HUTCHINSON COUNTY EMPLOYEE Loss Control Manual & Protocols



Approved by Hutchinson County Commissioner's Court
May 13, 2024

RESOLUTION: SA-2024

IN RE:

PROCEEDING BEFORE THE

Date

SAFETY

COMMISONER'S COURT: May 13, 2024

The Commissioners' Court of Hutchinson County Texas, meeting in regular session on the 13th day of May, 2024, among other proceeding considered the following resolution.

WHEREAS, County Commissioners and other County officials are concerned with the safety of employees and the public, and

WHEREAS, these safety efforts have a direct and positive impact on the cost of operations and employee morale for Hutchinson County and

WHEREAS, implementation of this plan should minimize unnecessary accidents and control Workers' Compensation costs for the future; and

WHEREAS, the County can utilize the free services of the safety staff of the safety staff of the Texas Association of Counties to assist in the implementation of such a plan,

NOW, THEREFORE, BE IT RESOLVED, that Hutchinson County Commissioners' Court, Hutchinson County Texas, in joint resolution with the County to implement an effective accident prevention plan agreement prevails upon and challenges other elected and appointed County officials to implement these accident prevention plans.

DONE IN OPEN COURT, this 13th day of May, 2024 upon motion by ____ members of the Court being present and voting "aye".

County Judge

Còmmissioner, Precinct 1

Commissioner, Precinct 2

Commissioner, Precinct 3

Commissioner, Precinct 4

HUTCHINSON COUNTY LOSS CONTROL MANUAL AND PROTOCOLS

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Hutchinson County Accident Prevention Plan

7 Step Accident Prevention Plan

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Management Support

1.1 Safety Policy Statement

Hutchinson County is committed to providing a safe and healthy work environment for all our employees and others that may work, visit, or enter its facilities. The objective of the Accident Prevention Plan is to prevent accidents, to minimize accident consequences, to reduce the frequency and severity of injuries, and to ensure the safety of employees and the public.

It is our policy to manage and conduct operations and business in a manner that offers maximum protection to all employees and any other person that may be affected by county operations and business.

It is our absolute conviction that we have a responsibility to provide a safe and healthy work environment for our employees and all others that may be affected as we conduct our business. We strive to provide a working environment that is free from recognized hazards.

We recognize that the success of our safety and health program is contingent and dependent upon support from the Commissioners' Court, management, and supervisors, as well as all employees of the county.

The Safety Committee will work to establish avenues to solicit comments, information, and assistance from employees about safety and health. If you have any questions or concerns about employee safety and health, please contact the Treasurer's Office.

1.2 Authority and Accountability Statement

The Safety Committee is responsible for coordinating and administrating the Hutchinson County Accident Prevention Plan. Some of the assigned duties include directing the development of loss control policies and procedures, performing inspections, establishing and directing the county's safety training efforts, assisting with accident investigations, acting as liaison between Commissioners' Court, other elected officials, and the Safety Committee, establishing safety goals and objectives, and generally directing safety and accident prevention activities.

The responsibility for safety administration is delegated to the Safety Committee members, acting in an advisory capacity to department managers, supervisors, and elected officials within the county. Some of the assigned duties include participating in Safety Committee meetings, assisting with development of safety policies, conducting, or assisting accident investigations, evaluating, and recommending corrective actions to prevent accidents and injuries, assisting with establishing safety goals and objectives, and conducting safety inspections. Department heads, with the assistance of the safety committee members, are responsible and will be held accountable to ensure that all employees in their department follow all safety and health policies, procedures, and rules established by the county. They are also responsible for administering training and guidance to employees in their departments.

The immediate supervisor of an employee has the authority to reprimand and dispense disciplinary actions for employees that violate the safety and health policies of the county.

Employees are expected to be committed to the county health and safety program and actively assist in providing a safe and healthy workplace. Employees are required to follow the policies, procedures and rules set forth by the program.

Recordkeeping Component

2.1 Records and Documentation Statement

Hutchinson County believes that the only valid means of reviewing and identifying trends and deficiencies in a safety program is through an effective recordkeeping program. The recordkeeping element will be essential in tracking the performance of duties and responsibilities under the program. Hutchinson County will implement and maintain an active, up to date recordkeeping program.

2.2 Injury and Illness Data

The Treasurer's Office will maintain records of all work-related injuries and illnesses to employees. Copies of the records will be sent to the Safety Committee Coordinator.

The following records apply only to work-related injuries and illnesses.

Applicable forms or records:

- Division of Workers Compensation First Report of Injury, DWC-1
- Employee Injury Report (if applicable)
- Accident log

2.3 Safety and Health Surveys and Inspections Program

Safety Committee Members will maintain and review records of all safety audits and inspections that are conducted within their respective areas. Examples of such audits and inspections include:

- Comprehensive safety survey reports as well as records to document action taken to correct identified deficiencies.
- Precinct barn inspections
- Office inspections
- · Jail inspection

The retaining period will be according to the recordkeeping plan.

2.4 Safety and Related Meetings

Safety Committee Secretary will maintain accurate records of all proceedings associated with the safety and health program of the County. Examples of forms and records of the health and safety program include:

Agendas, minutes, records, and data, including training information used during safety meetings
or other gatherings in which safety and health issues were discussed.

- These records will include the name of the recorder, date, a list of attendees, details of the topics discussed, and action or corrective measures suggested, recommended, or implemented.
- Employee injury report
- First report of injury
- Accident investigation forms
- Witness reports
- Supporting data including photographs, sketches, maps, etc.
- Plan of corrective action and records of corrective action or preventative measures implemented.

Forms and records used for the purposes of the health and safety program may include Personally Identifiable Information (PII) and falls under the Health Insurance Portability and Accountability Act (HIPPA). Hutchinson County shall act appropriately to protect this information.

Safety Committee Secretary will keep a record of all proceedings, as well as appropriate management or other designated staff actions effecting the safety and health program.

The Safety Committee Secretary will be responsible for keeping minutes or records at each meeting. During each subsequent meeting, the record of minutes for the previous meeting will be reviewed, discussed, and resolved.

2.5 Training Records

Department Heads or Elected Officials will document and maintain records of all safety and health-related training. Examples of forms or records used during training include:

- · Sign in sheets
- Description of training
- Copies of presentation slides
- TCOLE lesson plans
- Copies of materials distributed during the training session

All safety and health related training provided to employees of Hutchinson County will be documented. This documentation will be maintained as proof of attendance and reviewed to assist in determining the need for additional or repeated training for employees on an individual basis.

The person providing the training is responsible for generating the documentation. The training record will become part of the employees' permanent training file and will be maintained by Department Heads or Elected Officials.

2.6 Accident Investigation

All accidents and near miss incidents resulting in injury or illness to a person, property damage of any magnitude, or the potential for either, will be investigated and documented. The Treasurer's Office will ensure proper records and documentation of all accident and incident investigation activities are maintained and reviewed according to the Accident Investigation Component.

2.7 Equipment Inspection and Maintenance

Each Department Head or Elected Official will maintain records and data pertaining to equipment inspection and maintenance programs performed at or with each facility.

Examples of these types of records include:

- Daily vehicle inspections
- 3,000 mile car, patrol car, and pick-up truck inspections
- 250 hours heavy equipment inspections

Accurate records will be maintained involving all routine inspections and maintenance procedures performed on equipment for the county. This documentation will be reviewed by those responsible for maintaining equipment. The documentation will be utilized to determine an effective, ongoing equipment maintenance program and to ensure compliance with regulations that require inspections on certain equipment.

Analysis

3.1 Trend Analysis

The Safety Committee will review and analyze all records and documentation pertaining to the safety and health program. This review will be conducted on a six-month basis. The analysis will focus on hazard analysis and recognition of developing trends.

Trend analysis will identify recurring accidents and near miss incidents resulting in or potentially involving injury, illness, and/or property damage. The analysis will also recognize repeatedly identified hazards/violations needing corrective action to establish which program component is failing; therefore, allowing the hazard to exist.

Individual department heads will provide information and recommendations for corrective measures for trends developing in their respective areas. Information regarding recommendations will be part of the regular safety meetings.

Employees will be made aware of developing trends and hazard exposures as they are recognized.

Corrective measures will be implemented by Department Heads and Elected Officials, and they will follow up on corrective measures.

The Claims Coordinator maintaining the accident log will utilize all injury and illness documentation. The log will be utilized to prepare the monthly report for the Commissioner's Court.

Education & Training

4.1 Training Program Development

Hutchinson County is committed to providing safety and health related orientation and training to all employees. The Safety Committee will develop, implement, and maintain a safety and health orientation and training program.

The purpose of the training element is to educate and familiarize employees with safety and health procedures, rules, and work practices of the county. The county will require involvement and participation of all department heads, supervisors, and employees. Furthermore, the county will support the orientation and training program by allocating funding, staff, resources, and time to develop and implement this element of the program.

4.2 Ongoing Training

The training subjects, materials and the training schedule will be developed utilizing site specific, potential hazards, accident and incident information data, and safety training analysis.

Employees will receive biannual safety training. The date and topic of the training will be posted as part of the training schedule for each year.

All employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable information prior to returning to any job assignment.

4.3 Orientation

Orientation training will be administered to all new employees prior to the initial work assignment and to employees assigned to new or different jobs.

Orientation will consist of discussion of all county required and departmental policies, as well as job and site-specific safety and health information. The orientation topics will be listed on the suggested safety orientation checklist. All new employees will be given a tour of their primary work facility and an opportunity to pose questions to expedite the familiarization process. New employees will not be released to an individual job assignment until it has been determined by their immediate supervisor that the employee has met the minimum safety requirements.

Orientation and subsequent training sessions will include, but not be limited to, the following:

- Hazards associated with the work area
- Hazards of the job or task assignment
- Emergency procedures
- Personal protective equipment
- Hazard Communication (hazardous chemicals and materials)
- Specific equipment operation training
- Employee reporting requirements
- Accident investigation (supervisors and other designated personnel)

4.4 Documentation

All safety and health related training administered or provided by the county will be documented with the following minimum information:

- Date of training session
- Instructor or Presenter
- Subject matter
- Legible name of attendee(s)
- Signature of acknowledgement of attendance

All training records and documentation will be retained within the department where they were generated. Individual training records will be maintained for the current year, plus five more years.

Inspections

Hutchinson County has implemented a program to identify, correct, and control hazards on an ongoing basis. This program will utilize multiple resources to ensure effectiveness.

5.1 Comprehensive Surveys

The county has arranged for each operating location to receive a comprehensive safety and health audit, on a frequency basis. These audits will identify existing and potential hazards, non-compliance issues and evaluate the overall effectiveness of the Accident Prevention Plan.

5.2 Safety and Health Self-Inspections

The department/office head at each location will conduct or delegate self-inspections that will cover the entire department and all equipment. Some inspections will be conducted weekly, or monthly. All inspections will be conducted on an ongoing basis without interruption. Management will allocate adequate time and resources to perform the surveys.

Each location will develop and maintain inspection checklist(s) specific to the operation. The list will be developed utilizing a general inspection checklist and will be evaluated and updated with hazards that are identified during the inspections and other pertinent data as it is acquired.

Checklists should include the name of the person performing the evaluation, the date the inspection takes place and the location of the inspection. Management upon completion will review the self-inspection checklist. All discrepancies identified during the survey will be evaluated as soon as possible.

Employees must be notified of the hazards that pose an immediate threat of physical harm or property damage, immediately after the discovery of the condition, as well as of the measures or steps required to eliminate, correct, or control the hazard.

Monthly Safety and Health Property Inspections will include, but not be limited to, the following:

- Comprehensive survey reports and records of action taken to correct deficiencies
- Monthly precinct barn inspections
- Monthly office inspections
- Jail Inspections

Safety and Health Equipment Inspections will include, but not be limited to, the following:

- Daily vehicle inspections
- 3,000 mile car, patrol car and pick-up truck inspections
- 250 hours heavy equipment inspections

Management will review the inspection checklists and any other established documentation to ensure that a course of corrective action and timeline has been established for eliminating each deficiency.

Reports generated, as a result of comprehensive surveys by TAC or other state agencies, will receive immediate attention and consideration. All hazards identified and the recommendations will be acted upon in a timely manner. All methods of addressing the issues contained in the reports will be documented in writing and a copy maintained with the survey report.

Accident Investigation

Management is committed to and will correct or control all hazards identified through the accident investigation or the hazard identification programs. All identified hazards will receive a timely response.

6.1 Hazard Correction

Whenever possible and feasible, hazards identified through accident investigation will be corrected in order to eliminate the cause of the hazard at the source. This will include, but not be limited to, the following:

- Discontinuation or removal of hazardous chemicals, materials, or substances from the workplace;
- · Discontinuation of use or removal of hazardous equipment until replaced or repaired; and
- Correction of any unsafe act or conditions in existence, by service or training.

6.2 Hazard Control

When identified hazards cannot be eliminated, the hazard will be effectively controlled by engineering, administrative procedures, work practices, personal protective equipment, or any suitable combination of these measures.

- Engineering Controls
- Administrative procedures
- Personal protective equipment

6.3 Accident Reporting and Investigation

The Safety Committee will investigate all work-related accidents and near miss incidents involving employees or company property to develop preventive measures and implement corrective actions.

All items on the designated accident investigation form will be addressed in detail as soon as possible following the accident/incident. The information acquired will be used and reviewed by management, supervisors, and effected employees to establish all contributing factors and causes.

All county employees must follow the accident investigation policy.

6.4 Employee Reporting

All county employees are required to report all accidents or incidents that occurred in the scope of their employment. All accidents and incidents must be reported to the department manager, foreperson, or supervisor immediately; but no more than 24 hours. A first report of injury or DWC-1 must be completed by the injured employee and provided to the respective manager/supervisor/foreperson by phone, text, or email, if possible, to facilitate a quick investigation before the surrounding conditions change. Reports may be filed by contacting the Treasurer's Office at 806-878-4010. Once notified, the immediate supervisor will begin the investigation. Both the DWC-1 and the Accident Investigation Form will be provided to the claim's coordinator within 24 hours, but no later than 3 days after knowledge of the accident or incident.

6.5 Investigation Timeline

It is the responsibility of the respective manager/supervisor/foreperson to begin gathering evidence, e.g. photos, statements, etc. The severity of the accident should dictate the extent of the investigation. In

some cases, it may be necessary for the manager/supervisor/foreperson to investigate and report accidents or incidents where no injuries or other losses occurred. This will be referred to as a near miss.

The investigation will be conducted immediately, but no later than 3 working days after knowledge of the incident. If an investigation is not conducted in 3 working days, documentation should be kept as to why the investigation was not conducted. The investigation will be recorded on the accident investigation form by the department supervisor. Immediately upon completion (no later than 5 days after knowledge of the incident), the report will be sent to the department head and, if applicable, copies of the final report should be forwarded to the Treasurer's Office.

6.6 Department Responsibility

The department head will review the investigation report and evaluate the contributing factors of the accident outlined in the report. The manager/supervisor/foreperson should take into consideration the causes of the accident and immediately evaluate their work area for similar problems. The manager/supervisor/foreperson will take immediate action to either eliminate or control the identified problems. Notification of corrections, as well as problems that cannot be corrected immediately will be sent to the department head and the Treasurer's Office.

6.8 Action by Commissioners' Court

The Commissioners' Court will provide support as needed to correct these hazards in an appropriate manner. The Commissioners' Court, with the assistance of the supervisor, will develop a timeline for correction by the department manager/supervisor/lead. The manager/supervisor/lead must post notice of the hazard or problem and take appropriate interim measures to prevent accidents from recurring.

6.9 Employer Reporting

The Treasurer's Office will report the following accidents to local, state, and federal agencies as required:

- Texas Association of Counties Risk Management Pool or applicable insurance agency fatalities, injuries, or accidents resulting in medical treatment or monetary loss.
- Texas Department of Insurance, Division of Workers' Compensation fatalities and accidents involving five (5) or more injuries will be reported within 24 hours.
- Lost workday cases other than fatalities:
 - Covered employers report to the Texas Department of Insurance, Division of Workers'
 Compensation using form DWC-1, Employer's First Report of Injury
 - Non-fatal cases without lost workdays which result in transfer to another employment, require medical treatment other than first aid, involve loss of consciousness, or restriction of work motion. This category also includes any diagnosed occupational illnesses which are reported to the employer but are not classified as fatalities or lost workday cases
 - o Bloodborne pathogen exposure within 24 hours to the Texas Department of Health.

6.10 Documentation

All activities and findings of the investigators will be documented and recorded for review. Accident investigation documentation will record, as a minimum, the following information:

- Date and time of occurrence
- Location of the occurrence
- Name of person(s) conducting the investigation
- Job assignment or duties being performed at time of incident

- Details of how the accident occurred
- Description of any equipment affected or involved
- Names and comments of witnesses
- Indirect, underlying, or contributing factors (including fault or failure in safety and health program elements)
- Name of person(s) involved, job title, area assigned date of birth, sex
- Nature and severity of injury or illness
- Name of immediate supervisor of employee
- Special circumstances or encumbrances
- Injury, part of body affected
- Direct cause
- Corrective action implemented or preventive measures taken (including safety and health program adjustments)

Program Review and Revision

7.1 Periodic Review and Revision of Program Components

The Safety Committee will review, at least annually, and revise the components of the Accident Prevention Plan for effectiveness and implementation.

The components of the Accident Prevention Plan will be reviewed in January each year to identify insufficiencies or component failures. Each component will be audited individually with the findings documented and recorded. This documentation will be used to identify trends in the program element deficiency and to track improvement modifications. This documentation will be maintained for review. Corrective measures will be taken as needed to reemphasize or restructure the Accident Prevention Plan to perform at the optimum effectiveness.

Special attention will be devoted to areas and criteria that demonstrate failure in a program component, introduction of new procedures, processes, or equipment.

Information will be solicited from area supervisors and employees to determine the effectiveness of each program component, and assistance in developing adjustments and corrections.

On a monthly basis, until the completion of the final audit, the Safety Committee will be responsible for developing an Accident Prevention Plan Implementation status report. The report will be provided to the Commissioners' Court on the last regularly scheduled Commissioners' Court meeting of each month, with a copy of the report to be sent to a TAC Risk Control Consultant, via e-mail. The purpose of this is to recognize the departments who are performing well and to encourage poor performers to improve.

GENERAL SAFETY RULES FOR COUNTY EMPLOYEES

GENERAL OUTLINE

- 1. Employees shall not turn on, use, repair, or operate any vehicle, crane, electric, gas, steam, air, acid, caustic, or other dangerous material or equipment unless authorized by a supervisor.
- 2. Safety guards and devices furnished by Hutchinson County, or the department shall be used. Removal or non-use may be authorized only by the supervisor and approved by the department.
- 3. Approved personal protective equipment shall be worn whenever the exposure indicated the need for it, i.e., head and ear protection, respiratory equipment, safety belts, protective footwear, etc.
- 4. Only a tool, equipment, machine, etc. that is properly maintained and adjusted may be used.
- 5. Floors must be kept free of any material or substance that might constitute a tripping or slipping hazard. Employees responsible for any such material or substance spilled shall clean it up immediately.
- 6. Horseplay, running, and practical jokes are prohibited in buildings and county owned vehicles because of potential slipping, tripping, and collision hazards.
- 7. Immediately report ALL injuries to your supervisor. Also report ALL injuries to the County Treasurer's office for the purpose of Workers Compensation.
- 8. The Loss Control Chairman shall be called in all cases of accidents.
- 9. Computer keyboards should be placed at a level to prevent wrist strain causing carpal tunnel syndrome.

CLOTHING AND SAFE DRESS

- Employees will wear clothing appropriate to their work assignments. Clothing will be in reasonably good condition and clean. Dirty clothes are a menace to good health. Sturdy shoes are also encouraged.
- 2. Supervisors are responsible for ensuring that employees are informed as to the requirements for wearing apparel that is suitable for the type of work to be performed and the hazards involved.
- 3. For those working on machinery or in other hazardous operations, shirts, blouses, trousers, slacks, coveralls, etc. should be well fitted, with no loose or flowing materials. Sleeves, if full length, should be buttoned at the wrist. The practice of working without a shirt is not encouraged.
- 4. Employees with long hair who work around moving machinery must wear adequate hair covering to preclude the possibility of entanglement.
- 5. Jewelry such as rings, pendants, necklaces, earrings, watches, etc. shall not be worn whenever they constitute a hazard, i.e., working around moving machines, electrical or electronic equipment, etc.

LIFTING AND HANDLING SAFETY POLICY

Lifting and material handling type injuries make up a major portion of risk for employee injury. We also recognize that in order to reduce the risk of this type of injury, we must find alternatives to manual lifting and manual material handling. Employees are to follow these procedures when handling materials:

- 1. Try to eliminate the need for lifting or reduce the risk for lifting injuries through:
 - a. Organize storage of materials.
 - b. Limiting bulk and weight of materials to be lifted. Keep package sizes manageable. (Remember that bulky and awkward objects cause most material handling injuries.)
 - c. Keep aisle ways clear when carrying materials to prevent trips, stumbling, etc.
 - d. Make sure you are aware of the weight of the object. Underestimating or overestimating the weight of an object can lead to injury.
 - e. Wipe off wet, greasy, or slippery objects before handling them.
- 2. Use mechanical lifting devices whenever possible, rather than lifting manually. If the appropriate device is not available, contact your supervisor or someone on the Loss Control Committee so management can plan and budget those items.
- 3. All manual lifting cannot be eliminated. Lift as a last resort if mechanical aides are not available and the lift is necessary. When lifting alone, follow either of the appropriate lifting procedures listed:
 - a. Two hand squat lift involves six (6) steps:
 - i. Keep feet parted, one alongside and one behind the object.
 - ii. Keep back straight, nearly vertical.
 - iii. Tuck elbows and arms in and hold load close to body.
 - iv. Grasp the object with your whole hand, not just the fingers.
 - v. Tuck your chin in.
 - vi. Keep body weight directly over feet.
 - b. An assisted one-hand lift should be used when it is impossible to bend the knees and squat. Reaching over into a container would be a good example of this.
 - i. Place the non-lifting hand on the container top, bend over the container.
 - ii. While bending over, kick the foot on the same side as the non-lifting hand rearward to provide forward body balance. (Optional)
 - iii. Reach and grasp object to be lifted.
 - iv. Push down with the non-lifting hand on the container top raising the upper body to a vertical position. Be sure to let the non-lifting arm do the work, not the back.
 - v. Remember, this technique is not always practical. This type of lift should be limited to a weight load of 15-20 lbs.
 - c. Twisting the body should always be avoided. Turn your body as a whole unit to reduce the risk of an injury while lifting a carrying loads.
 - d. It is impractical to establish a definite limit on how much weight can be lifted; however, based on an infrequent lift, the following chart can be used as a guideline. This is based on a normal lift (with no twisting) of a standard size tote box (19 x 113 ½ x 5 ½). Allowances should be made if the object is bulkier than this, by decreasing the allowable weight.
- 4. Employees who will be lifting objects on the job should keep themselves in good physical condition. If you are going to be lifting objects that are heavy, or lifting for a prolonged period, take time to do some stretching and warm up exercises prior to starting the job. Studies have shown that this can have a dramatic effect of reducing injuries of this type.

EMERGENCY RESPONSE POLICY

In the event an accident occurs, each employee shall take the necessary emergency response as outlined below.

PERSONNEL INJURIES:

If an employee is injured, it is the responsibility of other employees in the immediate area to assist the injured. The senior employee on site shall have the responsibility to assess the severity of the injury and is authorized to take the action as indicated below:

- 1. For severe injuries, provide First Aid as necessary, make the injured as comfortable as possible, (DO NOT move the injured party), and call or have another employee call 9-1-1.
- 2. If the injury is not severe but needs a physician's attention, the senior employee shall escort the injured employee to the nearest physician or injured employee's physician of choice.
- 3. Report all injuries to the supervisor of that employee within 24 hours.

FIRE EMERGENCIES:

If a fire emergency occurs, it is the responsibility of each employee to follow these basic rules in the order indicated.

- 1. Remove injured from any further damage.
- 2. Sound an alert to make any persons in the immediate area aware of the fire emergency.
- 3. Evacuate the facilities.
- 4. Call the Fire Department at 9-1-1.
- 5. Attempt to extinguish the fire using the proper type of equipment or extinguisher.

BOMB THREAT OR EMERGENCY

In the event of a bomb threat or emergency, all employees should evacuate the endangered facilities a sufficient distance to prevent injury from flying glass or debris and call 9-1-1.

HAZARDOUS MATERIAL INCIDENT:

Chemical spills or exposure to chemical accidents can be extremely hazardous. Often the chemicals involved can change from dormant to a volatile condition upon exposure to the environment or contact with other hazardous materials including air, earth, or water. All employees must evacuate any area where a hazardous material incident occurs and then call:

9-1-1 or Haz-Mat 1-800-832-8224

MATERIAL STORAGE:

- 1. Material, wherever stored, shall not create a hazard. It shall be limited in height and shall be piled, stacked, or racked in a manner designed to prevent it from tipping, falling, collapsing, rolling, or spreading.
- 2. Heavy and awkward items shall be stored near the bottom of shelves or cabinets.
- 3. Do not allow equipment or storage to encroach within thirty (30) inches of all electrical panels.
- 4. Secure storage shelves, cabinets and other items which may tip over.
- 5. Indoor storage shall not obstruct or adversely affect means of exit.
- 6. Clearance shall be maintained around lights and heating units to prevent ignition of combustible materials.
- 7. Storage shall be in orderly and regular stacks.

8. No combustible material shall be stored outdoors within ten (10) feet of a building or structure.

LIGHTING:

- 1. Illumination which is adequate and suitable to provide a reasonable safe environment shall be provided.
- 2. A good quality of lighting free of glare and brightness shall be provided.
- 3. Where quality of lighting cannot be obtained by general lighting methods, supplementary, lighting, meeting the following requirements shall be provided.
 - a) Lights must be mechanically and electrically rigged to withstand possible rough handling.
 - b) Lamps should be guarded and of the type to withstand this service.
 - c) Guards or other means should protect the user from excessive heat.
 - d) All possible precautions should be taken to prevent electrical shock to the user.

WEATHER:

Special precautions shall be taken in weather that is rainy, icy, or excessively hot. Proper clothing must be worn by workers and proper driving techniques must be followed.

RULES FOR BUILDINGS ADMINISTRATIVE RESPONSIBILITY FOR BUILDINGS

The responsibility for the safe condition of all buildings and equipment therein rests with the department(s) occupying the building. The County Judge should be contacted immediately if any attention or losses occur. The County Judge will assess the situation and contact the proper personnel.

BUILDING INSPECTIONS:

Occupants of buildings and the Loss Control Chairman shall make periodic inspections to keep hazards at a minimum in all areas, covering such items as:

- 1. Good housekeeping.
- 2. Condition of stair treads, floor tiles, and carpeting for tripping hazards.
- 3. Exposed floor electrical and telephone outlets for tripping hazards.
- 4. Loose stairway railings.
- 5. Windows for cracked glass.
- 6. Walls and door frames for damage or protrusion.
- 7. Office furniture and machines in need of repair.
- 8. Proper storage of materials.
- 9. Adequate lighting and ventilation.
- 10. Insects and other pests.
- 11. Locks on security doors.

Departments should document the location and descriptions of all discrepancies noted and submit requests for correction to the County Judge or immediate supervisor.

AISLES:

- 1. Every portion of every building in which there are seats, tables, equipment, or similar materials installed, shall be provided with aisles leading to an exit.
- 2. Where aisles are required, machinery equipment, parts and stocks shall be so arranged and spaced to provide no less than 6 feet, 8 inches headroom to a safe means of egress from the building. In existing installations, which do not comply with the minimum headroom clearance and are impractical to correct, a suitable warning sign shall be placed near or on the obstruction or padded.

EXITS:

- 1. Every building or useable portion thereof shall have at least one exit and shall not have less than two exits where required.
- 2. When more than one exit is required from a building, at least two exits shall be remote from each other and so arranged and constructed as to minimize any possibility that both may be blocked by any one fire or other emergency condition.
- 3. Exits shall be so located and arranged that they are always readily accessible.
- 4. Exits from a room may open into adjoining or intervening room or area provided such adjoining room is accessible to the area served and provides direct access to an exit.
- 5. All exits shall discharge directly to the street, or to a yard, court or other open space that gives access to a public way.
- 6. No obstruction or storage shall be placed in the required width of an exit.

PLACES OF ASSEMBLY:

- 1. Every place of assembly shall maintain aisles and/or corridors in accordance with the provisions under "AISLES".
- 2. Fire extinguishers and/or fire hoses shall always be visible and accessible.
- 3. No person shall permit overcrowding or admittance of any person beyond the approved capacity of any place of public assemblage.
- 4. No person shall cause or permit any open flame to be used in any place of public assembly except when used in conjunction with approved heating or cooking appliances, or with special approval from the FIRE MARSHALL.

FLOORS:

- 1. All working surfaces such as floors and corridor type areas shall be kept in good repair so that they may be kept clean and orderly. Grease, water, or other slippery substances shall not be allowed to accumulate. It should be cleaned at once.
- 2. Tripping hazards are a major source of falls and therefore floors and other walking surfaces are to be kept as clear and unobstructed as possible.
- 3. Cords must not cross aisles or work areas floor space without approved type ramps or other protection which eliminates the trip hazard.
- 4. Highly polished floors may present slipping hazards. To minimize this danger, wax that applied on it should be an approved water emulsion wax of the non-slip type and applied in accordance with applicable instructions.
- 5. Carpeting shall be laid smoothly, and loose or torn floor covering shall be promptly repaired, replaced, or removed. Rugs not securely fastened to the floor shall have a rubberized non-slip backing or shall be laid over pads made of rubber or other slip resistant material.
- 6. Permanent roadways, walkways and material storage areas in outside yards shall be maintained free of dangerous depressions, obstruction, and debris.

OFFICE SAFETY:

- 1. Pencil sharpeners shall not be installed where they might be striking hazards.
- 2. Electric cords on machines and desk lamps must be kept in good repair. Cords are to be replaced when outer insulation is broken.
- 3. All fans shall be equipped with suitable guards. Fans shall not be placed where they might be struck.
- 4. Thumbtacks and other sharp pointed objects should be kept in containers, not loose in desk drawers.
- 5. Individual upright shelves, lockers and cabinets will be fastened to floors or walls, if the possibility of overturning exists. Where there are two or more, they will be fastened together.

- 6. Not more than one drawer of a file cabinet may be open at one time. Drawers should not be left open when not in use.
- 7. When it is necessary to store material on top of lockers or filing cabinets, due regard must be given to the weight, shape, and stability of the material.
- 8. Have defective chairs repaired or replaced promptly.
- 9. Do not tilt back in straight chairs.
- 10. Extreme care must be exercised when cleaning glass used for desktops.
- 11. Use knives, razor blades, scissors, or shears with care.
- 12. Paper cutters shall be equipped with a safety bar. Blade spring tension will be adjusted so the blade will not fall off due to its own weight.
- 13. Desks shall be arranged so that electrical and telephone outlets and leads are not tripping hazards.
- 14. Splintered or jagged edges, or other defects found on office furniture will be promptly repaired or the equipment replaced.
- 15. Spindle (spike) files should not be used.
- 16. Before using office machines, be sure they are properly located and not in danger of falling.
- 17. Never clean or lubricate electrical appliances when they are in operation. When cleaning electrical appliances which are controlled by a switch on the machine, be sure the switch is turned off and the plug is removed.
- 18. Protection should be provided against moving parts on power driven office equipment.

FLEXIBLE ELECTRIC CORDS:

- 1. Flexible cords shall be maintained in good repair and must bear the Underwriters Laboratory label (UL). Do not use cords that are frayed or damaged.
- 2. Flexible cords should be short (6-8 feet in length), limited to temporary use, and never cross traveled pathways unless suitably protected to avoid damage and the creation of tripping hazards. Check cords for heat. If the cord is hot, discard immediately.
- 3. Under no circumstances shall any flexible cord or electrical cord be spliced, except by a certified electrician.
- 4. Never tack cords to the walls, etc., and keep cords away from pinch-points and hot or wet surfaces. Never string cords across the ceiling, over pipes, or near sinks and never place cords and plugs under physical stress of tension.

COPY MACHINES:

All copiers should be in an area with adequate ventilation.

ROAD AND BRIDGE:

Every employee should be watching for hazards along the roadway. If one is noted, prompt action should be taken to remove it or to notify your supervisor.

EQUIPMENT AND MACHINERY:

All equipment and machinery operators will follow operator's manual, safety recommendations and OSHA Guidelines.

FIRE PREVENTION:

- 1. Oily rags, waste, etc. shall be placed in metal cans with comers and emptied frequently.
- 2. Precautions against fire and explosions shall be used where flammables with a low flash point are used or stored. Some commonly hazardous liquids are paint, gasoline, paint thinners and solvents.
- 3. Clean up flammable liquids that are spilled immediately.
- 4. Approved safety cans shall be used in transporting and storing flammable liquids.
- 5. Containers of flammable liquids shall be secured in vehicles before transporting,
- 6. All buildings, especially shops and garages, should be properly equipped with fire extinguishers.

- 7. All vehicles and major pieces of equipment shall be equipped with fire extinguishers.
- 8. All fire extinguishers shall be serviced every year or after any of the following conditions:
 - a. When found necessary by an inspection.
 - b. When the extinguisher is used or emptied.
 - c. When there is evidence of tampering.
 - d. When there is physical damage or corrosion.
 - e. When it has been exposed to any abnormal temperature, corrosive atmosphere, or materials or leaking, etc.
- 9. A record of inspection shall be kept at a central location and a tag attached to each extinguisher.
- 10. The size, type and quantity of extinguishers installed shall conform to state and federal safety and health standards.

DUTIES OF EMPLOYEES

- 1. Each employee will be issued a copy of the Safety Handbook.
- 2. Each recipient shall sign a copy for the Safety Handbook after complete explanation and acknowledgment of receipt.
- 3. Be courteous at all times and under all circumstances. Arguments with the public must be avoided.
- 4. If an employee observes another employee conducting any operation that is dangerous to himself or others, immediately call his attention to it.
- 5. When an employee is involved in an accident-causing injury or damage and it is established that it is due to carelessness, negligence or a violation of a safety rule, that employee will be subject to disciplinary action at the discretion of the Department Head and/or the Commissioner's Court.

HORSEPLAY:

- 1. Serious injury can result from horseplay. Offenders will be subject to disciplinary action up to and including dismissal at the discretion of the Department Head.
- 2. Employees are not covered under Worker's Compensation if injured while engaged in horseplay.

ALCOHOL AND ILLEGAL DRUGS:

- 1. The use of any kind of alcohol or illegal drugs while on duty is forbidden and will subject the offender to disciplinary action up to and including dismissal at the discretion of the Department Head.
- 2. Employees are not covered under Worker's Compensation if it is established they were under the influence of alcohol or illegal drugs and the time of injury.
- 3. And the employee shall notify his supervisor while taking any prescribed medication that has the potential to affect performance of duties.

REPORTING INJURIES AND VEHICLE ACCIDENTS:

- 1. Any injury suffered by an employee while on the job shall be reported to his supervisor and the County Treasurer's office when it occurs or within 24 hours.
- 2. If an accident results in a minor injury when it is thought that medical care is not required, it MUST be reported to the supervisor and the County Treasurer's office.

Byline: These General Safety Rules was created and submitted by Kathy Sargent (County Treasurer with the help from Jack Cofey, Risk Management Consultant of T.A.C. in 2022)

GENERAL SAFETY RULES EMPLOYEE ACKNOWLEDGEMENT FORM

I have received a copy of the Hutchinson County General Safety Rules that outline the safety rules for Hutchinson County employees. I understand I am responsible for reading and familiarizing myself with the information of the rules. If I need clarification on any of the information, I will contact my immediate supervisor.
Signature of Employee
Printed Name of Employee
Date Signed

Note: Please sign and date this Acknowledgement page and return it to your supervisor to be filed in your employee file within the County Treasurer's Office.

HAZARD COMMUNICATION PROGRAM

HUTCHINSON County Hazard Communication Program

General

- 1.3 The Texas Hazard Communication Act (THCA) is designed to help protect against chemical illnesses and injuries by ensuring that employers and employees are provided with sufficient information to recognize chemical hazards and take appropriate protective measures. Employers are required to provide this information through comprehensive chemical hazard communication programs that include safety data sheets (SDSs), labels, and worker training.
- In order to comply with Texas HAZCOM Act the following written Hazard Communication Program (HCP) will be used to protect personnel of Hutchison County. The originals will be kept on file in the Treasurer's Office at the Hutchnson County Courthouse. Each Commissioner Precinct and each County office not located in the Courthouse will have a copy pertaining to the appropriate location. All employees are expected to comply with the program. The Hutchinson County Commissioners' Court and the Loss Control Committee will be responsible for ensuring that the program is current and enforced.
- 1.5 A copy of this program is to be made available to employees upon hiring, and a copy will be supplied to any employees upon request. The Treasurer's Office should be contacted when a copy of the program is needed.
- 1.6 The program will be updated as new chemicals or hazards are introduced into the working environment. The program will be reviewed annually.
- 1.7 Each Elected Official, Department Head, or person ordering chemicals will check all chemical purchase requests (PR) to be sure a statement requesting a Safety Data Sheet (SDS) appears on the purchase request (PR) before being processed.

CHEMICAL CONTAINER LABELING - Health Safety Code Art. 502.007 and Texas Administration Code Sec. 25 Art. 295.6

- 2.1 Each Elected Official, Department Head, or Supervisor will be responsible for all containers of hazardous chemicals entering the workplace, and will assure that the chemical containers are properly labeled with at least:
 - A) Chemical name
 - B) Hazard warning AND
 - C) Name and address of the manufacturer, importer, or responsible party
- 2.2 No container shall be used until it has been checked by a qualified person. If the chemical is to be transferred to a separate container, a qualified person will ensure that the new container is properly labeled, that all secondary containers are labeled with an extra copy of the original manufacturer's label, or with a generic label which has a block for identity and blocks for the hazard warning. For help with labeling, please contact the Treasurer's Office. Each Department Head will review the labeling system annually and update as required.

SAFETY DATA SHEETS (SDS)- HSC Article 502.006 and TAC 25 Article 295.5

- 3.1 The SDS system shall include:
 - a) Current master inventory list of all SDS
 - b) The identity used on the SDS shall be the same as used on the container label
 - c) The chemical and common name of all ingredients determined to present a hazard shall appear on all SDS
- 3.2 The SDS shall contain the following elements:
 - a) **Identification**; includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.
 - b) Hazard(s) identification; includes all hazards regarding the chemical; required label elements.
 - C) Composition/information on ingredients; includes information on chemical ingredients; trade secret claims.
 - d) First-aid measures; includes important symptoms/ effects, acute, delayed; required treatment.
 - e) Fire-fighting measures; lists suitable extinguishing techniques, equipment; chemical hazards from fire.
 - f) **Accidental release measures;** lists emergency procedures; protective equipment; proper methods of containment and cleanup.
 - g) Handling and storage; lists precautions for safe handling and storage, including incompatibilities.
 - h) Exposure controls/personal protection; lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).
 - i) **Physical and chemical properties;** lists the chemical's characteristics.
 - j) Stability and reactivity lists chemical stability and possibility of hazardous reactions.
 - k) **Toxicological information;** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.
 - 1) **Other information;** includes the date of preparation or last revision.
- 3.3 The original SDS's will be kept on file in the Treasurer's Office. The SDS will also be part of the program for use by employees. Each office not located in the Courthouse will keep a current and up-to-date copy of the program and SDS's pertaining to that location on file. New chemicals shall not be used until a SDS has been obtained.

EMPLOYEE TRAINING PROGRAM - HSC Article 502.009 and TAC 25 Article 295.7

- 4.1 Before starting work, the respective Elected Official, Department Head, or Supervisor of a new employee will go over their copy of the HCP and each SDS applicable to their job. Before any new chemical is used, all employees will be informed of its use, will be instructed on safe use, and will be trained on hazards associated with the new chemical. All employees will attend additional training, as appropriate, to review the HCP and SDS. Appropriate library reference material will also be discussed during the training session(s).
- 4.2 The minimum orientation and training for a new employee is as follow:
 - a) an overview of the requirements contained in the Texas Hazard Communication Act
 - b) location and availability of the written HCP
 - c) location of SDS file and location of hazardous inventory list
 - d) interpreting labels and SDS sheets
 - e) chemical hazards present in their workplace operations and this office
 - f) acute and chronic effects of workplace chemical hazards
 - g) methods and observation techniques used to determine the presence of, and release of, hazardous chemicals in the work area

- h) how to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment
- i) steps taken by Hutchinson County to lessen or prevent exposure to the chemicals listed on the inventory list
- j) emergency and first aid procedures to follow if exposed to hazardous chemicals
- k) handling, clean up, and disposal procedures
- 4.3 Prior to a new chemical hazard being introduced into any section of the workplace, each employee will be given information and training as outlined above
- 4.4 After attending the training class, each employee will sign a form to verify that they attended the training, that the written HCP is made available for review, and that he/she understands the HCP.
- 4.5 Before entering an establishment, a Hutchinson County employee will ascertain what hazards they may be exposed to and take appropriate action to protect themselves. If the employee has any questions about what protection they need, they will contact their Department Head or Supervisor immediately.

WORKPLACE CHEMICALS - HSC Article 502.005 and TAC 25 Article 295.4

- 5.5 Hutchinson County will develop and maintain a list of hazardous chemicals normally present in the workplace in excess of 55 gallons or 500 pounds in aggregate amount. This Workplace Chemical List will be developed for each workplace where such quantities of hazardous chemicals are used or stored and will be available for review by employees and their designated representatives
- 5.6 The Elected Official, Department Head or Supervisor will be responsible for reviewing and updating the Workplace Chemical List as necessary, but at least by December 31st of each year.
- 5.7 The Workplace Chemical List will be maintained for at least 30 years. This list shall contain the old format, Material Safety Data Sheets (MSDS), and the new format, Safety Data Sheets (SDS).
- 5.8 Further information on chemicals listed on the Workplace Chemical List can be obtained by referring to the Safety Data Sheet (SDS) located in each workplace where these chemicals are used or stored.

NON-ROUTINE TASKS

- 6.1 Before any non-routine task is performed, employees shall be advised and/or they must contact their Elected Official, Department Head, or Supervisor for special precautions to follow, and he/she shall inform any other personnel who could be exposed.
- 6.2 In the event such tasks are required, the Elected Official, Department Head, or Supervisor will provide the following information about such activity as it relates to the specific chemicals expected to be encountered:
 - A) specific chemical name (s) and hazard (s)
 - B) personal protective equipment required and safety measures to be taken
 - C) measures that have been taken to lessen the hazards including ventilation, respirators, presence of other employee (s), and emergency procedures.

OTHER PERSONNEL EXPOSURE (CONTRACTORS)

- 7.1 It will be the responsibility of official in charge of project to provide other personnel or outside contractor(s) with the following information:
 - A) hazardous chemicals to which they may be exposed while in the workplace
 - B) measures to lessen the possibility of exposure
 - C) location of SDS for all hazardous chemicals
 - D) procedures to follow if they are exposed.
- 7.2 The official in charge of a project will also be responsible for contacting each contractor before work is started to gather and disseminate any information concerning chemical hazards the contractor is bringing into the workplace, and vice versa.

REPORTING EMPLOYEE DEATHS AND INJURIES - HSC Article 502.012 and TAC 25, Article 295.9

- 8.1 Hutchinson County will notify the Texas Department of State Health Services, Environmental Hazards Unit, Hazard Communication Program, Division for Regulatory Services, Enforcement Unit, of any employee accident that involves a hazardous chemical exposure or asphyxiation, and that is fatal to one or more employees or results in the hospitalization of five or more employees.
- 8.2 The Elected Official, Department Head, or Supervisor will be responsible for reporting all such accidents to the Texas Department of State Health Services, Environmental Hazards Unit, Hazard Communication Program Division for Regulatory Services, Enforcement Unit, within 48 hours after their occurrence.

Notifications will be made either orally or in writing to:

Texas Department of State Health Services - Environmental Hazards Unit Hazard Communication Program, P.O. Box 149347, MC 1987
Austin, TX 78714-9347

Phone: 1-800-293-0753 Fax: 1-512-834-6726

Email: <u>TxHazComHelp@dshs.texas.gov</u>

Division of Regulatory Services - Enforcement Unit 1100 West 49th St.

Austin, TX 78756 Phone: 512 834-6665 Fax: 512 834-6606

- 8.3 Employees will be responsible for reporting all accidents involving a hazardous chemical to their supervisor.
- 8.4 Supervisors will be responsible for reporting all accidents involving hazardous chemicals to the Elected Officials or Department Head.

POSTING THE NOTICE TO EMPLOYEES - HSC Article 502.0017 and TAC 25, Article 295.12

- 9.1 Hutchinson County will post and maintain in all workplaces where hazardous chemicals are used or stored the most current version of the TDH Notice to Employees, informing employees of their rights under the THCA.
- 9.2 The Notice to Employees shall be clearly posted and unobstructed at all locations in the workplace where notices are normally posted, and with at least one location in each workplace.

9.3 In workplaces where employees that have difficulty reading or understanding English may be present, a copy of the Notice, printed in Spanish, will be posted together with the English version of the Notice.

PERSONAL PROTECTIVE EQUIPMENT- HSC Article 502.017 and TAC 25 Article 295.12

- 10.1 Hutchinson County will provide appropriate personal protective equipment (PPE) to all employees who use or handle hazardous chemicals.
- 10.2 The Elected Official, Department Head or Supervisor will assume overall responsibility for the PPE program and will ensure that appropriate equipment and training are provided to include:
 - A) Routes of entry
 - B) Permeability of PPE material
 - C) Duties being performed by the employee
 - D) Hazardous chemicals present
 - E) Proper fit and functionality of PPE as described by the manufacturer's specifications.
 - F) Appropriate maintenance and storage of PPE.

MAINTANING EMPLOYEE RIGHTS - HSC Article 502.017 and TAC 25 Article 295.12

- 11.1 Hutchinson County shall not discipline, harass, or discriminate against any employee for filing complaints, assisting inspectors of the Texas Department of State Health Services, participating in proceedings related to the Act, or exercising any rights under the Act.
- 11.2 Employees cannot waive their rights under the Texas Hazard Communication Act. A request or requirement for such a waiver by an employer is a violation of the Act.

EXEMPTIONS

- 12.1 Per Section 502.004(f), the following chemicals are exempt from the requirements of the THCA and are outside the scope of this written program:
 - A) Hazardous waste that is subject to regulation by the Texas Commission on Environmental Policy and/or the U.S. Environmental Protection Agency
 - B) A chemical in a laboratory under the direct supervision or guidance of a technically qualified individual if: Labels on incoming containers of chemicals are not removed or defaced, this employer complies with Sections 502.006 and 502.009 of the THCA with respect to laboratory employees; and the laboratory is not used primarily to produce hazardous chemicals in bulk for commercial purposes
 - C) Tobacco or tobacco products
 - D) Wood or wood products
 - E) Articles formed to a specific shape or design during manufacture and that does not release or otherwise result in exposure to a hazardous chemical under normal conditions of use
 - F) Food, drugs, cosmetics or alcoholic beverages
 - G) Consumer products or hazardous substances used in the workplace in the same manner as normal consumer use and if the use results in a duration and frequency of exposure that is not greater than exposures experienced by a consumer
 - H) Radioactive waste

DEFINITIONS

A. "Appropriate Hazard Warning" Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the health and physical hazards, including the target organ effects of the chemical(s) in the container(s).

- B. "Categories of Hazardous Chemicals" A grouping of hazardous chemicals with similar properties.
- C. "Container" Any bag, barrel, bottle, box, can, cylinder, drum, ration vessel, storage tank, or the like that contains a hazardous chemical or contains multiple smaller containers of an identical hazardous chemical. The term "container" does not mean pipes or piping systems, nor does it mean engines, fuel tanks, or other operating systems in a vehicle. A primary container is one in which the hazardous chemical is received from the supplier. A secondary container is one to which the hazardous chemical is transferred after receipt from the supplier.
- D. "Employee" A person who may be or may have been exposed to hazardous chemicals in the person's workplace under normal operating conditions or foreseeable emergencies. Workers such as office workers or accountants who encounter hazardous chemicals only in non-routine, isolated instances are not employees for purposes of this Act.
- E. **"Expose"** Subjecting an employee to a hazardous chemical in the course of employment through any route of entry, including inhalation, ingestion, skin contact, or absorption. The term includes potential, possible, or accidental exposure under normal conditions of use or in a reasonable foreseeable emergency.
- F. "Hazardous Chemical" or "Chemical" An element, compound, or mixture of elements or compounds, that is a physical hazard or a health hazard.
- G. "Health Hazard" A chemical for which acute or chronic health effects may occur in exposed employees and which is a toxic agent, irritant, corrosive, or sensitizer.
- H. "Label" Any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals, and which includes the same name as on the material safety data sheet.
- I. "Safety Data Sheet (SDS)" An updated format of the previously used Material Safety Data Sheet (MSDS). This document contains chemical hazard and safety handling information that is prepared in accordance with the requirements of the federal Occupational Safety and Health Administration (OSHA) and the Globally Harmonized System (GHS) standard for that document. A current SDS is one which contains the most recent significant hazard information for the hazardous chemicals as determined by the chemical's manufacturer.
- J. "Material Safety Data Sheet (MSDS)" A previously used format of the current Safety Data Sheet (SDS).

 This document contains chemical hazard and safety handling information that is prepared in accordance with the past requirements of the federal Occupational Safety and Health Administration (OSHA).
- K. "Physical Hazard" A chemical which is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive), or water-reactive.
- L. "Personal Protective Equipment" Protective equipment provided to an employee by the employer which provides a level of protection to chemicals to which the employee may be exposed that will be adequate to ensure their health and safety based on current industry standards.
- M. "Stationary Process Container" A tank, vat, or other such container which holds different hazardous chemicals at different times.
- N. "Technically Qualified Individual" An individual with a professional education and background working in the research or medical fields, such as a physician or registered nurse, or an individual holding a minimum of a bachelor's degree in a physical or natural science.
- O. "Work Area" A room, defined space, utility structure, or emergency response site in a workplace where hazardous chemicals are present, produced, or used, and where employees are.
- P. "Workplace" A contiguous facility that is staffed 20 hours or more per week, unless such a facility is subdivided by the employer. Normally this subdivision would be a building, cluster of buildings or other structures, or a complex of buildings, but could be for a portion of a building if the employer chooses. Noncontiguous properties are always separate workplaces, in which case they can be either work areas of a headquarters' workplace or separate workplaces, which is at the discretion of the employer.

Bloodborne Pathogens Exposure Control Plan

By: Rick Perry, Texas Governor

David L. Lakey, M.D., Commissioner, Texas Department of State Health Services.

JUNE 2012

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN CHAPTER 81, HEALTH AND SAFETY CODE SUBCHAPTER H

MINIMUM STANDARD

This exposure control plan (plan) is adopted as the minimum standard to implement the Bloodborne Pathogens Exposure Control Plan required in Health and Safety Code, §81.304.

Applicability

These minimum standards apply to a governmental unit that employs employees who: provide services in a public or private facility providing health care related services, including a home health care organization; or otherwise have a risk of exposure to blood or other potentially infectious material (OPIM).

Purpose

The Bloodborne Pathogens Exposure Control Plan is to reduce or eliminate occupational exposure to bloodborne pathogens and OPIM.

Guidance

This plan is provided by the department to be analogous with Title 29 Code of Federal Regulation §1910.1030, Occupational Safety and Health Administration (OSHA), Bloodborne Pathogens Standard as specified in Health and Safety Code, §81.304. Employers should review the plan for particular requirements as applicable to their specific situation. Governmental units may modify the plan appropriately to their respective practice settings. Employers will need to include provisions relevant to their particular facility or organization in order to develop an effective, comprehensive exposure control plan.

Review

Employers review annually the exposure control plan, update when necessary, and document when accomplished.

INSTRUCTIONS

When parentheses are noted, specific details for modification are present in instruction form.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Facility Name: Hutchi	nson County
Date of Preparation:	

In accordance with Health and Safety Code, Chapter 81, Subchapter H, and analogous to OSHA Bloodborne Pathogens Standard, the following exposure control plan exists:

1. EXPOSURE DETERMINATION

The Texas Department of State Health Services (department) Bloodborne Pathogens Exposure Control Plan (plan) requires employers to perform an exposure determination for employees who have occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment. This exposure determination is required to list all job classifications in which employees have occupational exposure, regardless of frequency. All county employees have the potential of occupational exposure.

2. IMPLEMENTATION METHODS AND CONTROLS

The department's plan outlines a schedule and method of implementation for the various elements of the exposure control plan.

Universal Precautions

Universal precautions are observed to prevent contact with blood or other potentially infectious materials. All blood or OPIM are considered infectious regardless of the perceived status of the source individual.

Engineering and Work Practice Controls

Engineering and work practice controls are used to eliminate or minimize exposure to employees. Where occupational exposure remains after institution of these controls, personal protective equipment is used. Examples include safety design devices, sharps containers, needleless systems, sharps with engineered sharps injury protection for employees, passing instruments in a neutral zone, etc. Supervisors and workers examine and maintain engineering and work practice controls within the work center on a regular schedule.

Hand Washing

Handwashing facilities are available to the employees who may incur exposure to blood or other potentially infectious materials. The department's plan requires that these facilities be readily accessible.

If handwashing facilities are not feasible, the employer is required to provide either an antiseptic cleanser in conjunction with a clean cloth/paper towels, antiseptic towelettes or waterless disinfectant. If these alternatives are used, then the hands are to be washed with soap and running water as soon as feasible.

After removal of personal protective gloves, employees wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If employees incur exposure to their skin or mucous membranes, then those areas are washed with soap and water or flushed with water as appropriate as soon as feasible following contact.

Needles

Contaminated needles and other contaminated sharps are not bent, recapped, removed, sheared, or purposely broken. The department's plan allows an exception to this if no alternative is feasible and the action is required by a specific medical procedure. If such action is required, then the recapping or removal of the needle must be done by the use of a device or a one-handed technique.

Contaminated Sharps Discarding and Containment

Contaminated sharps are discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leakproof on sides and bottom, and biohazard labeled or color-coded. During use, containers for contaminated sharps are easily accessible to personnel; located as close as is feasible to the immediate area where sharps are being used or can be reasonably anticipated to be found (e.g., laundries); maintained upright throughout use; are not allowed to overfill; and replaced routinely.

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter/bench tops where blood or other potentially infectious materials are present.

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

All procedures are conducted in a manner to minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

Collection of Specimens

Specimens of blood or other potentially infectious materials are placed in a container, which prevents leakage during the collection, handling, processing, storage, transport, or shipping of the specimens. The container used for this purpose is labeled with a biohazard label or color-coded unless universal precautions are used throughout the procedure and the specimens and containers remain in the facility. Specimens of blood and other potentially infectious body substances or fluids are usually collected within a hospital, doctor's office, clinic, or laboratory

setting. Labeling of these specimens should be done according to the agency's specimen collection procedure. This procedure should address placing the specimen in a container, which prevents leakage during the collection, handling, processing, storage, transport, or shipping of the specimens. In facilities where specimen containers are sent to other facilities and/or universal precautions are not used throughout the procedure, a biohazard or color- coded label should be affixed to the outside of the container.

If outside contamination of the primary container occurs, the primary container is placed within a secondary container, which prevents leakage during the handling, processing, storage, transport, or shipping of the specimen. The secondary container is labeled with a biohazard label or color-coded.

Any specimen, which could puncture a primary container, is placed within a secondary container, which is puncture proof.

Contaminated Equipment

Equipment which may become contaminated with blood or other potentially infectious materials is examined prior to servicing or shipping and decontaminated as necessary unless the decontamination of the equipment is not feasible. Employers place a biohazard label on all portions of contaminated equipment that remain to inform employees, service representatives, and/or the manufacturer, as appropriate.

Personal Protective Equipment

All personal protective equipment used is provided without cost to employees. Personal protective equipment is chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment is considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of the time which the protective equipment is used. Examples of personal protective equipment include gloves, eyewear with side shields, gowns, lab coats, aprons, shoe covers, face shields, and masks.

All personal protective equipment is fluid resistant. All personal protective equipment is cleaned, laundered, and disposed of by the employer at no cost to employees. All repairs and replacements are made by the employer at no cost to employees.

All garments which are penetrated by blood are removed immediately or as soon as feasible and placed in the appropriate container. All personal protective equipment is removed prior to leaving the work area and placed in the designated receptacle.

Gloves are worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Latex sensitive employees are provided with suitable alternative personal protective equipment.

Disposable gloves are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves are discarded if they are cracked, peeling, torn, punctured, exhibit other signs of deterioration, or when their ability to function as a barrier is compromised.

Masks in combination with eye protection devices, such as goggles, glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

Surgical caps or hoods and/or fluid resistant shoe covers or boots are worn in instances when gross contamination can reasonably be anticipated.

Housekeeping

Employers shall ensure that the worksite is maintained in a clean and sanitary condition. The employer shall determine and implement an appropriate written schedule for cleaning and method of decontamination based upon the location within the facility, the type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.

All contaminated work surfaces are decontaminated after completion of procedures, immediately or as soon as feasible after any spill of blood or other potentially infectious materials, and at the end of the work shift.

Protective coverings (e.g., plastic wrap, aluminum foil, etc.) used to cover equipment and environmental surfaces are removed and replaced as soon as feasible when they become contaminated or at the end of the work shift.

All bins, pails, cans, and similar receptacles are inspected and decontaminated on a regularly scheduled basis.

Any broken glassware which may be contaminated is not picked up directly with the hands.

Regulated Waste Disposal

All contaminated sharps are discarded as soon as feasible in sharps containers located as close to the point of use as feasible in each work area.

Regulated waste other than sharps is placed in appropriate containers that are closable, leak resistant, labeled with a biohazard label or color-coded, and closed prior to removal. If outside contamination of the regulated waste container occurs, it is placed in a second container that is also closable, leak proof, labeled with a biohazard label or color-coded, and closed prior to removal.

All regulated waste is properly disposed of in accordance with federal, state, county, and local requirements.

Laundry Procedures

Although soiled linen may be contaminated with pathogenic microorganisms, the risk of disease transmission is negligible if it is handled, transported, and laundered in a manner that avoids transfer of microorganisms to patients, personnel, and environments. Rather than rigid rules and regulations, hygienic and commonsense storage and processing of clean and soiled linen is recommended. The methods for handling, transporting, and laundering of soiled linen are determined by the agencies written policy and any applicable regulations.

Laundry is cleaned at: (designate onsite or name offsite facility).

3. HEPATITIS B VACCINE

All employees who have been identified as having occupational exposure to blood or other potentially infectious materials are offered the hepatitis B vaccine, at no cost to the employee, under the supervision of a licensed physician or licensed healthcare professional. The vaccine is offered after bloodborne pathogens training and within 10 working days of their initial assignment to work unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or that the vaccine is contraindicated for medical reasons. Employees receive the vaccine at (state location, such as Employee Health Services, Immunization Clinic, etc.)

Employees who decline the Hepatitis B vaccine sign a declination statement (See appendix A of this exposure control plan).

Employees who initially decline the vaccine but who later elect to receive it may then have the vaccine provided at no cost.

4. POST EXPOSURE EVALUATIONAND FOLLOW UP

When the employee incurs an exposure incident, the employee reports to (state location, as Employee Health Services, or designated person as Employee Health Nurse). All employees who incur an exposure incident are offered a confidential medical evaluation and follow up as follows:

- 1. Documentation of the route(s) of exposure and the circumstances related to the incident.
- 2. Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law. After obtaining consent, unless law allows testing without consent, the blood of the source individual should be tested for HIV/HBV infectivity, unless the employer can establish that testing of the source is infeasible or prohibited by state or local law.
- 3. The results of testing of the source individual are made available to the exposed employee with the employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.

- 4. The employee is offered the option of having his/her blood collected for testing of the employee's HIV/HBV/HCV serological status. The blood sample is preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. If the employee decides prior to that time that the testing will be conducted, then testing is done as soon as feasible.
- 5. The employee is offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
- 6. The employee is given appropriate counseling concerning infection status, results and interpretations of tests, and precautions to take during the period after the exposure incident.
- 7. The employee is informed about what potential illnesses can develop and to seek early medical evaluation and subsequent treatment.
- 8. The following person(s) Appointed Loss Control Officer (are) designated to assure that the policy outlined here is effectively carried out and maintains records related to this policy.

Interaction with Healthcare Professionals

A written opinion is obtained from the healthcare professional who evaluates employees of this facility or organization after an exposure incident. In order for the healthcare professional to adequately evaluate the employee, the healthcare professional is provided with:

- 1. a copy of the (facility's or organization's) exposure control plan;
- 2. a description of the exposed employee's duties as they relate to the exposure incident:
- 3. documentation of the route(s) of exposure and circumstances under which the exposure occurred;
- 4. results of the source individual's blood tests (if available); and,
- 5. medical records relevant to the appropriate treatment of the employee.

Written opinions are obtained from the healthcare professional in the following instances:

- 1. when the employee is sent to obtain the Hepatitis B vaccine, or
- 2. whenever the employee is sent to a healthcare professional following an exposure incident.

Healthcare professionals are instructed to limit their written opinions to:

- 1. whether the Hepatitis B vaccine is indicated;
- 2. whether the employee has received the vaccine;
- 3. the evaluation following an exposure incident;
- 4. whether the employee has been informed of the results of the evaluation;
- 5. whether the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment (all other findings or diagnosis shall remain confidential and shall not be included in the written report); and,
- 6. whether the healthcare professional's written opinion is provided to the employee within 15 days of completion of the evaluation.

5. COMMUNICATION ABOUT HAZARDS TO EMPLOYEES

Use of Biohazard Labels

Agencies should have a procedure that determines when biohazard-warning labels are to be affixed to containers or placed in color-coded bags. The procedure should include the types of materials that should be labeled as biohazard material. These materials may include but are not limited to, regulated waste, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport, or ship blood or other potentially infectious materials.

Training

Training for all employees is conducted prior to initial assignment to tasks where occupational exposure may occur. All employees also receive annual refresher training. This training is to be conducted within one year of the employee's previous training.

Training for employees is conducted by a person knowledgeable in the subject matter and includes an explanation of the following:

- 1. Chapter 96. Bloodborne Pathogen Control
- 2. OSHA Bloodborne Pathogen Final Rule;
- 3. epidemiology and symptomatology of bloodborne diseases;
- 4. modes of transmission of bloodborne pathogens;
- 5. (this facility's or organization's) exposure control plan (i.e., points of the plan, lines of responsibility, how the plan will be implemented, where to access plan, etc.);
- 6. procedures which might cause exposure to blood or other potentially infectious materials at this facility;
- 7. control methods which are used at the facility to control exposure to blood or other potentially infectious materials;
- 8. personal protective equipment available at this facility (types, use, location, etc.);
- 9. hepatitis B vaccine program at the facility;
- 10. procedures to follow in an emergency involving blood or other potentially infectious materials;
- 11. procedures to follow if an exposure incident occurs, to include U.S. Public Health Service Post Exposure Prophylaxis Guidelines;
- 12. post exposure evaluation and follow up;
- 13. signs and labels used at the facility; and,
- 14. an opportunity to ask questions with the individual conducting the training.

6. RECORDKEEPING

According to OSHA's Bloodborne Pathogens Standard, medical records are maintained by: (list name or department responsible for maintaining medical records).

7. ANNUAL REVIEW

This employer shall annually review the exposure control plan (see Appendix B for a sample form). The review shall include:

- 1. a list of new tasks that affect occupational exposure;
- 2. modifications of tasks and procedures;
- 3. evaluation of available engineering controls including engineered-safer needle devices;
- 4. a list of new employee positions with potential for occupational exposure, and
- 5. solicited and documented input from non-managerial employees responsible for direct patient care for engineering and work practice controls.

APPENDIX A

HEPATITIS B VACCINE DECLINATION STATEMENT

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to myself.

Signature:	Date:

APPENDIX B

ASSESSMENT TOOL

YES NO

- 1. The exposure control plan is located in each work center
- 2. Employees at occupational risk for bloodborne pathogens exposure are identified
- 3. Employees comply with universal precautions when performing duties
- 4. Employees appropriately use engineering controls in the work center
- 5. Employees employ safe work practices in performance of duties
- 6. Handwashing facilities are readily accessible in the work centers
- 7. Employees regularly wash their hands, especially after glove removal
- 8. Employees deposit contaminated sharps in biohazard containers immediately after use
- 9. Employees change filled biohazard containers when full
- 10. Employees do not eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses in the work area
- 11. Food and beverages are not kept in close proximity to blood or bodily fluids
- 12. Employees do not mouth pipette/suction blood or bodily fluids
- 13. Employees place specimens in leak resistant containers after collection
- 14. Employees place specimens in biohazard leakproof containers for shipment
- 15. Employees properly decontaminate equipment before servicing or shipping for repairs
- or place a biohazard label to inform others the equipment remains contaminated
- 16. Employees wear the designated fluid resistant personal protective equipment/attire appropriate for the task at hand
- 17. Employees place the contaminated personal protective equipment in the appropriate receptacles
- 18. Employees maintain a clean environment at all times
- 19. Employees use an EPA approved germicide properly to decontaminate and clean the facility and equipment
- 20. Employees know the safe procedure for contaminated, broken glass clean up
- 21. Employees demonstrate knowledge of the agency's policies regarding disposal and transport
- of regulated waste by placing regular waste, special waste, and/or biohazard waste in appropriate containers and transporting the waste according to policy
- 22. Employees place wet laundry in leak resistant bags or containers and transport used laundry in biohazard leakproof containers
- 23. Each employee knows his documented hepatitis B vaccine status
- 24. Employees know where and to whom to report exposure incidents
- 25. An employee occupational exposure protocol is practiced in accordance with U.S. Public Health Service
- 26. Employees are oriented and receive annual training to the exposure control plan
- 27. Recording and reporting occupational exposures are conducted in accordance with OSHA's Bloodborne Pathogens Standard
- 28. Medical and training records are maintained in accordance with OSHA's Bloodborne Pathogens Standard

APPENDIX C

DEFINITIONS

Amniotic fluid — the fluid surrounding the embryo in the mother's womb.

Antibody — a substance produced in the blood of an individual which is capable of producing a specific immunity to a specific germ or virus.

Antigen — any substance which stimulates the formation of an antibody.

Biohazard label — a label affixed to containers of regulated waste, refrigerators/freezers, and other containers used to store, transport, or ship blood and other potentially infectious materials. The label must be fluorescent orange-red in color with the biohazard symbol and the word biohazard on the lower part of the label.

Blood — human blood, human blood components, and products made from human blood.

Bloodborne pathogens — pathogenic (disease producing) microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

Bulk blood and body fluids — bulk quantities (dripping, pourable) or items saturated with whole blood and blood components, blood specimens, semen, vaginal secretions, cerebrospinal fluid (CSF), synovial fluid, amniotic fluid, peritoneal fluid, peritoneal dialysate, pericardial fluid, pleural fluid, and other body fluids visibly contaminated with blood. Collection devices or reservoirs not emptied prior to disposal should also be treated as infectious waste.

Cerebrospinal fluid — a clear, colorless fluid surrounding the brain and spinal cord. It can be withdrawn by performing a spinal puncture.

Clinical laboratory — a workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.

Contaminated — the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated laundry — laundry which has been soiled with blood or other potentially infected materials or may contain sharps.

Contaminated sharp — any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, capillary tubes, and the exposed ends of dental wires.

Decontamination — the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

Engineering controls — include all control measures that isolate or remove a hazard from the workplace, such as sharps disposal containers, self-sheathing needles, and needleless systems.

Exposure control plan — a written program developed and implemented by the employer which sets forth procedures, engineering controls, personal protective equipment, work practices, and other methods that are capable of protecting employees from exposure to bloodborne pathogens and meets the requirements spelled out by the OSHA Bloodborne Pathogens Standard.

Exposure determination — how and when occupational exposure occurs and which job classification and/or individuals are at risk of exposure without regard to the use of personal protective equipment.

Exposure incident — a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Hand-washing facilities — a facility providing an adequate supply of running potable water, soap, and single-use towels, medicated towelettes, or hot air drying machines.

HBV— hepatitis B virus HCV — hepatitis C virus HIV — human immunodeficiency virus.

Human tissue — recognizable human tissue. It must be buried, incinerated, or rendered completely unrecognizable. Nonhuman tissues are only considered infectious if they are known or suspected to contain pathogens with sufficient virulence and quantity so that exposure to the waste by a susceptible human host could result in an infectious disease.

Infectious waste — solid waste which contains pathogens with sufficient virulence and quantity so that exposure to the waste by a susceptible host could result in an infectious disease. The following are not included in the definition of infectious waste but should be placed in containers such as a plastic bag prior to disposal to contain the waste.

- 1) items soiled (not saturated) with body fluids (for example, bandages, tampons, sanitary napkins)
- 2) items soiled with body fluids not included in the definition of infectious waste (for example, diapers)
- 3) intravenous tubing with needles detached

Medical consultation — a consultation which takes place between an employee and a licensed healthcare professional for the purpose of determining the employee's medical condition resulting from exposure to blood or other potentially infectious materials as well as any further evaluation or treatment that is required.

Microbiological lab wastes — cultures and lab equipment that have come in contact with infectious agents.

Mucous membranes — a surface membrane composed of cells that secrete various forms of mucus, as in the lining of the respiratory tract and the gastrointestinal tract.

Mucus — a thick liquid secreted by glands lining the nasal passages, the stomach and intestines, the vagina, and so forth.

Needleless systems — devices which provide an alternative to needles for various procedures to reduce the risk of injury involving contaminated sharps. Examples include IV medication systems which administer medication or fluids through a catheter port using non-needle connections and jet injection systems which deliver liquid medication beneath the skin or through a muscle.

Occupational exposure — a reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

OSHA — the Occupational Safety and Health Administration of the U.S. Department of Labor; the federal agency with safety and health regulatory and enforcement authority for most U.S. industry and business.

Other potentially infectious materials (OPIM) — (1) the following human body fluids: semen, vaginal secretions, menstrual blood, vomit, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid visibly contaminated with blood, and all body fluids in situations in which it is difficult or impossible to differentiate between body fluids; (2) any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIVcontaining cell or tissue cultures; organ cultures; HIV-or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Parenteral — piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

Pathogen — a bacteria or virus capable of causing infection or disease.

Pericardial fluid — fluid from around the heart. Pericardium — the sheath of tissue encasing the heart.

Peritoneal fluid — the clear straw-colored serous fluid secreted by the cells of the peritoneum.

Peritoneum — the lining membrane of the abdominal (peritoneal) cavity, composed of a thin layer of cells.

Personal protective equipment— specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (uniforms, pants, shirts, or blouses) not intended to

function as protection against a hazard are not considered to be personal protective equipment. Personal protective equipment may include, but is not limited to, gloves; gowns; laboratory coats; face shields or masks and eye protection equipment; and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. Personal protective equipment can be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membrane under normal conditions of use and for the duration of time which the protective equipment is used.

Pleural — the membrane lining the chest cavity and covering the lungs, made up of a thin sheet of cells.

Pleural fluid — fluid from the pleural cavity.

Production facility — a facility engaged in industrial-scale, large-volume, or high-concentration production of HIV or HBV.

Prophylaxis — the measure carried out to prevent diseases.

Regulated waste — liquid or semi-liquid blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Research laboratory — a laboratory producing or using research laboratory-scale amounts of HIV or HBV. Research laboratories may produce high concentrations of HIV or HBV but not in the volume found in production facilities.

Serous fluids — liquids of the body, similar to blood serum, which are in part secreted by serous membranes.

Sharps — medical or laboratory articles, including those that are potentially infectious and that may cause punctures or cuts. Examples include, but are not limited to, hypodermic needles, syringes, pasteur pipettes, and scalpel blades.

Sharps with engineered sharps injury protections — include non-needle sharps or needle devices containing built-in safety features that are used for collecting fluids or administering medications or other fluids, as well as other procedures involving a risk of sharps injury.

Source individual — any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to an employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

Sterilize — the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Synovial fluid — the clear amber fluid usually present in small quantities in a joint of the body (for example, the knee or elbow).

Universal precautions — an approach to infection control. According to the concept, all human blood and certain human body fluids are treated as if we know them to be infectious for HIV, HBV, HCV, and other bloodborne pathogens.

Vascular — pertaining to or composed of blood vessels.

Work practice controls — controls that reduce the likelihood of exposure by altering the manner in which the task is performed. An example would be prohibiting the recapping of needles using a twohanded technique.

HUTCHINSON COUNTY POLICY ON SAFETY -SEAT BELTS

DEFINITION:

1. Hutchinson County recognizes that seat belts are extremely effective in preventing injuries and loss of life. We care about our employees and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts. Therefore, seat belts shall always be used by both drivers and passengers while traveling on official county business. Employees are strongly encouraged to use their seat belts off the job as well.

APPLICATION:

2. The seat belt use policy applies to all employees and occupants of any vehicle driven by employees, including rentals and personal vehicles when used on official county business.

RESPONSIBILITY:

3. Elected officials and supervisors must demonstrate their commitment to this policy by communicating it to their employees, monitoring compliance, evaluating effectiveness, and taking disciplinary action against violations.

BELT SYSTEMS MAINTENANCE:

4. Seat belts in all Hutchinson County vehicles are to be maintained so that they are clean and in good working order.

ENFORCEMENT:

5. Seat belt use is such a common, healthy practice that the need to actively enforce this policy should be rare. However, the policy will be enforced the same as other Hutchinson County rules, and employees who violate it will be subject to disciplinary actions which may include dismissal. Elected officials and supervisors have an obligation to encourage and routinely monitor usage. The driver of the vehicle is responsible for enforcing seat belt use by all occupants.

Note: This policy is taken from the Hutchinson County Employee Manual

HUTCHINSON COUNTY

Cell Phone/Hands Free Electronic Devices Uses While Driving

Purpose:

1. The policy provides guidance for employees in addressing the use of cell phones while driving vehicles owned by the county or vehicles owned by employees while engaged in business on behalf of the county. Although cell phones are not the sole factor in causing distracted driving, studies show that cell phone use while driving significantly increases the risk of a motor vehicle crash. Given the pervasiveness of such devices and the fact that municipal entities may be liable for injuries caused by their employees while operating motor vehicles, the adoption and enforcement of policies specifically relating to cell phone use while driving is recommended.

Brief Statement of Policy:

2. While operating a county-owned vehicle, and/or while in the performance of county business while driving any vehicle, employees shall not operate or use a cell phone. This policy shall apply whether or not hands-free communications equipment is used, and it shall apply to any form of communication of which the cell phone is capable, including but not limited to speech, text, and email. Operation of a vehicle is defined as including, but not limited to, when the vehicle is in motion, stopped in traffic, or at a traffic light or sign.

Application:

3. This policy shall apply to both the county owned/issued cell phones or cell phones owned by the employee. Employees shall not initiate calls, texts, emails, or any other form of electronic communication while operating county owned vehicles, or personal vehicles while engaged in the performance of county business. Further, employees shall not receive or respond to incoming calls, texts, emails, or other electronic communications, and Employees shall not read texts, emails or other items or utilize their cell phones while driving in any way. For example, the act of reviewing the cell phone to identify the caller or sender of the communication while engaged in the operation of county owned vehicles, or personal vehicles while engaged in the performance of county business, is prohibited.

Note: Prohibit any cell phone use that violates federal, state, or local laws or that is otherwise unsafe. In accordance with the Alex Brown Memorial Act (Texas House Bill 62, 85th R.S.), it is illegal to text and drive in Texas as of September 1, 2017. For more information regarding this policy visit www.txsafetyatwork.com, call (800) 252-7031, option 2, or email resourcecenter@tdi.texas.gov.

TELEPHONES: (This policy is stated in the Hutchinson County Employee Manual)

- Hutchinson County determines on a case-by-case basis the need for county provided cell phones. County cell phones are to be used for business purposes only.
- Hutchinson County strongly discourages the use of any cell phone while operating any vehicle.
 Employees should plan calls to allow placement of calls either prior to traveling or while on rest breaks.
- Hutchinson County bans all employees from texting while operating any county owned vehicle.
 County employees who are driving their own personal vehicle are also banned from texting while driving on county business. Federal law prohibits any CDL driver operating any vehicle over 10,000 GWR from texting with fines and penalties, up to including loss of CDL.
- Employees in possession of a Hutchinson County owned cellular phone are required to take appropriate precautions to prevent theft and vandalism.
- Each department may set their own rules and regulations regarding personal cell phone usage while at work.

Cell Phone and Electronic Device Policy for Those Driving

The use of cell phones and other hand-held electronic devices interferes with safe performance of driving tasks. Hutchinson County's policy is that no employees may use cell phones or other electronic devices while operating a motor vehicle for work. This includes employees who are frequent travelers and those who may drive incidentally. In emergency situations, employees should pull off the road in a safe and legal place to make or receive a call on a cell phone.

An employee who receives a traffic citation or is involved in an incident related to cell phone or electronic device use while operating a motor vehicle on the job must report it to his or her supervisor immediately or as soon as possible. An employee who is convicted of a traffic violation resulting from using a personal or work-issued cell phone or electronic device while operating a motor vehicle must report the conviction to his or her supervisor immediately and will be responsible for all penalties that result from such action.

As an employee, I understand that failure to comply with this policy could result in disciplinary action u to and including termination.	
Employee Acknowledgement	Date
Supervisor Acknowledgement	