefcase, or folder, use it as a shield while backing away slowly. Step carefully to avoid a fall. Turning and running away is likely to excite the animal and could lead to an attack.
- I. Keep a canister of animal repellent handy, such as pepper spray. This defensive spray has an effective range of up to ten feet (10'). It should be directed toward the attacking animal's eyes, nose and mouth. Use the repellent only if attacked.
- J. Watch your fingers. If you leave a note, do not push them through the mail slots where dogs could be waiting on the other side to nip at them.
- K. Report all instances of animal interference to your supervisors.
- L. Report all bites to your supervisor and to local law and health officials. Visits may be suspended to customers who do not, or who will not, restrain their animals.

One potential safety measure that generates a variety of opinions among people who visit homes, including the Post Office, UPS and County staff, is dog biscuits. The concern is that some dogs will accept treats and are still aggressive. However, some people feel that it gives them more time to assess a dog's attitude if they can toss out a biscuit before venturing out of the car.

Departments may make dog biscuits available for staff use. If staff feels that this is a useful safety precaution, Departments can continue to provide the biscuits. Dog biscuits have been provided in some of our County cars.

You will need to make an assessment of every situation involving dogs (and other animals) and your safety. If you do not feel safe, honk your horn to see if someone will respond to contain the animal. If you have a cell phone, call the residence. In any case, if you do not feel you can safely make the home visit, leave the property and reassess how contact will be made. You may want to call your Department for assistance in your assessment or the Sheriff's Department if it is an emergency situation.

SECTION 3

Office Safety



- A. All file, desk and table drawers should be kept closed when not in use.
- B. Care should be exercised not to overload the top file cabinet drawers.
- C. Chairs, desks, tables, etc. should not be used as makeshift ladders in the office.
- D. Care should be exercised when using scissors, paper cutters, exacto knives, etc., to avoid injury. The blades of paper cutters should be down and closed when not in use.
- E. Employees should use sponges or other wetting devices for sealing envelopes associated with mail outs.
- F. To prevent back problems, office employees should sit in an upright position and avoid slouching in their chairs.
- G. Request and receive assistance before attempting to move heavy office furniture or equipment. Lateral files should not be moved without emptying at least the top two (2) drawers.
- H. Employees should use only approved and inspected extension cords in the office and extension cords should be protected against contact with oil, hot surfaces, chemicals and foot traffic that might dislodge the cord or cause a person to fall.
- I. Departmental or personal appliances, such as coffee pots, microwaves, fans, etc. must be located on solid tables or surfaces that will minimize the potential of accidents or injury by users or passersby.
- J. Office environments should be kept clean and aisles or walkways in offices should be free of obstructions that might cause injury to employees or the general public.
- K. Ergonomic concerns relating to the employee work station need to be reported to the direct supervisor.

SECTION 4 Common Areas

4.01 Building Entrances and Other Public Walkways

- A. All building entrances, pedestrian walkways inside and outside buildings, restrooms, work areas, and storage areas should be:
- 1) Kept free from refuse, slippery and wet substances, portable equipment, tools, supplies, furniture, cable wires, electric extension cords, and any other tripping hazard.
 - 2) Provided with adequate lighting. In areas without adequate lighting, request that battery operated battle lights be installed or use a flashlight or electrical “trouble” light. Never use a flashlight or an open flame for lighting.
 - 3) Maintained at a safe level of cleanliness. Immediately report dangerous conditions to building maintenance staff.
- B. Be alert to potentially slippery conditions at building entrances, sidewalks and stairways. Always use handrails on stairs.
- C. Use caution when pushing open a door to avoid injuring persons opposite the door. Approach a door which opens towards you with caution.
- D. All tripping hazards should be immediately removed and reported to your supervisor or Maintenance Department.
- E. Outdoor pedestrian walkways should be kept clean and clear of snow, ice, or any obstructions and debris. Immediately report dangerous conditions to building maintenance staff.
- F. In inclement weather, footwear which provides good traction should be worn.
- G. Apply an absorbent material immediately to oil, grease, or other slippery or flammable materials, then clean the floor as soon as possible.



4.02 Waste Receptacle

- A. Proper waste receptacle will be provided in all work areas, storage areas, and restrooms.
- B. All waste should be deposited in proper receptacles.
- C. All wiping rags, waste and oily material should be deposited in a covered metal container.
- D. Waste receptacles should be emptied daily and the contents disposed of safely.
- E. Medical wastes should be disposed of in the proper receptacle in the County Health Department.
- F. Hazardous materials should be disposed of in accordance with the department's policy or contact the Emergency Government Office.

4.03 Marked Exits

- A. All exits should be clearly marked and unobstructed at all times.
- B. No exit should be locked, chained, or bolted so as to obstruct evacuation.



SECTION 5 Lifting And Carrying



- A. **Do not** attempt to carry a load that may jeopardize your health or safety. When possible, split it into two (2) loads or get assistance from a co-worker.
- B. Regardless of how light a load may be, do not carry objects that will obstruct your vision.
- C. Always apply proper lifting techniques, whether working alone, as a team, or with mechanical assistance.
 - 1) Keep your feet close to the load and parted for balance.

- 2) Keep your back straight.
- 3) Keep the load being lifted close to your body.
- 4) Lift the object with a secure grip.
- 5) Tuck your chin in.
- 6) Use your leg muscles to do the lifting – not your back.
- 7) If you must turn or pivot while lifting, do so with your feet, not by twisting your back.

D. Major office moves should be coordinated with building maintenance personnel who can often provide staff to assist with the relocation of furniture and equipment.

SECTION 6

Fire Prevention

6.01 General Guidelines

- A. “No Smoking” signs should be posted in areas where flammable or combustible liquids are used or stored.
- B. Ash trays should be provided where smoking is allowed.
- C. Fire exits should be kept clear and should not be locked to impede proper evacuation.



6.02 Fire Extinguishers

- A. Fire extinguishers should be prominently displayed, labeled for usage and kept clear for each access at all times.
- B. Know the locations of fire extinguishers and how to use them.
- C. After use of an extinguisher, report it immediately to your supervisor or Maintenance Department so a replacement may be obtained or the extinguisher recharged.
- D. **NEVER** return a partially used extinguisher to its storage place.

- E. All County vehicles should be equipped with a fire extinguisher.
- F. At a minimum, all extinguishers, in both vehicles and buildings, should be inspected annually. Inspections will be arranged by the County Clerk's Office.
- G. Do not use water-type extinguishers on electrical fires because of the danger of electrocution. They are intended for use on Class A (paper, wood) fires only.

6.03 Storage of Flammable or Combustible Materials

- A. No storage of flammable or combustible materials will be allowed in furnace rooms, boiler rooms, or any other unauthorized areas.
- B. Drums of flammables should be grounded and a bond wire used in electrically interconnect the drum and container used in dispensing liquid.
- C. Oily and greasy rags should be put in a metal container with a self-closing lid.
- D. Gasoline should not be used for cleaning purposes.
- E. Cleaning solvents with flammable properties should be kept in approved safety containers, labeled and used in accordance with manufacturer's instructions and used in a well vented area.

SECTION 7 Fleet Guidelines

This Section covers vehicle operation for all departments. All vehicle operators should follow these guidelines at a minimum, in addition to those vehicle operation policies that are outlined by the employee's department.



7.01 Driver Selection

- A. All employees required to drive for work must have a completed employment application on file. The application must include current driving licenses.
- B. The driver must have a valid driver's license.

- C. Motor Vehicle Records (MVR) must be obtained on all new drivers prior to employment. Existing drivers should have a MVR updated as deemed necessary by the Supervisor.
- D. A current driver's license list of who is driving what should be kept with the Department Head.

7.02 Driver Orientation/Training

- A. Prior to the initial operation of a vehicle by an employee, the operator will be instructed in the proper use of any special equipment.
- B. A "lead person" designated by the Department Head will introduce the new driver to the vehicle. This will include, but not be limited to:
 - 1) Review of the pre-start inspection;
 - 2) Vehicle road test: length to be determined by the complexity of the vehicle. See road test and orientation form.
 - 3) Continued in-service driver training will be provided based on periodic performance evaluations.
 - 4) All paperwork (forms) needed when operating the vehicle, should be explained and reviewed, including the accident packet in the glove box.

7.03 Vehicle Operation

- A. When operating a vehicle, all laws of the State of Wisconsin and County regulations must be followed. In addition, all specific department level rules must be followed.
- B. All employees and passengers must have seatbelts properly fastened whenever they are operating or riding in a County vehicle or when using a private vehicle on County business.
- C. If a mechanical problem develops when operating a County-owned vehicle, the employee should report it to his/her Supervisor for evaluation and repair. If mechanical problems are of a nature, which may cause injury to the operator or others, the vehicle should be removed from service immediately.

- D. If a vehicle becomes disabled due to mechanical failure, it should be removed from the lane of traffic if possible. Four-way flashers should be used as a hazard warning, if the vehicle is in or near the roadway.
- E. Backing a vehicle is one of the most dangerous maneuvers for pedestrians and property. When backing a vehicle great care should be taken to ensure that the area is clear. When practical, backing a vehicle should be avoided or another person should be used as a guide to ensure safety.
- F. If a vehicle is operated inside any building, proper ventilation must be used.
- G. When fueling County vehicles, engines should be turned off. No smoking or flames should be allowed in the fueling area. Fuel tanks should not be overfilled.
- H. County-owned vehicles should not be loaded beyond their capacity. Any materials being transported should be loaded safely and appropriately secured in a manner, which will not obstruct the driver's vision.
- I. Never jump down off a vehicle. Ankle, knee and back injuries can occur.
- J. There is no smoking in County vehicles.

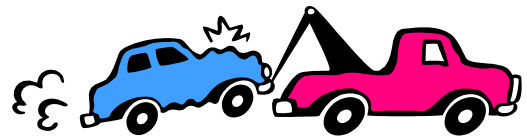


7.04 Vehicle Maintenance

- A. Vehicle interior should be kept clean of paper, bottles, cans, etc.
- B. A pre-trip inspection should be made prior to vehicle operation, by the driver. At a minimum this should include the following:
 - 1) Check the exterior of the vehicle for any damage and report any to your Supervisor.
 - 2) Visually check tires for wear and proper inflation.
 - 3) Test all lights, including turn signals, four-way flashers, high/low beams, brake lights, parking lights, and any special or emergency equipment lights.

- 4) Ensure that windows and mirrors are clean and clear so as not to obstruct the operator's vision.
 - 5) Check fuel supply and oil level.
 - 6) Check the wipers, brakes, and horn for proper functioning.
 - 7) All non-emergency County vehicles will be provided with the following safety equipment: flashlight, blanket, First Aid kit, fire extinguisher, and window sign requesting assistance. Check for the presence of this equipment.
- C. County-owned vehicles must be kept clean at all times with particular attention to windows, lights, and mirrors.
- D. Routine maintenance will be scheduled and monitored by the Department Head. A Vehicle and Equipment Inspection Checklist should be completed at that time or more frequently if directed by the department.

7.05 Accident Reporting



- A. If involved in a vehicle accident, report the incident to the proper law enforcement agency with jurisdiction where the accident occurred.
- B. Document the significant details of the incident, including the names and addresses of individuals involved in the accident and investigation. An accident investigation packet is found in the glove compartment to assist in the documentation of the accident.
- C. Notify your Supervisor as soon as possible. The Supervisor may notify the County Clerk's Office that the accident occurred within twenty-four (24) hours of his/her knowledge that the accident occurred.
- D. An employee should remain at the scene of an accident until an officer arrives unless physical injuries demand immediate attention.
- E. In the event the other individual leaves the scene of the accident prior to its investigation, make note of the license number of the vehicle, the description of the vehicle, and the description of the individual.

7.06 Accident Investigation and Review Committee

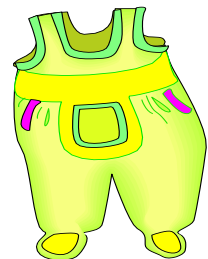
- A. An accident investigation and review must be completed by the Department Head. An Accident Investigation Form will be completed and sent to the County Safety Officer along with the accident report.
- B. The Risk Management Committee will review the accident investigation report for possible corrective action.
- C. The goal of the investigation is to determine if the accident was preventable or non-preventable, and determine what may be the corrective or possible disciplinary action.

7.07 Evidence of Insurance

- A. When employees operate their personal vehicles on County business, evidence of liability insurance must be obtained. The suggested coverage limits are as follows:
 - \$100,000 per person
 - \$300,000 per accident bodily injury
 - \$ 50,000 per accident property damage or
 - \$300,000 combined single limit
- B. An employee required to drive their personal vehicle for work should notify their insurance company of such and must furnish evidence of insurance coverage annually to the Department Head. Changes in insurance coverage must be reported to the Department Head. Certificates of Insurance will be kept on file by the Department Head.
- C. For volunteer workers, proof of insurance is required on the automobile being used. Proof of insurance should include evidence that liability coverage is maintained.

SECTION 8 Protective Clothing and Equipment

8.01 General Guidelines



- A. Employees must wear the protective clothing and equipment provided them for the job or project they are assigned. Also see County Bloodborne Pathogens Policy.
- B. Inspect all protective clothing and equipment prior to use. Report all defective clothing and equipment to your Supervisor for evaluation and possible repair or replacement.
- C. All protective clothing and equipment must be cleaned after use and stored in a designated area.
- D. Unless a street is blocked off to traffic, safety vests and reflective barricades should be utilized during road repair work, or when painting or marking traffic lanes and crosswalks. Proper warning signs should be placed well in advance of the work area.
- E. Gloves should be worn when repairing sanitary sewers, handling rough materials, ropes or steel cable, hot bituminous materials, or caustic chemicals. Protective gloves should also be worn when giving First Aid to injured persons. (See Highway Department safety materials for additional information).
- F. An employee entering vertically into a Level 2 confined area must wear a full body harness with lifeline. (Refer to the confined Entry Procedures, Section 16, for the definition of a Level 2 area).
- G. Supervisors have the authority to require or prohibit certain types or styles of clothing if the requirement results from a legitimate concern for an employee's safety.
- H. Employees working with equipment such as lawnmowers, weed eaters, or other motorized tools which may throw objects that could cause an injury, must wear long pants, shirts, leather shoes, and safety glasses as part of their dress.

***NOTE:** For detailed information regarding the use of breathing apparatus, refer to Section 17 on the use of respirators.

8.02 Head and Eye Protection

- A. Hard hats must be worn when it is determined by a Supervisor that conditions exist where there would be a significant possibility of incur-



ring head injuries from impact, falling or lying objects, or electrical shock and burns.

- B. Employees must wear shatter-proof safety goggles or shatter-proof safety glasses with side shields when working in situations where eyes may be exposed to entry by a foreign object. These situations include, but are not necessarily limited to, operating saws, grinders, welders, chippers, impact or compressed air tools, or working under vehicles.
- C. A full plastic face shield must be worn when handling acids, caustics, and other harmful dusts, liquids, or gases.
- D. A filter mask must be worn when spray painting in confined areas inside buildings or spray booths.
- E. Ear protection must be used when operating machinery or equipment exceeding a level of 85 decibels. *(A 90 decibel level is equivalent to shouting into someone's ear from a distance of two (2) feet.)* Ear protection is always available to an employee upon request, regardless of the decibel level.

8.03 Foot Protection



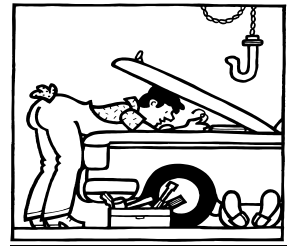
- A. Steel-toed safety shoes or leather footwear is recommended to be worn where it is determined by the Supervisor that conditions exist in which there is a significant probability of injury to unprotected feet.
- B. For footwear with heels, the material which comprises the sole of the shoe should be compatible with the material used on the heel to ensure safe movement in working areas.
- C. Soles of shoes should have proper gripping ability to avoid slipping.

SECTION 9 Motorized and Electrical Equipment

9.01 General Guidelines

- A. Operate all equipment in accordance with manufacturer's specifications.
- B. Do not leave equipment unattended while in operation.

- C. Always shut off and remove the key when not in use or during servicing.
- D. Do not alter or remove machine guards except for repair purposes.
- E. Immediately report known equipment problems or concerns to your Supervisor for evaluation and possible repair or replacement.
- F. When finished using equipment, ensure it is properly secured and stored in its designated area.
- G. Lower hydraulic units (buckets, blades, decks, etc.) before dismounting equipment.

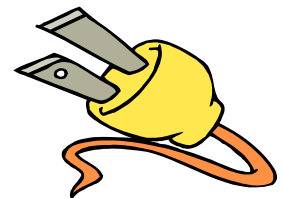


9.02 Guidelines for Motorized Equipment

- A. Check fluid levels before operating any piece of equipment.
- B. Check all hoses, belts, safety guards, and other working components to make sure they are secure and in working order.
- C. Refuel equipment only when the engine is turned off. Refuel in an area free of flammable materials and where smoking is not permitted. Keep the hose nozzle against the edge of the filler pipe. To void spilling fuel, do not fill tank too full.
- D. Areas to be worked on with motorized equipment should be visually inspected and cleared of potential hazards and debris.

9.03 Guidelines for Electrical Equipment

- A. Electrical cords, extension cords, and all power equipment should be checked thoroughly for wear or damage.
- B. All electrical equipment should be properly grounded to avoid shock and possible death.
- C. Avoid placing cords in right-of-ways in order to prevent tripping hazards. If this needs to be done on a temporary basis, the cords should be clearly marked.



- D. When working with electrical equipment, always avoid wet or damp areas.
- E. Use bulb guards when operating trouble lights.

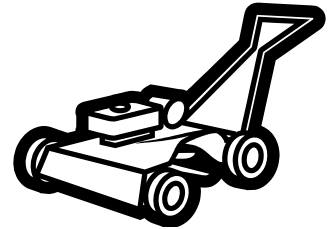
9.04 Guidelines for Chainsaws



- A. Read and understand the contents of the Owner's Manual and Safety Manual before starting and operating any chainsaw. Improper use or maintenance could result in injury or death.
- B. Use caution when handling fuel. Move the chainsaw at least ten feet (10') from the fueling point before starting the engine.
- C. Do not allow others to be near a chainsaw when starting or cutting with the saw.
- D. When cutting trees, do not begin until you have a clear work area, secure footing, and a planned retreat path from the falling tree.
- E. Keep all parts of your body away from the chainsaw when the engine is running.
- F. Before you start the engine, make sure the saw chain is not in contact with anything.
- G. Carry the chainsaw with the engine stopped, the guide bar and saw chain to the rear, and the muffler away from your body.
- H. Do not operate a chainsaw that is damaged or improperly adjusted. Be sure the chain stops moving when the throttle control is released.
- I. Shut off the engine before setting a chainsaw down.
- J. Keep handles dry, clean, and free of oil or fuel mixture.
- K. Do not operate a chainsaw in a tree unless you have been trained to do so.
- L. Operate a chainsaw only in well-ventilated areas.
- M. make sure chainsaws are cleaned thoroughly and lubricated before storing.

- N. Operator is to wear boots, chaps, hard hat, gloves, eye and ear protection whenever operating a chainsaw.
- O. Make sure that all guards are in place and emergency stops are functioning properly.

9.05 Guidelines for Mowers



- A. Improper use or maintenance of a mower can result in injury. Read and understand the contents of the Operator's Manual before using a mower.
- B. Keep all shields and safety devices in place. If a shield, safety device, or decal is defective or damaged, report it to your Supervisor for evaluation and possible repair or replacement.
- C. Do not run a mower in a confined area without adequate ventilation. Exhaust fumes can be deadly.
- D. Maximum recommended seating capacity for riding mowers is one (1) person. Never carry passengers.
- E. Be sure you know how to stop the mower and engine at a moments notice.
- F. Instruct children to keep away from the area of operation of mower at all times.
- G. Remove all debris or other objects that might be picked up and thrown by the mower blades.
- H. Always point the grass-thrower in a direction away from people and also away from buildings, trees, etc., which could cause an object thrown by the mower to deflect back and hit the operator.
- I. Watch for holes or other hidden hazards.
- J. Reduce speed when making sharp turns and when turning on a hillside.
- K. Never raise the cutting unit of a mower while the blades are rotating.

- L. To reduce fire hazard, keep the engine free from excessive grease. grass, leaves and accumulation of dirt.
- M. Never leave the key in the ignition switch when mower is unattended.
- N. Always disengage the power take-off gear before dismounting a riding mower.
- O. Stop operation when another person approaches.
- P. Always shut off the mower before servicing or clearing debris from the blades.



SECTION 10

Hand Tools

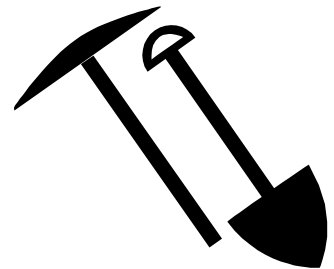
10.01 General Guidelines

- A. Always select the appropriate tool for the job, never use makeshift tools.
- B. Check the condition of a tool frequently. Report defective tools to your Supervisor for evaluation and possible repair or replacement.
- C. Check clearances and sharpness of tools before leaving the shop.
- D. Protect hands by wearing gloves in confined places.
- E. Carry sharp or pointed tools in covers, or be sure they are pointed away from the body in case of a fall.
- F. Wear eye protection when using impact tools on hard, brittle material.
- G. After using tools, return them to their proper place.
- H. Do not lay tools on top of step ladders or other places from which they could fall on someone.
- I. Use tools that are the right size and type for the job.
- J. Use tools made of nonsparking material where fire is a hazard.
- K. Use tools with insulated handles for electrical work.

- L. Never use the blunt edge or end of a hand tool to perform the function of a hammer.
- M. Never push metal or wood chisels toward any part of the body.
- N. See that there is a securely fitting handle on each tool used.
- O. Keep tools clean and free of oil or grease to prevent slipping.
- P. Do not use a pipe or other extension on the handle of a tool to get more leverage.
- Q. Make sure that the handle of a tool is smooth, free from splinters and that it fits tightly in the head.
- R. Do not use tools with mushroomed heads.
- S. Do not use tools with split handles.
- T. Never throw or toss a tool towards another person. Pass it over with the handle forward.

10.02 Picks, Axes, and Shovels

- A. Avoid striking toward or close to the feet with a pick, shovel, or ax.
- B. When using a pick, ax, or shovel, be sure there is plenty of clearance between the user and others to avoid striking them with the tool or material.
- C. See that the handle is smooth and well fastened.
- D. Do not allow tools to lie around where they might trip or cut workers or the public.



SECTION 11

Shop and Garage Safety

11.01 Housekeeping



- A. All floors, aisles, work storage spaces must be kept clean and orderly.
- B. Any grease or oil spilled on the floor must be cleaned up immediately.
- C. Oily and greasy rags must be put in a metal container provided for that purpose.
- D. All material (sacked calcium chloride, lumber, bar iron, etc.) must be piled so it cannot tip or fall.

11.02. Gasoline

- A. Do not allow gasoline to stand in open containers.
- B. Keep gasoline in a red can.
- C. Do not use gasoline to clean machinery parts. A nonflammable cleaner will be furnished and must be used.
- D. Before soldering or welding a gasoline tank, remove all of the gasoline and fill the tank with water.

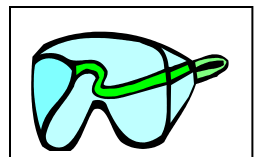
11.03 Smoking



Smoking is not permitted where there is flammable material.

11.04 Eye Protection.

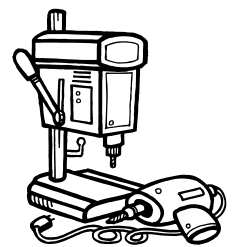
Employees must wear the proper goggles when welding, grinding, chipping, drilling, etc.



11.05 Machinery Guards

Machinery guards must be kept in place at all times except when the machine is being repaired.

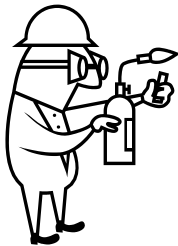
11.06 Operating Drill and Drill Presses



- A. The wearing of gloves and loose clothing while operating a drill press is prohibited.
- B. Material must be clamped or otherwise fastened to the drill press bed, not held in the hands.
- C. Safety glasses or goggles must be worn.

11.07 Grinding Machines

- A. No wheel will be operated without a guard.
- B. The tool must be adjusted to within 1/8th of an inch of the wheel.
- C. Grinding on the flat side of the wheel is prohibited.
- D. Goggles must be worn.



11.08 Welding, Burning, or Cutting

- A. Properly protective gloves, goggles and clothing should be worn during welding operations.
- B. During welding, adequate ventilation should be provided.
- C. Cylinders should be stored and transported in an upright position and secured from falling or damage.
- D. Cylinders not in use should be stored away from the welding area and other combustible processes.
- E. Empty cylinders should be stored separately from full ones and labeled "empty."
- F. Cylinders should be stored away from sparks and contact with electrical wires.
- G. Cylinders should be protected from damage by moving vehicles and falling objects.
- H. Defective valves should be labeled "defective" and should not be opened by force.

- I. Oil should not be allowed to accumulate on oxygen cylinders or line fittings.
- J. Cylinder and torch valves should be closed when not in use.
- K. Inspect welding equipment prior to using. Defective equipment should be reported to your Supervisor for evaluation and possible repair or replacement.
- L. Cylinder hoses should be stored in a confined and protected manner to prevent tripping hazards and damage to the hose.
- M. Approved fire extinguishers should be accessible and in operating condition.
- N. Welding operations should be screened in a manner to prevent ignition of combustible materials and to shield work from other workers.
- O. On construction sites where both arc and gas welding equipment are used cables for each should be kept separate.
- P. Used welding rods should be stored in a designated container.

11.09 Tire Repair

Whenever a tire is to be replaced on a rim, the work must be done with tire in the protecting cage or other protective device.



11.10 Jacks and Hoists

- A. Except when changing tires in the field, blocking must be used to support the load. Do not depend on the jacks or hoist alone.
- B. Do not lean over a jack handle when the jack is under load. Remove handle if possible.
- C. Be sure wheels are blocked before jacking up a vehicle to change a tire.

11.11 Flammable Materials

No flammable materials will be left unmarked as such.

11.12 Gasoline or Diesel Motor

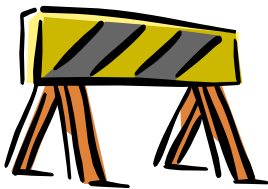
No gasoline or diesel motor will be operated in the shop or other enclosed places unless the exhaust is connected to the proper outlet.

SECTION 12 Spray Painting



- A. Approved fire extinguishers should be provided near painting stations.
- B. All spray painting should be done in a properly ventilated area. Respirators should be worn by the painter.
- C. There should be no smoking in a spray painting area. "No Smoking" signs must be posted.
- D. Quantities of flammables and combustible liquids in excess of one (1) day's supply must be stored in an appropriate area.
- E. Spray painting areas should not be allowed to accumulate or build up waste material.
- F. Protective aprons or clothing used in spraying operations should be stored in a fireproof area when not in use.
- G. There should be no open flame or spark-producing equipment in spraying areas.
- H. All spray finishing should be conducted in spray booth or spray room.

SECTION 13 Roadway and Construction Site Safety



- A. Safety vests as provided by the Department will be worn while working on any public roadway.
- B. Hard hats should be worn when working on any overhead job.
- C. Any area of construction or resurfacing will be properly signed or barricaded.

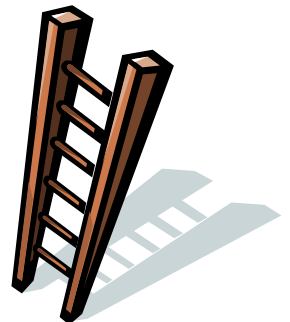
- D. Watch for low wires when running heavy equipment.
- E. Digger's Hotline Network procedures will be implemented before excavating.
- F. Stay clear of heavy equipment when working around construction sites.
- G. Flag men should be used when traffic is heavy.
- H. When working in sewers, manholes, open pits, or other confined spaces, always check for toxic vapors, gases and oxygen deficiency.
- I. Tools and equipment should be lowered into a manhole by means of a bucket or basket.
- J. Check for loose or corroded steps when entering a manhole.
- K. Make sure the vehicle's strobe lights are on while actively working on any public roadway.
- L. Avoid using your fingers when removing a manhole cover. Use a pick or tool specifically designed for that purpose.
- M. When snow removal is used to plow snow, the vehicle will stop at all railroad crossings.



SECTION 14

Ladders and Scaffolding

- A. All ladders should be inspected periodically for warping, cracks, loose rungs, slivers, and general condition.
- B. Ladders should be stored on supporting racks or in a specifically designated area.
- C. Defective ladders or scaffolding should not be used. Always report defective equipment to your Supervisor for evaluation and possible repair or replacement.
- D. Only one (1) person should occupy a ladder at a time.

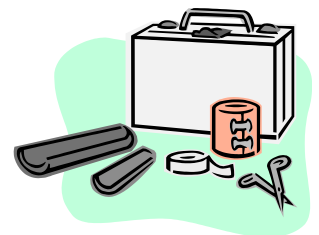


- E. Do not use metal ladders near electrical power lines.
- F. Scaffolds should not be loaded in excess of the work load for which they are designed.
- G. Guardrails and toe boards should be used on all open-ended scaffolding and sides of platform more than ten feet (10') above ground.
- H. The distance between the foot of the ladder and the wall it rests against should be equal to about $\frac{1}{4}$ the ladder length. When necessary, secure ladders in place with ropes, hooks, spikes, or other anti-slip devices.
- I. Avoid setting ladders within the arc of a swinging door or near blind corners.
- J. Do not paint ladders or scaffold planking since defect may be concealed by the use of paint.
- K. Always face ladders when ascending or descending.
- L. Scaffold planking should be a minimum of two inches (2") thick by ten inches (10") wide. The minimum length should be eight feet (8') and the maximum fifteen feet (15') with at least an eight inch (8") overhang.
- M. Do not jump on or off a scaffold. Always lower it to ground level before mounting or dismounting.

SECTION 15

First-Aid

- A. All County vehicles and work places must be equipped with First Aid kits. Know the location of First Aid kits in your work area and familiarize yourself with the supplies and their usage.
- B. Each department should have procedures to ensure First Aid kits are periodically inventoried and replenished.
- C. All injuries, however small, should be treated to prevent infection.
 - 1) If skin is broken and wound is minor, wash well with soap and water.



- 2) Contact physician or County Nurse to determine need for tetanus booster.
 - 3) If employee is bitten by an animal (stray, wild or domestic), make immediate report to County Animal Control Officer for animal control and rabies protection.
- D. Always report an injury to your Supervisor, no matter how insignificant it may seem to you at the time.
- 1) Complete Employer's First Report of Injury or Disease.
 - 2) Follow procedures outlined in County's Policy and Plan for Exposure to Bloodborne Pathogens if employee sustains a significant exposure to blood or other body fluids through:
 - a) Non-intact skin (dermatitis, acne, chapped skin, scratches, abrasions, or cuts, etc.)
 - b) Puncture by a needle, lancet, or capillary tube, etc.
 - c) Mucous membranes (splash to lining of mouth, nose, or eyes).
 - d) Exposure to saliva as a result of a bite during the course of which the skin is broken.
 - e) The provisions of cardiopulmonary resuscitation which inadequate or lack of barrier protection.
- E. In case of a serious injury requiring ambulance transport, follow the procedures listed below:
- 1) Call the Sheriff's Department to obtain an ambulance.
 - 2) Keep the injured party warm and as comfortable as possible.
 - 3) Never move an injured person unless it is necessary to remove him/her from danger. Moving an injured person could result in further injury.
 - 4) Qualified personnel may give the ABC's before the ambulance arrives:



- a) **Airway:** Keep it open so injured can breathe.
 - b) **Breathing:** Breathe for person if they have stopped.
 - c) **Circulation:** Check pulse and start CPR.
 - d) **Shock:** Treat for shock, keep warm, do not move the person.
- F. If an injury requires medical attention, but does not warrant ambulance transport, the injured employee should be taken to the nearest medical facility by an appropriate means.
- G. County departments with employees who could reasonably anticipate exposure to bodily fluids must have a Bloodborne Pathogen Control Plan.

SECTION 16

Confined Entry Procedures

16.01 Definition of Confined Area

- A. **Confined Area:** A space which has limited openings for entry and exit, unfavorable natural ventilation, which could contain or produce dangerous air contaminants, and which is not intended for continuous employee occupancy. Confined areas include, but are not limited to: storage tanks, silos, vats, boilers, ventilation and exhaust ducts, manholes, catch basins, sewers, tunnels, underground utility vaults, and pipelines.
- B. **Level 1 Space:** A confined space with an oxygen content of 19.5% or more, a hydrogen sulfide content of less than ten (10) parts per million and a combustible gas content less than twenty percent (20%) of the lower explosive limit. The only source of contamination likely to affect the atmosphere is the employee's presence or the employee's activities.
- C. **Level 2 Space:** A confined space with an atmosphere which falls within one (1) of the following conditions:
- 1) The air quality is within the limits specified in B above and the confined space contains sources of contamination, other than the employee or the employee's activities, which may affect the atmosphere, or

- 2) The air quality is, or was at some time previously, not within any or all of the limits specified in B above.

16.02 Procedures for Entry

- A. Fill out and file a "Confined Spaces Entry Permit" with your Supervisor and arrange for necessary equipment and manpower.
- B. If the confined area is in a street or traffic area, set up signs, cones, barricades, and/or flashers to guard the work area. If traffic is limited to a single lane, a flagman should be utilized.
- C. Confined areas should be tested with a gas detector to determine whether the atmosphere
- D. Entry into or work in a Level 1 space will be in accordance with the following:
 - 1) The atmosphere in the employee's immediate area must be continuously monitored. Forced ventilation may not be used in lieu of monitoring devices.
 - 2) If the atmosphere falls outside any or all of the established limits, the employee must exit the confined space.
- E. Entry into or work in a Level 2 space will be in accordance with the following:
 - 1) The atmosphere within the employee's immediate area must be continuously monitored while in the confined space. Forced ventilation may not be used in lieu of monitoring devices.
 - 2) If the atmosphere falls outside any of the limits, the employee must exit the confined space, except if equipped with self-contained positive pressure apparatus or air line respirator.
 - 3) If the air quality falls outside the limit for combustible gas, the employee must exit the confined space.



- 4) Except in a rescue attempt, no employee may enter a confined space without at least one (1) employee stationed at the entrance of the confined space. A flagman directing traffic may not serve as the employee stationed at the structure.
- 5) Where entry to a Level 2 confined space is by means of a manhole or top opening, a winch will be set up for the rescue attempts prior to entry.
- 6) While in a Level 2 confined space, an employee will have voice or other means of communication with the employee stationed at the entrance of the confined space.
- 7) An employee harness secured to a life line. The full body harness will have a waist belt, shoulder straps, leg straps, and "D" ring or shoulder ring attached no lower than the shoulder blades. The life line will be attached to the winch drum or secured by some other method.
- 8) An employee having to make horizontal movement into a confined space, such as in a sewer, or having to descent in such a manner that renders a winch useless for a rescue attempt, will:
 - a) Be equipped with a self-contained positive pressure breathing apparatus or an air line respirator; and
 - b) Wear a full body harness having a waist belt, shoulder straps, leg straps, and a "D" ring or shoulder rings attached no lower than the shoulder blades.
- 9) An employee who is outside of the confined space monitoring employees inside the confined space will be equipped with at least one (1) self-contained positive pressure breathing apparatus or air line respirator.
- 10) Where an air line respirator unit is used, the unit will be equipped with an escape air tank.

16.03 Procedures Following Entry

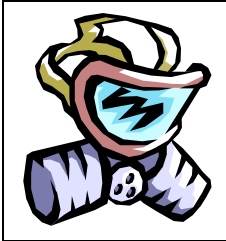
After leaving the confined area, the entry team will follow these procedures:

- A. Safeguard the entrance to the confined area by closing the opening or barricading it.

- B. Wash exposed body areas to remove contaminants and report all scraps, cuts, or injuries to your Supervisor and seek treatment.
- C. Clean the equipment for the next use.
- D. Replenish any used breathing apparatus or equipment (*i.e., first aid kits, etc.*).
- E. Return all cleaned and replenished equipment to its storage location.

SECTION 17

Use of Respirators



Each County department which utilizes respiratory equipment must have in place a program covering the proper selection, use and care of respirators. Some of the basics of such a program are provided in this section of the manual. For more specific information regarding your department's respirator program and forms utilized in monitoring the program, see your Supervisor.

17.01 Employer Responsibility

- A. Respirators will be provided by the employer when such equipment is necessary to enter a hazardous atmosphere to protect the safety and health of the employee.
- B. Respirators will be suitable for the purpose intended.
- C. The employer will be responsible for the establishment and maintenance of a respirator protection program.
- D. It is the responsibility of the employer to keep respirators in good operating condition.

17.02 Employee Responsibility

- A. The employee will use the provided respiratory protection in accordance with the instructions and training received.

- B. The employee will report any malfunction of respirators to his/her Supervisor.

17.03 Training in Use of Respirators

- A. Supervisors and respirator wearers should be given adequate training by a qualified person to ensure proper use of respirators. Training should cover:
 - 1) The need for respiratory protection.
 - 2) The nature, extent, and effects of respiratory hazards to which the person may be exposed.
 - 3) Why a particular respirator is selected for a specific respiratory hazard.
 - 4) Operation, capabilities and limitations.
 - 5) Inspecting, checking the fit of, and wearing of the respirator.
 - 6) Maintenance and proper storage of respirators.
 - 7) Recognizing and coping with emergency situations.
- B. Records should be kept of the names of persons trained, dates when training occurred and refresher training courses. Refresher training should be conducted annually.

17.04 Selection of Respirators

The selection of a proper respirator will be determined by the following:

- A. Location of the hazard.
- B. The physical characteristics, capabilities, and limitations of the respirators.
- C. Warning properties of contaminant.
- D. Physical and chemical properties of contaminant.
- E. Whether the environment to be encountered is immediately dangerous to life or health.

Only respirators having NIOSH/MSHA approval will be selected.

17.05 Respirator Sealing Test

- A. The wearer of a respirator equipped with a facepiece will check the seal of the facepiece prior to each entry into a hazardous atmosphere to ensure proper protection.
- B. Respirators will not be worn when conditions prevent a proper seal to the wearer, such as temple bars of glasses, facial hair, scars, facial deformities or any other material that may pass between the sealing surface of the respirator and the face of the wearer.

17.06 Respirator Fitting Test

- A. The respirator fitting test will be used to determine the ability of each individual respirator wearer to obtain a satisfactory fit.
- B. Records of respirator fitting tests will be kept for each respirator wearer. Records will include:
 - 1) Name of person tested.
 - 2) Name of test operator.
 - 3) Date of test.
 - 4) Type of respirator used in test.
 - 5) Results of respirator fitting test.

17.07 Inspection of Respirators

- A. Each person, immediately prior to using a respirator, will inspect the respirator to ensure that it is in good operating condition.
- B. Respirators used for emergency purposes will be thoroughly inspected at least once a month and after each use. Records will be kept of inspection dates and maintenance of respirators.
- C. Respirators should be clearly marked to indicate date when last serviced.

17.08 Cleaning and Disinfecting

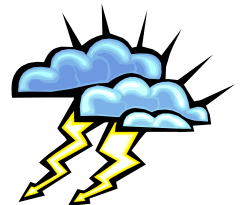
Respirators maintained for emergency use will be cleaned and disinfected after each use in the following manner:

- A. Remove the breathing regulator from the facepiece.
- B. Disinfect the face piece by one of the following methods:
 - 1) Sponge it with seventy percent (70%) solution of ethyl, methyl or isopropyl alcohol.
 - 2) Submerge it in hypochlorite solution made with two (2) tablespoons of chlorine bleach in one (1) gallon of water.
 - 3) Rinse in cool water and allow to completely air dry.
 - 4) Reattach breathing regulator.

17.09 Storage

- A. Respirators will be stored in a manner that will protect them against dust, sunlight, heat, extreme cold, excessive moisture or damaging chemicals.
- B. Storage compartments should be in a convenient location and clearly marked.

SECTION 18 Severe Weather Procedures



In the event that a report of severe weather approaching or occurring within Bayfield County is received by the Communications Center, information will be relayed as deemed appropriate. The Communication Center has the capability of informing the Courthouse and Annex, along with the area schools through Voice Activated Receivers/Alert Monitors placed on each floor of the Courthouse and Annex Buildings.

18.01 WATCH Procedures

A. Notification of a severe weather **WATCH** situation will occur through the voice activated receiver/alert monitor. A **WATCH** means that **conditions are ideal for severe weather to develop**.

B. **Courthouse**

- 1) The Clerk's office will telephone the maintenance pager, telephone the Highway Department, and confirm that each floor in the courthouse has received the message in a format similar to:

*"This is the Clerk's Office with emergency information...can you hear me? A severe thunderstorm/tornado **WATCH** has been issued for Bayfield County until (time)."*

- 2) Information shall be relayed to all departments on each floor with assurance that all department personnel, and the public, will receive notification.

- a) Human Services will relay information to all departments in the lower floor of the Courthouse.
- b) Extension will relay information to all personnel on the second floor of the Courthouse.
- c) Clerk's Office will relay information to all departments on the first floor of the Courthouse.

C. **ANNEX**- The Sheriff's Department Secretary or Emergency Government Office will relay information to all other offices by making visual contact confirming receipt of the message in a format similar to:

*"A severe thunderstorm/tornado **WATCH** has been issued for Bayfield County until (time)."*

D. Department personnel will review its shelter plan.

- 1) Identify who is responsible for non-employees in the area.
- 2) Identify who will check bathrooms.
- 3) Identify what equipment to shut down, what to take to the shelter, if necessary.

- E. Maintenance personnel will assure shelter areas are available and open. Emergency supplies (battery powered radio, flashlights, water, etc.) will be placed in each shelter. Maintenance personnel will then periodically check the sky for signs of severe weather. Indications of developing severe weather shall be relayed to the Communications Center (373-6120).
- F. Highway Department Office will relay reports of severe weather received from field personnel to the Communications Center (373-6120).
- G. If a department is wishing additional storm related information they can tune to local broadcast media. Please **do not** call the communications center/Sheriff's Department requesting storm related information.



18.02 WARNING Procedures

- A. Notification of a Severe Weather **WARNING** will occur through The voice activated receiver/alert monitor. A **WARNING** Means that **severe weather is occurring** somewhere in the area.

B. COURTHOUSE

- 1) The Clerk's Office will notify maintenance personnel through telephone or pager to assess the sky for signs of severe weather.
- 2) The Clerk's Office shall determine whether or not personnel should be instructed to move to shelters based on:
 - a) Information contained in the message.
 - b) Weather conditions at the time.
 - c) Maintenance person's assessment of the weather conditions.
- 3. If immediate sheltering actions are not required, a heightened state of alert for future developing severe weather shall be maintained.

4. If severe weather does not appear to be imminent, telephone the Highway Department, and confirm that each floor has received the message in a format similar to:

*"This is the County Clerk's Office with emergency information...can you hear me? A severe thunderstorm/tornado is in the Washburn area. Tell everyone in your area and be prepared to **GO TO THE SHELTER AREA IMMEDIATELY.**"*

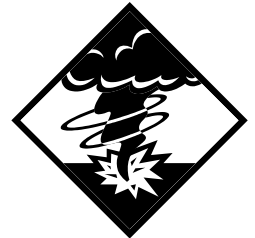
5. Information shall be relayed to all departments on each floor with assurance that all department personnel, and the public, will receive notification.
 - a) Human Services will relay information to all departments on the lower floor.
 - b) Extension will relay information to all personnel on the second floor.
 - c) Clerk's Office will relay information to all departments on the first floor.

C. **ANNEX**

1. The Sheriff's Department Secretary or Emergency Government Office will determine whether or not personnel should be instructed to move to the shelter area based on the threat:
 - a) Information contained in the message.
 - b) Weather conditions at the time.
 - c) Maintenance persons report of weather conditions.
2. Relay information to all other offices by making visual contact confirming receipt of the message in a format similar to:

*"A severe thunderstorm/tornado is in the Washburn area. Please be prepared to **GO TO THE SHELTER AREA IMMEDIATELY.**"*

- D. Department personnel will be identified to assist non-employee personnel, check bathrooms, and shut down equipment while moving toward the shelter areas.
- E. The **ALL CLEAR** will be issued in the shelter areas by maintenance personnel with weather spotter training.
- F. If severe damage to the building occurs:
 - 1. Employees should evacuate that portion of the building and report to their designated meeting location per evacuation plans.
 - 2. If injuries occur, one (1) person stay with the injured party, if possible, while another goes for help. Request assistance from nursing staff, if available, and assure that an ambulance has been requested.
 - 3. Maintenance personnel shut off the main power (electricity) and gas to the damaged building, if applicable.



18.03 Shelter Areas

- A. **COURTHOUSE** – The shelter area for the Courthouse is the lower level hallway in the new building away from all glass.
- B. **ANNEX** – Shelter areas for the Annex include the men's and women's bathrooms, and the inside hallway toward the Jail and Deputies Room in the Sheriff's Department.
- C. Shelter areas will be supplied with emergency supplies including a radio and batteries, list of local radio stations, flashlight with batteries, first aid kit, bottled water, and additional batteries appropriate to the equipment.
- D. Maintenance staff will retrieve emergency supplies from shelter areas and restock as necessary

SECTION 19

Courthouse Evacuation Procedures

General Instructions

- A. Report fires, bomb threats or other emergency reasons the Courthouse should be evacuated by calling 911.
- B. The most important factor is the safety of the people.
- C. Everyone must leave the building when the evacuation alarm sounds, even if the alarm is a drill.
- D. Exit using the closest door that appears to be safe.
- E. Courthouse fire equipment is intended only for containing small fires or escaping to safety.

Responsibilities

In case of fire, all custodians will meet to verify the alarm by going to the alarm panels located by the main entrance by the health department. There you can determine who stays outside to wait for the fire department and who will check out the alarm. After reading the panels, go to the area if you think you can do it without putting yourself in danger to verify the alarm and report your findings to the fire or sheriff department as soon as possible. If the fire can be contained by using a fire extinguisher, do so as long as you feel safe doing it. If not, help escort non-employees and employees outside. Do not leave the area. Stay close by to inform the fire department where the fire is located in the building. The custodial staff knows the layout of the courthouse better than most anyone else. After reporting to the firemen, go across the street to the Annex and report to the EOC meeting room. The fire or sheriff department will let the administrator or department heads know when and if employees may go back inside.

If the evacuation is because of a bomb threat, do not pick up any boxes, bags, briefcases or anything unusual. Help escort people outside and report any unusual objects you might have seen to the sheriff department. They will give the "all clear" sign.

SECTION 20

Courthouse Lock Down Procedures

General Instructions

- A. A lock down is called when someone is threatening or has used a weapon, in the courthouse.
- B. Report someone who is threatening staff or consumers with a weapon by calling 911.

- C. Generally, everyone should stay where they are in the building, unless you are near the perpetrator and can reasonably evacuate that area, even if the alarm is a drill.

Responsibilities

All custodians will go into the nearest office and follow their procedures. When going in another office, if you see someone you know that is not the perpetrator, you may bring him/her with you. Let the department head or whomever is in charge at the time know what's going on. Do not unlock the doors for any reason until notified by telephone from the Sheriff's Department. They will be the ones to give the "all clear" sign.

EMPLOYEE SIGNATURE PAGE

I have read the Bayfield County Employee Safety Handbook and understand my responsibilities as an employee.

Responsibilities of Employee:

- A. To be knowledgeable of the guidelines and requirements of the Bayfield County Employee Safety Handbook and to comply with the handbook guidelines, including any additional guidelines developed for the employee's specific department or work area.
- B. Assist in training new employees in safety guidelines and safe work procedures when requested by the employee's Supervisor or Department Head.
- C. To report all job related injuries, accidents, or illnesses to Supervisors immediately, or as soon as feasibly possible.
- D. To assist management in compiling information needed to file complete and accurate accident report.
- E. Report potentially hazardous work situations, including suggestions, for correcting the condition(s) to Supervisors.
- F. Utilize and maintain County safety equipment and immediately report defective or dangerous equipment to Supervisors.
- G. Adhere to safe work procedures on the job.

I acknowledge that I have received a copy of the Bayfield County Employee Safety Handbook.

Employee's Signature

Date

Supervisor's Signature

Date