

COUNTY OF INYO

INJURY AND

ILLNESS

PREVENTION PLAN

5/1/18

TABLE OF CONTENTS

SECTION I: Policy Statement -----	1
SECTION II: Responsibilities -----	1
SECTION III: Health, Safety and Loss Control Inspections ----	4
SECTION IV: Joint/Labor Management Safety Committee-----	7
SECTION V: Incident/Loss Reporting -----	8
SECTION VI: Employee Hazard Report Program -----	12
SECTION VII: Hazardous Materials -----	13
SECTION VIII: Training -----	17
SECTION IX: Personal Protective Equipment and Clothing ----	19
SECTION X: Vehicle Fleet Safety Policy -----	20
SECTION XI: Violence in the Workplace - Anti-Violence Policy -	23
SECTION XII: Active Shooter Guidelines -----	30
SECTION XIII: Ergonomics -----	32
SECTION XIV: Emergency Evacuation Procedures (Fire, Smoke, (Bomb, Earthquake) -----	35
SECTION XV: Bomb Threat Procedure -----	36
SECTION XVI: Anthrax and Other Biological Agent Threats -	38
SECTION XVII: Heat Illness Prevention -----	40
SECTION XVIII: Discipline -----	46

EXHIBITS:

1. Facility Housekeeping Audit Checklist
2. Incident Report
3. Supervisor's Report of Accident
4. Employee Witness Report
5. Vehicle Accident Report
6. Hazard Report Form
7. Safety Training Report
8. List of Hazardous Substances
9. Letter to Manufacturer -Safety Data Sheet
10. Job Classes Required to Wear Safety Shoes
11. Daily Vehicle Check
12. Workplace Violence Report
13. Self Report of Pain and Discomfort
14. Assembly Areas for Emergency Evacuation
15. Bomb Threat Telephone Checklist

COUNTY OF INYO'S INJURY AND
ILLNESS PREVENTION PLAN

*"NO ASSIGNMENT IS SO CRITICAL THAT TIME
CANNOT BE TAKEN TO DO IT SAFELY"*

SECTION I: POLICY STATEMENT

It is the goal of the County of Inyo to:

A. Establish guidelines and procedures for the maintenance of an on-going Injury and Illness Prevention Plan in compliance with State and Federal laws and regulations;

B. Decrease the number of safety and health related accidents, injuries, property damage and losses throughout the County thereby reducing the pain, suffering and associated costs of employee injury and illnesses and reducing the liability exposure due to harm of members of the public; and

C. Decrease operating costs through conservation of County property, equipment and facilities.

The County recognizes that a good safety and health program is the key to meeting this goal and that it is the responsibility of the County, department heads and officials, supervisors and employees, to maintain a good safety and health program to control economic losses.

SECTION II: RESPONSIBILITIES

A. **County**: It shall be the responsibility of the County to:

1. Provide safe working conditions for its employees. Under no circumstances will the risk of serious injury or death of employees be considered an acceptable risk.

2. Give prime consideration to safety in the design of buildings, facilities and the specifications for equipment.

B. Risk Manager:

1. The Risk Manager shall have the authority to, and be responsible for, implementing the Injury and Illness Prevention Program.

2. The Risk Manager shall assist departments in developing safety and accident prevention programs and training designed to meet the specific needs for each department.

C. Department Heads: It shall be the responsibility of Department Heads to:

1. Ensure departmental compliance with County policies and procedures, including those set forth in the Injury and Illness Prevention Program;

2. Know the safety and health regulations applying to the functions of their departments and ensure that safety training within their departments is developed and carried through;

3. Ensure that materials, equipment and machines to be used in their departments are hazard free or that adequate control measures have been provided. They must make certain that equipment, tools and machinery are being used as designed and are properly maintained; and

4. Ensure departmental compliance with applicable Federal, State or CalOSHA regulations.

D. Supervisors: It shall be the responsibility of supervisors to:

1. Keep abreast of safety and health regulations affecting the operations they supervise;

2. Encourage the proper attitudes toward safe job performance in themselves and in their subordinates;

3. Train and instruct employees under their direction in general safe and healthy work practices and provide specific instructions with respect to hazards specific to each employee's job assignment;

4. Require all employees to comply with the Occupational Safety and Health Standards and all rules, regulations and orders applicable to his/her own actions and conduct;

5. Set an example that employees can follow;

6. Make sure appropriate protective equipment and clothing is utilized by employees under their direction;

7. Give clear and concise job instructions;

8. Conduct frequent inspections (at least semi-monthly) to detect equipment in need of repair, replacement, lubrication and cleaning;

9. Correct unsafe and unhealthful conditions within their power;

10. Cooperate with Risk Management in investigating promptly and thoroughly every accident to determine cause and to prevent recurrence; and

11. Report immediately to the nearest District Office of the Division of Occupational Safety and Health, (559) 445-5302 reportable injures in accordance with subsection A. 2. Of Section IV: Incident/Loss Reporting and Investigation.

E. Employees: It shall be the responsibility of all employees to:

1. Develop and exercise safe work habits in the course of their work to prevent injuries to themselves, their co-workers, and to preserve and protect the County's materials, equipment and facilities;

2. Discontinue any specific activity that the employee feels or knows could lead to injury, illness or damage to property, and promptly seek guidance from his/her supervisor regarding the operation;

3. Keep work areas clean and orderly at all times;
4. Use and/or wear all personal protective clothing and equipment needed for a particular job;
5. Observe safe operating procedures for all equipment;
6. Follow proper lifting procedures at all times;
7. Make sure all guards and other protective devices are in proper condition and in their proper place prior to operating any equipment or machinery;
8. Complete any training programs the County deems appropriate and maintain current certification in mandatory training programs required for his/her job class;
9. Report to his/her supervisor the existence of any activity, behavior or unsafe condition that could cause injury or illness to others or damage property;
10. In accordance with Section VI: Employee Hazard Report Program, report previously unrecognized hazards that could cause employee injury/illness or death, damage to County property or injury/accident to members of the public on County property;
11. Promptly report any occupational injury, illness or property damage to the Risk Manager and his/her supervisor; and
12. Comply with the reporting and investigations requirements set forth in Section IV: Incident/Loss Reporting and Investigations.

SECTION III: HEALTH, SAFETY AND LOSS CONTROL INSPECTIONS

A. Purpose: The purpose of periodic health, safety and loss control inspections is to identify any risks or occupational health and safety concerns and to correct them, thereby reducing the risk of accident, injury and other forms of loss.

B. Policies:

Periodic inspections are performed according to the following schedule:

1. When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace;
2. When new, previously unidentified hazards are recognized;
3. When occupational injuries and illness occur; and
4. Whenever workplace conditions warrant an inspection.

The County cooperates with the Federal or State government in any Occupational Safety and Health Administration (OSHA) related inspections of the County. The Risk Manager or his/her designee shall accompany OSHA personnel on any inspections.

Employees shall assist and cooperate in all inspections to ensure that all areas are reviewed and that all hazards are identified.

C. Procedures:

1. Risk Manager Inspections: Inspections shall be conducted in a manner designated by the Risk Manager, drawing upon the assistance of staff or consultants, as needed. Risk Manager inspections may address any area of loss control. Upon written notice to correct from the Risk Manager, responsible department heads will have two weeks from receipt to advise the Risk Manager of what action has been taken or will be taken to remove identified hazards.

2. Department Inspections: Each Department Head or his/her designee will conduct an in-house self-inspection and evaluation of their facilities and equipment, utilizing applicable inspection forms (attached hereto as Exhibit 1) when any of the criterion are met in Section B. Policies 1 – 4. Each item will be completed with a corrective date noted for any "No" answers.

(a) The individual completing the inspection must sign and

date said form. The department shall maintain a copy of the report and the original sent to the Risk Manager.

(b) The necessary actions shall then be taken to remove all "No" responses by the corrective date.

3. OSHA Inspections: In the event a State or Federal OSHA inspector visits a County facility or job site, the Risk Manager shall be notified as soon as possible. In accordance with law, these inspections may be made on a "no notice" basis. The affected County department head or supervisor shall:

(a) Notify the Risk Manager and invite him/her to accompany the State or Federal Inspector on the inspection tour when any County building or other facility is being inspected;

(b) Record violations detected by the Inspector for advance planning purposes;

(c) In the event of receipt of a citation, ensure that it is posted on a bulletin board nearest to the violation until it has been abated;

(1) If the violation is a minor housekeeping problem, the Facility Supervisor will request to have the area cleared or otherwise modified to comply with standards;

(2) If abatement of the citation will require more extensive work, the Deputy Director of Public Works and/or Facility Supervisor will coordinate with appropriate personnel to determine if the job can be done within the abatement period or if an extension of time will be needed.

(d) Ensure that when correction of a violation can be accomplished within the abatement period, it is done without delay;

(e) Notify the Risk Manager and County Administrator when modifications require the expenditure of funds so that appropriate action can be taken;

(f) Prepare any requests for extensions needed indicating why it is needed and how long the delay will be, with a copy to the Risk Manager;

(g) Prepare timely requests for a variance or for a hearing when the citation is questionable and should be aggrieved; and

(h) Upon actual completion of corrective action, certify by date and signature at the bottom of the citation form that each violation has been abated. Mail form to the State with a copy to the Risk Manager.

SECTION IV: JOINT LABOR/MANAGEMENT SAFETY COMMITTEE

The County shall provide a safe and healthful workplace for the County and its employees and establish a Health and Safety Committee, which shall consist of:

A. Six employees chosen by the Association from Public Works, the Road Department, the Sheriff's Department, Solid Waste and two employees selected at large from the remaining departments.

B. Six management representatives selected by the County from the safety sensitive departments, which representatives shall also be designated the departmental safety representatives for their respective departments.

C. The Risk Manager, as a de facto member of the Committee.

The Committee shall:

- a. Meet not less than quarterly.
- b. Coordinate the meetings with the Risk Manager.
- c. Consider safety and health hazards that have been brought to its attention and make recommendations to reduce or eliminate those hazards to the Risk Manager. The Risk Manager may direct those recommendations that cannot be addressed by the Risk Manager to the County Administrator and ultimately the Board of Supervisors, if necessary.

SECTION V: INCIDENT/LOSS REPORTING AND INVESTIGATION

This policy shall govern general and specific procedures to be followed in incidents resulting in bodily injury or property damage from: 1) industrial accidents; 2) vehicular accidents; 3) incidents involving property; and 4) liability claims.

A. General Procedures For All Incidents:

1. Any time an incident causes injury that requires treatment by a physician, an Incident Report (attached hereto as Exhibit 2) shall be filed with the Risk Manager.

2. In the case of a fatality, or if an injury or illness requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation, or in which an employee suffers a loss of any member of the body, or suffers any serious degree of permanent disfigurement, (but does not include any injury, illness or death caused by the commission of a Penal Code violation or an accident on a public street or highway), the immediate Supervisor shall be responsible for immediately reporting the accident to the Risk Manager and the nearest District Office of the Division of Occupational Safety and Health, (559) 445-5302. The report shall include the following information, if available:

- (a) Time and date of accident.
- (b) Employer's name, address and telephone number.
- (c) Name and job title or badge number of person reporting the accident.
- (d) Address of site of accident or event.
- (e) Name of person to contact at site of accident.
- (f) Name and address of injured employee;
- (g) Nature of injury.
- (h) Location where injured employee was moved.
- (i) List and identify of law enforcement agencies present at accident site.
- (j) Description of accident and whether accident scene or instrumentality has been altered.

A written memorandum confirming the report shall be provided Risk Management.

3. In accordance with the Inyo County Code, section 1.28.030, the Risk Manager or his/her designee, shall investigate serious incidents as soon as possible after the incident has occurred. The depth of the investigation shall be commensurate with the severity of the incident.

4. All employees shall fully cooperate and assist in the investigation as needed.

5. Fact finding, not fault finding shall be emphasized in all investigative proceedings. However, discipline may be a necessary part of corrective action.

6. County employees involved in the incident and/or investigation shall not discuss details with anyone other than the immediate supervisor, Risk Manager, County Counsel, or law enforcement agency.

7. County employees shall refer any request for information, whether oral or written, regarding an incident that may result in liability to the County to Risk Management.

8. County employees shall not admit liability or state the County will take care of damages.

9. County employees shall report to his/her immediate supervisor(s) and Risk Management all incidents involving bodily injury or property damage as soon as possible and in no event later than the end of the immediate shift.

B. Specific Procedures:

1. Industrial Injury - In the event of an on-the-job injury to an employee of the County:

(a) The injured employee shall be provided with an Employee's Claim for Workers' Compensation Benefits within one (1) working day of notice or knowledge of the injury. Employee Claim Forms

are available at the following locations:

Independence - Personnel Department
224 North Edwards
Independence, CA

Bishop - Risk Management
163 May Street
Bishop, CA

Tecopa - Community Center
P.O. Box 158
Tecopa, CA

It shall be the responsibility of the immediate supervisor to see that this form is provided in a timely manner. This form need not be provided an employee with a first aid only injury defined as a one-time treatment of minor scratches, cuts, burns or splinters.

(b) The immediate supervisor shall be responsible for notifying Risk Management (760) 872-2908 as soon as possible and in no event later than the end of the immediate shift. If the supervisor is unable to reach Risk Management, he/she shall report the injury to the Personnel Department.

(c) A Supervisor's Report of Accident (attached hereto as Exhibit 3) shall be completed by the injured employee's immediate supervisor and forwarded to Risk Management within 48 hours of the incident.

(d) The immediate supervisor shall be responsible for having employees who witnessed the injury complete the Employee Witness Report (attached hereto as Exhibit 4) and forward to Risk Management within 48 hours of the accident.

(e) An employee injured on the job shall receive full wages for the date of the injury.

(f) The immediate supervisor shall be responsible for

reporting to the nearest District Office of the Division of Occupational Safety and Health any reportable injury in accordance with Section V, subsection A. 2.

2. Vehicle Accident - In the event of a vehicle accident:

(a) The driver of the vehicle shall complete the Vehicle Accident Report (attached hereto as Exhibit 5). Copies of this form shall be kept in all County vehicles. This form shall be forwarded Risk Management within 48 hours of the accident.

(b) All minor vehicular collisions (defined as collisions not resulting in bodily injury or serious property damage) involving County vehicles or personal vehicles used on County business shall be reported by the involved employee to his/her immediate supervisor as soon as physically able and in no event later than the end of the immediate shift. The immediate supervisor shall be responsible for notifying Risk Management within 48 hours of the incident.

(c) In the event of an accident that results in bodily injury or serious property damage, the driver of the vehicle shall notify Risk Management as soon as possible and in no event later than the end of the immediate shift.

(d) All collisions involving County vehicles or personal vehicles on official business will be reported to and investigated by the appropriate police agency.

(e) The involved employee, if physically able, shall call for a police officer. The employee shall also request that all parties and properties concerned remain at the scene of the accident if possible until a law enforcement representative has released them.

3. Property Damage - In the event of an incident which results in property damage to County property or property owned by third parties, the employee shall complete the Incident Report (Exhibit 2) and forward to Risk Management within 48 hours of the incident. If the incident results in serious property damage (over \$5,000) the employee shall notify Risk Management by telephone as soon as possible and in no

event later than the end of the immediate shift.

4. Liability Claims - In the event of an incident that may result in liability to the County, the employee shall complete the Incident Report (Exhibit 2) and forward to Risk Management within 48 hours of the incident. In the event of a serious incident (death or serious injury to third party), Risk Management shall be contacted immediately by telephone.

SECTION VI: EMPLOYEE HAZARD REPORT PROGRAM

This policy is established to provide a means for individual employees to report (without fear of reprisal) previously unrecognized hazards, which could cause employee injury/illness death, damage to County property or injury/accident to members of the public on County property.

A. Responsibilities:

1. The Risk Manager shall maintain a supply of Employee Hazard Report forms (attached hereto as Exhibit 6) for use by employees. Employee Hazard Report forms are also available on the Inyo County website, Inyo County Policies, Injury & Illness Prevention Programs, Exhibit 6.

2. Each Department Head shall be responsible for keeping an adequate supply of Employee Hazard Report forms in their departments.

3. Department Heads shall be responsible to initiate all necessary action to correct hazards reported in their area of responsibility.

B. Procedure:

1. Employees who report a hazard shall do so in accordance with the following:

a. Complete the form by describing the hazard and your recommended corrective action.

b. Give the completed forms to your supervisor for corrective action.

c. If corrective action is not considered satisfactory when the report is returned, request that it be elevated to the Risk Manager for review (appeal procedure).

2. **Supervisors** shall be responsible for all hazard reports submitted to them. Your responsibilities are:

a. Within 5 workdays, record on the form your analysis of the reported hazard and the corrective action taken.

b. If necessary, involve upper level supervisors and department management in hazard analysis or corrective action. Notify the reporting employee if response will be delayed and document the reason for the delay and the method of notification.

c. After action is completed, return a copy of the form to the reporting employee and forward the original to the Risk Manager. A copy should be retained in the department's file to be made available upon request.

SECTION VII: HAZARD COMMUNICATION

A hazardous chemical is any chemical which is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, a hazard not otherwise classified, or is included in the List of Hazardous Substances prepared by the Director pursuant to Labor Code section 6382.

The Department Head shall be responsible for obtaining from manufacturers, producers or sellers all Safety Data Sheets (SDS)/Material Safety Data Sheets (MSDS) on hazardous chemicals acquired by and used in their Department. The Department Head is also responsible to ensure copies of SDS/MSDS received by their departments are immediately forwarded to the Risk Manager for recordation and retention.

A. Safety Data Sheets (SDS)/Material Safety Data Sheets (MSDS): No hazardous substance will be placed in use until SDS/MSDS have been received and employee training has been conducted. The employee training must be documented by completing the Safety Training

Report attached hereto as Exhibit 7. Copies of the SDS/MSDS shall be maintained for each hazardous chemical in the workplace and shall be readily accessible during each work shift to employees in their work areas.

(a) List Posted - A list of hazardous substances known to be present in the work area will be prominently posted on a bulletin board specifying the location and manner in which the SDS/MSDS's are available.

(b) Reference Binders - Binders containing the SDS/MSDS's for hazardous substances shall be maintained by each department and prominently displayed in major work areas so that employees have access to them.

B. Labeling: The Department Head or his/her designee shall be responsible for ensuring that any hazardous substance placed in use is properly labeled with:

1. Identity of the hazardous substance;
2. Appropriate hazard warnings;
3. Name and address of the manufacturer or supplier.

If the hazardous substance is placed into a secondary container, e.g., transfer container for use by employees, the "secondary" container must be labeled with:

- (a) Identity of the hazardous substance; and
- (b) Chemical and physical warnings.

Exception: Labeling of secondary containers is not required when hazardous chemicals are transferred from labeled containers and which are intended only for the immediate use of the employee who performs the transfer.

Labels or other forms of warnings must be legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift. Other languages may be added to the material presented.

If there is any new significant information regarding the hazards of a

chemical, the labels shall be revised within three months of becoming aware of the new information.

C. Medical Records and Exposure Records: The County shall retain exposure and medical records of employees exposed to hazardous chemicals in accordance with State regulations.

1. Access -- A present employee, a former employee, or an employee who has been assigned or transferred to a work area where exposure will or may take place, or the designated representative, are entitled to access all information relating to hazardous substances.

2. Medical Records Retention -- Each exposed employee's medical records shall be preserved and maintained by the County for the duration of employment plus thirty (30) years.

3. Exposure Reporting -- The immediate supervisor of an employee exposed to a hazardous substance shall be responsible for immediately notifying by telephone the Risk Manager. The supervisor shall prepare a written report within two (2) working days after occurrence.

4. Definition of exposure or exposed: Any situation arising from work operations where an employee may ingest, inhale, absorb through the skin or eyes, or otherwise come into contact with a hazardous substance, but does not include situations where the toxic substance or harmful physical agent is not used, handled, stored, generated, or present in the workplace in any manner different from typical non-occupational situations.

D. Information and Training: The Department Head or his/her designee shall initiate employee training and information programs on specific hazardous substances used in County work places.

1. Information: The source document for identification of substances shall be the Hazardous Substances List published by the Director of Industrial Relations (attached hereto as Exhibit 8). The source document for training and education shall be the SDS/MSDS. When SDS/MSDS's are not available for a substance, the Department Head or his/her designee shall immediately request a SDS/MSDS from the

manufacturer in accordance with CCR, Title 8, section 5194.

2. Training: All employees shall be trained by the Department Head or his/her designee at the time of their initial, and whenever a new chemical hazard is introduced into their work area. Employees shall be informed of:

- The operations in their work area, including non-routine tasks, where hazardous substances are present and exposures likely to occur;
- The location and availability of the Hazard Communication Program;
- The methods and observations that may be used to detect the presence or release of a hazardous substance in the work area;
- The physical and health hazards of substances in the work area, including the symptoms of overexposure, and the measures employees can take to protect themselves from these hazards, including specific procedures the department has implemented to protect employees such as appropriate work practices, emergency procedures and personal protective equipment;
- The explanation of the labeling system and SDS/MSDS and how employees can obtain and use the appropriate hazard information;
- The emergency procedures for accidental spills, fire disposal and first aid;
- The right to personally receive information regarding hazardous substances to which the employee may be exposed;
- The right for their physician or collective bargaining agent to receive information regarding hazardous substances to which the employee may be exposed;
- The right to not be discharged or discriminated against due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substances Information and Training Act.

E. Hazardous Non-Routine Tasks. Special care shall be taken to provide information and training to employees performing non-routine tasks. Should a hazardous non-routine task need to be performed, each affected employee will be given information about hazards to which they may be exposed during such an activity, including:

- Specific Hazards
- Protective and safety measures which must be utilized
- Measure taken to lessen the hazards, such as personal protective equipment, the presence of another employee, and emergency procedures.

F. Informing Contractors. The Department Head or designee is responsible for informing any contractor or sub-contractor of hazardous substances to which their employees may be exposed while performing their work. Information provided will include:

- SDS/MSDS for hazardous substances to which they may be exposed while in the work area;
- Precautions the contractor's employees may take to lessen the possibility of exposure by use of appropriate protective measures.

SECTION VIII: TRAINING

A. Appropriate training benefits far outweigh the time and cost and are essential to maximize the skills and knowledge of employees. The Department Head shall be responsible for assessing the training needs of all employees under his/her direction. Training shall be provided:

1) To all new departmental employees;

2) To all employees given a job assignment for which they have not previously received training. If the position is supervisory, such training shall include a familiarization with hazards and risks faced by employees under their direction;

3) To all employees whenever new hazardous chemicals, substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

4) Whenever the Department receives notification of a new or previously unrecognized hazard; and

5) Periodically to all employees in general workplace safety, job specific hazards and/or hazardous materials as applicable.

B. In addition to on-going job specific training provided by a department head or his/her designee, additional training programs provided include, but are not limited to:

1) Adult CPR, Infant and Child CPR, and Community CPR courses provide training in how to deal with respiratory emergencies such as choking that can lead to cardiac arrest and how to give first aid for a cardiac emergency.

2) Standard First Aid courses provide training in helping people in emergencies, including, but not limited to: rescue breathing for adults, CPR for adults, how to control bleeding and give first aid for shock, burns, eye and nose injuries, bites, stings, fractures and diabetic emergencies.

3) Back Safe Program provides training in proper lifting, twisting, bending and carrying techniques.

4) "Tailgate" Safety Sessions: Cal/OSHA regulations require "tailgate" safety sessions for specified employees. In accordance with these regulations, "tailgate" safety sessions shall be conducted every ten (10) days. The topics for such sessions shall be pertinent to the risks the employees face.

5) Driver Awareness instruction is designed to build employees' and volunteers' safety awareness of safe driving habits, both on and off the job.

C. The County requires employees to successfully complete, and

maintain certification in, any training program mandated by Federal or State statutes or regulations. It is the department head's responsibility to ensure compliance with applicable Federal or State statutes or regulations. The County, through the Risk Manager, may require employees to successfully complete any additional training deemed appropriate.

D. All training programs provided shall be documented by completion of the Safety Training Report (Exhibit 7). The Department shall retain the original of the Safety Training Report and a copy provided to Risk Management.

SECTION IX: PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

A. Effective personal protection is essential for employees who may be exposed to potentially hazardous substances or operations, or who perform jobs that have an inherent injury potential. Employees shall utilize proper personal protective equipment and clothing as deemed appropriate by their supervisor. The County shall supply the following items:

1. Hard hats;
2. Reflective or other safety clothing;
3. Hearing Protection;
4. Face shields and goggles;
5. Respirators;

6. Gloves;
7. Rubber boots; and

8. Safety shoes - Employees who are required to wear safety shoes as set forth in Exhibit 10 and who have been reimbursed for the cost of such safety shoes shall wear them at all times. Failure to wear safety shoes may result in discipline.

B. The Sheriff's Department provides personal protective equipment for its employees as set forth in the current Memorandum of Understanding between the County and Deputy Sheriff's Association.

SECTION X: VEHICLE FLEET SAFETY POLICY

The operation of vehicles is required in many aspects of local government employment. The purpose of the Vehicle Fleet Safety Policy is to ensure that acceptable standards of proficiency and safety are maintained by each public official, department head, and employee who operates a vehicle on County business. For the purposes of Section X, the term "employee" shall include any public official, department head or employee.

A. Responsibilities:

1. Selection of employees who will be required to drive full or part-time shall be done with care and coordinated between the Personnel Department and department head.

2. Motor Vehicle Records Check: The Personnel Department may run a Motor Vehicle Records Check on any employee or volunteer driving a vehicle on County business.

3. Motorpool staff shall coordinate County Vehicle Fleet Safety and Loss Control programs with the Risk Manager.

4. The Motorpool staff shall be responsible for the maintenance and repair of motorpool vehicles and shall coordinate the maintenance and repair of departmental vehicles with the department head or his/her designee.

B. Guidelines for Use of Vehicles by Employees:

1. Only County officials and employees may operate County vehicles.

2. Authorized Persons: No unauthorized person shall be allowed to either operate or ride in County vehicles. Transporting family members in County vehicles shall be allowed only when the family member is accompanying an employee on official out-of-County business and only upon the prior written approval of the Department Head and County Administrator. This provision does not prevent the transportation of

independent contractors or members of the public in County vehicles when such transportation is provided in accordance with a specific County program and for a public purpose (e.g., ESAAA and Health & Human Services transporting members of the public to medical appointments).

3. All vehicles used for County business shall be operated in a safe and economical manner. County vehicles shall not be used for activities that may damage the vehicles.

4. Driver's License: All drivers shall have a valid California or Nevada Driver's license for the vehicle operated.

5. Motor Vehicle Laws: All applicable motor vehicle laws shall be adhered to. The driver shall pay fines or penalties levied for violations for which the driver is directly responsible.

6. Seat Belt Use: All County-owned vehicles shall be equipped with seat belts and restraint systems. Private vehicles being used on County business shall also be equipped with seat belts. All persons in a County vehicle or in a private vehicle being used on County business must use seat belts any time the vehicle is in motion. The driver of the vehicle is responsible for ensuring that all occupants of the vehicle are wearing seat belts before the vehicle is put into motion.

7. Personal Liability: Employees may be held personally liable for damage to County equipment and other penalties may be assessed if damage occurs to a County vehicle through negligence or illegal activity. Employees may also be held personally liable when, outside the course and scope of their employment, they cause damage to other persons or property while driving a County vehicle.

8. Keys shall not be left in unattended vehicles, even when parked in secured enclosures.

9. Personal property such as radios or air conditioners shall not be attached to a County vehicle.

10. All vehicle collisions or property damage accidents will be reported and investigated as per policy.

11. County vehicles shall be used for official use only.

12. Vehicles will be operated only when they are in safe operating condition. Each employee driving a vehicle on business may inspect the vehicle to ensure that the vehicle is in sound operating condition. A checklist (attached hereto as Exhibit 11) is included in each vehicle.

13. Any employee performing work which requires the operation of a County vehicle must notify his/her immediate supervisor in those cases where his/her license is expired, suspended or revoked and/or is unable to obtain an occupational permit from the State Department of Licensing. Failure to report shall be cause for disciplinary action.

14. No employee shall drive a County vehicle unless certified to operate it by the employee's supervisor.

15. Insurance Requirements for Personal Vehicle Use: Any employee using a personal vehicle on County business shall be required to maintain auto liability insurance with minimum coverage levels of \$300,000 combined single limit or \$50,000 property/ \$100,000/person \$300,000/occurrence for bodily injury liability and property liability. In the event of a non-preventable vehicle accident or an accident in which the County employee is not at fault, the County will reimburse the employee's personal deductible to a maximum of \$250.00.

C. General Vehicle Policies:

1. Driver's Awareness or Defensive Driving Training: The County may require that employees driving vehicles on County business satisfactorily complete a driver's awareness or defensive driving class.

2. Hearing and Vision Test: The County may require that employees driving vehicles on County business satisfactorily complete a yearly hearing and vision test and answer a medical questionnaire in accordance with mandated regulations.

3. Storage of Vehicles: Except upon prior written approval of

the County Administrator and Department Head, County vehicles shall be stored at either the Independence or Bishop yards. An employee may be granted permission to take a County vehicle home overnight when attendance at official County business takes place late at night after normal working hours or early in the morning prior to normal working hours. This policy shall not apply to those departments where alternative storage arrangements are necessary to promote public health and safety.

4. Each driver's privilege to operate a vehicle on official business extends only as long as the driver operates the vehicle in a safe and efficient manner. A record of at fault or "preventable" accidents shall be cause for appropriate disciplinary action.

5. Vehicles shall contain appropriate warning and safety devices as needed.

6. All vehicular accidents involving County vehicles or personal vehicles used on County business, no matter how minor, shall be investigated and reported promptly in accordance with Section V: Incident/Loss Investigations.

SECTION XI: VIOLENCE IN THE WORKPLACE - ANTI-VIOLENCE POLICY

The County is committed to providing a safe and secure working environment to its public officials and employees and has established this anti-violence policy.

Workplace violence is any incident in which any employee is abused, threatened, battered, assaulted or intimidated at the workplace. The four types of workplace violence are:

Type 1 – Workplace violence committed by a person who has no legitimate business at the work site and includes violent acts by anyone who enters the workplace with the intent to commit a crime.

Type 2 – Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors or other individuals accompanying a client, customer or patient.

Type 3 – Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 – Workplace violence committed in the workplace by someone who does not work there, but has or is known to have had a personal relationship with an employee.

Any form of violence is not tolerated, whether obvious and overt, such as physical assault and verbal abuse; or subtle, such as intimidation and threatening body language that are more difficult to quantify. Any violent act or threat against a person's life, health, family, or property, directly or indirectly, regardless of intent, made by or to any County employee is unacceptable. Such act, if caused by a County employee, will result in discipline, up to and including separation from County employment. This policy applies to all threats or acts of violence made on County property, owned or leased, or which arise out of County employment.

The Risk Manager and Department Heads are responsible for implementing this Anti-Violence Policy. The Threat Assessment Team and Health & Safety Committee will provide recommendations and input to assist in implementation of the Policy. In conjunction with other provisions of the Injury & Illness Prevention Program (departmental inspections, site security assessments, employee surveys, Hazard Report Program), the Threat Assessment Team and Health & Safety Committee will review the Policy annually, identify problems, and make recommendations for correction.

A. DEFINITIONS:

- *Abuse:* language that condemns or vilifies usually unjustly, intemperately, and angrily; or physical maltreatment.
- *Battery:* the unlawful touching of another without his/her consent.
- *Assault:* Any willful attempt or threat to inflict injury upon another person, when coupled with an apparent present ability so to do,

and any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. An assault may be committed without actually touching, or striking, or doing bodily harm to the person of another (e.g., lifting a fist in a threatening manner).

- *Threat*: a communicated intent to inflict physical or other harm on any person or on property. Includes a statement or conduct that causes a person to fear for his or her safety because there is a reasonable possibility the person might be physically injured, and that serves no legitimate purpose.
- *Intimidation*: to make timid or fearful; frighten; to compel or deter by or as if by threats. Such fear must arise from the willful conduct of the accused, rather than from some mere temperamental timidity of the victim; however, the fear of the victim need not be so great as to result in terror, panic or hysteria.

B. GENERAL POLICIES:

1. Prevention:

The County's commitment to preventing or minimizing the threat of violence in the workplace includes the utilization of engineering controls, administrative and work practice controls. Examples include, but are not limited to:

- Engineering Controls:
 - Glass panels in door for better monitoring.
 - Curved mirrors.
 - Closed circuit video in jail.
 - Barricade protection.
 - Keyless door systems.
 - Furniture arrangement in offices so that employees have a clear exit route.
 - Cell phones and panic alarms.

- Administrative and Work Practice Controls:
 - Log in and log out procedures for employees making home visits in the field.
 - Employees have discretion to determine whether to begin or continue a visit if they feel threatened or unsafe.
 - Employees will be provided with cell phones while in the field making visits.
 - Employees may be provided with panic buttons or alarms depending upon the exposure.
 - Buddy system. Employees may request to have another employee or law enforcement accompany them in situations where they feel unsafe or threatened.

Employees may request that these or other engineering or administrative and work practice controls be implemented by utilizing the Hazard Report Program (Section VI). In addition, employees may notify the Health & Safety Committee.

2. Potential Violence Indicators:

Employees and managers can help to prevent workplace violence by being aware of the indicators for potentially violent behavior. Indicators include:

- Direct or veiled threats of harm.
- Intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior.
- Numerous conflicts with supervisors and other employees.
- Fascination with weapons.
- Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides.
- Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide.
- Drug or alcohol abuse.
- Extreme changes in behavior.

Domestic violence spills over and accounts for a percentage of workplace violence. Indicators for domestic violence include:

- Signs of physical injury.
- Emotional episodes.
- Increased fear of a victim.

Each of these behaviors should send a clear signal that something is wrong. None should be ignored. By identifying the problem appropriately, officials, managers and employees may be able to prevent violent incidents from occurring. Managers and employees shall report concerns about the above types of behavior to their Division Head or Department Head and Risk Management. The Risk Manager and Division or Department Head will conduct a confidential interview with the reporting employee.

3. Mandatory Reporting of Incident at Workplace:

It is mandatory that employees report any instances or threats of workplace violence by completing the Workplace Violence Report (Exhibit 12). Examples include, but are not limited to:

- (a) Physical attack, including biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- (b) Verbal abuse in person or by telephone, including voice mail.
- (c) Written abuse by U.S. mail, intra- or inter-office mail, or by e-mail.
- (d) Harassing surveillance or stalking.
- (e) Unauthorized possession or implied use of firearms or any type of weapon.
- (f) Destruction or threat of destruction of County property.
- (g) Making either direct or veiled verbal threats of harm (i.e., predicting that bad things are going to happen to a co-employee or supervisor).
- (h) Words or actions that are extremely unusual, disruptive and/or completely inconsistent with the workplace.

If a violent act results in an injury to a County employee, the County will report the incident to the appropriate law enforcement agency.

Nothing in this policy shall be construed as prohibiting an employee from reporting an incident to a law enforcement agency.

The County prohibits retaliation against an employee who makes a report of workplace violence.

C. PROCEDURE: In the event of an incident, the target employee shall, if possible:

1. IMMEDIATE DANGER: Dial 9-1-1 or 9-9-1-1 for emergency assistance. Employees are responsible for knowing how to summon emergency help from their particular offices. If you are unable to talk with the 911 dispatcher, discretely dial 911 and leave the phone off the hook. The dispatcher will be able to hear what is going on and the address automatically appears on their screen. If applicable, follow the Active Shooter Guidelines, Section XII.

2. POTENTIALLY VIOLENT SITUATION:

- (a) Stay calm.
- (b) Speak in a calm voice, businesslike, and clearly.
- (c) Be careful of your language - do not be verbally abusive or argumentative.
- (d) Be non-threatening. Don't clench your fists.
- (e) Keep at a distance from the perpetrator.
- (f) Attempt to position yourself so that office furniture or other objects separate you and the perpetrator.
- (g) Position yourself so that an exit route is accessible.
- (h) Do not touch the perpetrator.
- (i) Do not attempt to physically disarm a perpetrator holding a weapon.
- (j) Obey the perpetrator's orders when you are physically in danger.

3. POST INCIDENT PROCEDURE:

- (a) The target employee shall immediately notify their Department Head and Risk Management. If the employee's Department Head is the perpetrator, the

- notification shall be made only to Risk Management.
- (b) Post-incident debriefing will be conducted as soon as possible after the incident with employees and supervisors involved in the incident.
 - (c) Individual trauma counseling for all employees affected by the incident will be made available.
 - (d) A "Workplace Violence Report" (attached as Exhibit 12) shall be completed by the target employee and forwarded to Risk Management within twenty-four hours of the incident.
 - (e) Upon notification from the target employee and receipt of the Workplace Violence Report, the Risk Manager will initiate an investigation with the assistance of members of the Threat Assessment Team. The depth of the investigation shall be commensurate with the severity of the incident. Workers who work most closely in the area where the event occurred may have special insight into the causes and solutions and will be interviewed to ascertain their insights and recommendations.
 - (f) A review of whether appropriate engineering and administrative and work practice control measures were effectively implemented will be conducted.
 - (g) The investigative findings may be put in writing. Copies of said findings will be provided to affected employees.
 - (h) To the extent possible, confidentiality of the facts and circumstances surrounding an incident of workplace violence will be maintained. All employees involved in the incident and/or investigation, whether the target employee, perpetrator or witnesses, shall not discuss the incident with anyone other than law enforcement, the Risk Manager, County Counsel, union representative or Threat Management Team. Any requests for information, whether verbal or written, shall be referred to Risk Management.
 - (i) The Risk Manager shall record information in the Violent Incident Log about every incident, post-incident response, and investigation in accordance with Cal-OSHA regulations.

D. THREAT MANAGEMENT TEAM: The Threat Management Team comprised of the Risk Manager, Personnel Director or Deputy Personnel Director, and representatives from the County Counsel's Office, Sheriff's Department, and Behavioral Health shall assist in investigations of workplace violence concerns and/or incidents, shall provide input into management, legal, security, and psychological issues, and shall make recommendations regarding discipline, counseling, fitness for duty exams and special security measures.

E. TRAINING: The County will provide training to employees that addresses the workplace violence risks that the employees are reasonably anticipated to encounter in their jobs. The Threat Assessment Team and Health & Safety Committee will assist in developing the training that will comply with applicable CalOSHA regulations.

SECTION XII – ACTIVE SHOOTER GUIDELINES

The objective of these guidelines is to assist employees in dealing with an active shooter event. Because active shooter situations are often over within 10 to 15 minutes and prior to the arrival of law enforcement, employees must be prepared both mentally and physically to deal with an active shooter situation.

A. DEFINITIONS:

- **Active Shooter:** An active shooter is defined as an individual actively engaged in killing or attempting to kill people in a confined and populated area. There is usually no pattern or method to their selection of victims.

B. HOW TO RESPOND:

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.

- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe. The information to provide the 911 operator is the location of the active shooter, number of shooters, physical description of the shooter(s), number and types of weapons, and number of potential victims at the location.

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door). Blockade the door with heavy furniture.
- Not trap you or restrict your options for movement.

While in your hiding place:

- Silence your cell phone and/or pager.
- Turn off any source of noise.
- Hide behind large items such as cabinets or desks.
- Remain quiet.

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.

- Throwing items and improvising weapons (i.e., fire extinguisher).
- Yelling.
- Committing to your actions.

C. HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES:

Law enforcement's purpose is to stop the active shooter as soon as possible, not to evacuate victims. Officers will proceed directly to the area in which the last shots were heard.

1. HOW TO REACT:

- Remain calm and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers or holding on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for direction when evacuating, just proceed in the safest direction, which is more than likely the direction from which officers are entering the premises.
- Once you have reached a safe location or an assembly point, you will likely be held there until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

SECTION XIII - ERGONOMICS

Ergonomics is the science of fitting workplace conditions and job demands to the capabilities of employees. Ergonomics principles are used to improve the "fit" between the worker and workplace using worksite evaluation, engineering controls, administrative controls and training.

A. DEFINITIONS:

Administrative Controls: Policies or work practices that prevent or minimize exposure to risk factors (i.e. job rotation, mini-breaks, varying work tasks, limiting overtime).

Engineering Controls: Improving the physical design of the workstation or work area, providing necessary equipment and accessories, changing the way a job is done, or adjusting the workstation layout and equipment.

Musculoskeletal Disorders, Repetitive Motion Injuries (RMIs): Clinically diagnosed repetitive injury of the muscles, tendons, ligaments, peripheral nerves, joints, cartilage, bones and/or supporting vessels in either the upper/lower extremities or back, which are associated with ergonomic risk factors and which are not the result of acute or instantaneous events.

Worksite Evaluation: Safety and health review that identifies jobs and workstations that may contain musculoskeletal hazards, the risk factors that pose the hazards, and the causes of the risk factors.

B. RESPONSIBILITIES:

Department Heads and Supervisors:

1. Ensure implementation of the ergonomics program within their Department;
2. Provide corrective action as necessary and practical to modify or replace equipment, machinery and tools which are found to create RMIs;
3. To the extent feasible, ensure employees are provided with and use appropriate tools, equipment and materials that minimize the risk of RMIs;
4. Implement to the extent possible administrative controls to limit the risk of RMIs within their department;
5. Implement to the extent possible engineering controls to limit the risk of RMIs within their department.

Employees:

1. Follow procedure to ensure equipment is properly maintained in good condition;
2. Attend ergonomic training as required and apply the knowledge and skills acquired to actual job tasks or work activities;
3. Utilizing the Self Report of Pain and Discomfort form (attached as Exhibit 13), report signs and symptoms of RMIs and perceived work related hazards to supervision.
4. Report damaged, malfunctioning tools and equipment or materials to supervision.

C. WORKSITE EVALUATION:

1. Worksite evaluations shall be conducted when a job, process or operation has caused a RMI diagnosed by a licensed physician to more than one employee performing a job process or operation of identical work activity (e.g. word processing), and occurring within a twelve-month period.
2. Worksite evaluations shall be conducted when employees have reported signs and symptoms of RMIs to supervision.
3. Department Heads shall designate a supervisor responsible for conducting worksite evaluations within their department. Such supervisor shall work with the Risk Manager or his/her designee in conducting such evaluation.

D. TRAINING:

Employee training that includes:

1. The Ergonomics Program;
2. Exposures that have been associated with RMIs;
3. The symptoms and consequences of injuries caused by repetitive motion;
4. The importance of reporting symptoms and injuries to his/her supervisor;
5. Methods used to minimize RMIs.

E. RECORDKEEPING:

Accurate records will be maintained by Risk Management of:

1. Reports from employees of symptoms of RMIs and any perceived work related ergonomic risks;
2. Ergonomic worksite evaluations conducted in the workplace;
3. Prevention or control measures implemented to prevent or minimize exposure to work related ergonomic risk factors; and
4. Training records.

SECTION XIV: EMERGENCY EVACUATION PROCEDURES

The following evacuation procedures can be used for a variety of events such as fire, bomb threat, earthquake or other emergency. It is the responsibility of all County personnel to be familiar with the general evacuation procedure for their location. During an evacuation, all County personnel must assist members of the public, visitors and contractors to exit the premises. The Inyo County Jail and Juvenile Detention Facility have implemented specific evacuation procedures for their facilities and personnel of those facilities must be familiar with those procedures.

A. Responsibilities (Department Head):

1. Department Heads shall be responsible for appointing an Evacuation Coordinator at each separate location. Department Heads and Evacuation Coordinators shall oversee the evacuation of their own department.
2. Department Heads shall be responsible for assessing whether any employee requires assistance in an evacuation. If an employee requires assistance, the Department Head shall assign at least two employees to assist in the event of an evacuation or other emergency that may occur.
3. Department Heads and/or the departmental Evacuation Coordinator are responsible for making sure all employees are accounted for at the assembly area. The assembly areas are set forth on Exhibit 14.
4. Department Heads are responsible for conducting emergency evacuation drills on an annual basis.

B. Responsibilities (Employees):

1. If an evacuation alarm sounds or it becomes necessary to evacuate due to smoke, a bomb threat, or other emergency, evacuate immediately in a safe and orderly manner and walk to your assembly area (Exhibit 14).
2. Know the location of the nearest emergency exit in all areas you may enter.
3. Assist any employee who is disabled.
4. Assist visitors who are on County property during emergencies.
5. Do not use elevators.
6. Stay assembled by department until further instructions are received.

SECTION XV: BOMB THREAT PROCEDURE

A. Receiving a Bomb Threat by Telephone:

1. Remain calm and be courteous. Listen, do not interrupt the caller. Keep the caller talking. If the caller seems agreeable to conversation, ask questions like the following and write down his/her responses.
 - a. What kind of bomb or device is it?
 - b. How many devices did you place?
 - c. When will it/they go off? At a certain hour?
 - d. How much time remains until it goes off?
 - e. Where is it located?
2. Use the telephone checklist (Exhibit 15) to record information concerning the bomb threat. Provide this checklist to law enforcement when they arrive.
3. If possible, pass a note to another employee asking them to contact law enforcement while on the telephone with the individual making the bomb threat. If not possible, the employee receiving the bomb threat shall immediately contact law enforcement by dialing 9-911 or 911.
4. Evacuate the building in accordance with the Evacuation

Procedure.

5. Re-enter the building ONLY AFTER clearance from law enforcement.

B. Receiving or Discovering a Suspicious Object or Package:

1. Letters and Parcel Bomb Recognition Points:

- ❑ Foreign mail, airmail, and/or special delivery.
- ❑ Excessive postage.
- ❑ Handwritten or poorly typed address.
- ❑ Incorrect titles or title but no name.
- ❑ Misspellings of common words.
- ❑ Oily stains, discolorations or odors.
- ❑ No return address.
- ❑ Excessive weight.
- ❑ Lopsided or uneven envelope.
- ❑ Protruding wires or aluminum foil.
- ❑ Excessive security material such as masking tape, string, etc.
- ❑ Visual distractions or ticking sound.
- ❑ Marked with restricted endorsements such as "Personal" or "Confidential."
- ❑ Parcel or letter that is left outside the door or placed in an office that cannot be identified and nobody knows where it came from.

2. Protocol:

- ❑ Do not attempt to touch or move the object.
- ❑ Notify law enforcement by dialing 9-911 or 911.
- ❑ Do not change your environment (e.g., do not answer the telephone or turn lights off).
- ❑ Evacuate the building in accordance with the Evacuation Procedure.
- ❑ Re-enter the building ONLY AFTER clearance from law enforcement.

SECTION XVI: ANTHRAX AND OTHER BIOLOGICAL AGENT THREATS

A. Handling of Suspicious Packages or Envelopes

1. Identifying Suspicious Package or Envelope

Inappropriate or Unusual Labeling

- ❑ Excessive postage.
- ❑ Handwritten or poorly typed addresses.
- ❑ Misspellings of common words.
- ❑ Strange return address or no return address.
- ❑ Incorrect titles or title without a name.
- ❑ Not addressed to a specific person.
- ❑ Marked with restrictions, such as "Personal," "Confidential, or "Do not x-ray."
- ❑ Marked with any threatening language.
- ❑ Postmarked from a city or state that does not match the return address.

Appearance

- ❑ Powdery substance felt through or appearing on the package or envelope.
- ❑ Oily stains, discolorations, or odor.
- ❑ Lopsided or uneven envelope.
- ❑ Excessive packaging material such as masking tape, string, etc.

Other Suspicious Signs

- ❑ Excessive weight.
- ❑ Ticking sound.
- ❑ Protruding wires or aluminum foil.

If a package or envelope appears suspicious, DO NOT OPEN IT.

2. Protocol for Handling Suspicious Packages or Envelopes.

- ❑ Do not shake or empty the contents of any suspicious envelope or package.
- ❑ Do not carry the package or envelope, show it to others or allow other to examine it.
- ❑ Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.
- ❑ Cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
- ❑ Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- ❑ WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- ❑ Notify law enforcement, your supervisor, and the Risk Manager.
- ❑ If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to your supervisor, Risk Manager and law enforcement agency.

3. Envelope or Package with Powder and Powder Spills Out onto Surface

- ❑ DO NOT try to clean up the powder. COVER the spilled contents immediately with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- ❑ Leave the room and close the door, or section off the area to prevent others from entering.
- ❑ Wash your hands with soap and water to prevent spreading any powder to your face.
- ❑ Report the incident to law enforcement, your

supervisor and Risk Management.

- Remove heavily contaminated clothing as soon as possible and place in a plastic bag or other container that can be sealed. This bag should be given to the emergency responders for proper handling.
- Shower with soap and water as soon as possible.
- If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give this list to Risk Management and law enforcement.

4. Evacuation Procedure

- All employees shall in a safe and orderly manner exit the building. However, employees shall remain in the vicinity of the building until released by Public Health and Law Enforcement.
- The employee(s) who handled the envelope or package or were in the immediate vicinity of the envelope or package shall exit the building in a safe and orderly manner, but shall separate themselves from other employees who were not in the immediate vicinity of the envelope or package. All employees shall not leave until released by Public Health and Law Enforcement.

SECTION XVII: HEAT ILLNESS PREVENTION

These guidelines apply to employees that are exposed to environmental risk factors for heat illness.

A. DEFINITIONS:

- Acclimatization: Temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.
- Heat Illness: A serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

- Environmental Risk Factors for Heat Illness: Working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.
- Personal Risk Factors for Heat Illness: Factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medication that affect the body's water retention or other physiological responses to heat.
- Preventative Recovery Period: A period of time to recover from the heat in order to prevent heat illness.
- Shade: Blockage of direct sunlight. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use. Canopies, umbrellas and other temporary structures or devices may be used to provide shade. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

B. ACCLIMATIZATION: The ability to acclimatize varies among workers. Generally, individuals in good physical condition acclimatize more rapidly than those in poor condition. An employee who has been newly assigned to a high heat area shall be closely observed by a supervisor or designee for the first 14 days of the employee's employment. Acclimatization is fully achieved in most people within 4 to 14 days of regular work involving at least 2 hours per day in the heat. All employees shall be closely observed by a supervisor or designee during a heat wave. For purposes of this section only, "heat wave" means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

C. PROVISION OF WATER: The County will provide access to fresh and suitably cool potable drinking water for employees at no charge. The water

shall be located as close as practicable to the areas where employees are working. When environmental risk factors for heat illness exist, water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift (one gallon every four hours). Employees may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water shall be encouraged. Employees are also encouraged to begin drinking water prior to work.

D. ACCESS TO SHADE AND PREVENTATIVE COOL-DOWN:

1. Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect them from overheating. Such access to shade shall be permitted at all times. An individual employee who takes a preventative cool-down rest: (A) shall be monitored and asked if he or she is experiencing symptoms of heat illness; (B) shall be encouraged to remain in the shade; and (C) shall not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade. Examples of shade areas are offices or shop buildings or vehicles with air conditioning. When working in remote areas where shade is not readily available, supervisors shall ensure that vehicles with operative air conditioners are available at the remote worksite or an alternative device (canopy, umbrella) is available at the remote worksite.

2. Shade, either natural or artificial, will be present when the temperature exceeds 80 degrees Fahrenheit. The amount of shade present shall be at least enough to accommodate the employees on recovery or rest periods so they can sit in a normal posture fully in the shade without having to be in physical contact with each other. Subject to the same specifications, the amount of shade present during meal periods shall be at least enough to accommodate the number of employees on the meal period who remain onsite.

E. HIGH HEAT PROCEDURES: When the temperature equals or exceeds 95 degrees Fahrenheit, the following procedures, to the extent practicable, will be followed:

1. Effective communication by voice, observation, or electronic means will be maintained so that employees at the work site can contact a supervisor when necessary. This may be accomplished by: (1) the supervisor or designee observing 20 or fewer employees; or (2) mandatory buddy system, or (3) regular communication by radio, cell phone or other means with sole employee; or (4) other effective means of observation;
2. Supervisors or designee will remind employees throughout the work shift to drink plenty of water;
3. Pre-shift meetings before the commencement of work to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

F. HEAT ILLNESS SYMPTOMS AND FIRST AID:

1. Heat Cramps
 - o Symptoms: Painful muscle spasms, usually in leg and abdominal muscles; heavy sweating.
 - o First Aid: Get the victim to a cooler location. Lightly stretch and gently massage affected muscles to relieve spasms. Give sips of drinks with electrolytes, such as juice or a sports drink, or up to a half glass of cool water every 15 minutes (do not give liquids with caffeine or alcohol). Discontinue liquids if victim is nauseated.
2. Heat Syncope
 - o Symptoms: Faintness, dizziness, headache, increased pulse rate, restlessness, nausea, vomiting, brief loss of consciousness.
 - o First Aid: Get the victim to lie down in the shade or cool area, elevate the feet, drink fluids, and refrain from vigorous activities.
3. Heat Exhaustion:

- Symptoms: Heavy sweating, but skin may be cool, pale or flushed. Weak pulse. Normal body temperature is possible, but temperature will likely rise. Fainting or dizziness, nausea, vomiting, exhaustion and headaches are possible.
- First Aid: Get victim to lie down in a cool place. Loosen or remove clothing. Cool the person with a cool water spray or, apply cool, wet clothes on the neck, armpit and groin area. Fan or move victim to air-conditioned place. Give sips of drinks containing electrolytes, such as juice or a sports drink, or water if victim is conscious. Be sure water is consumed slowly. . Discontinue water if victim is nauseated. Seek immediate medical attention if vomiting occurs.

4. Heat Stroke:

- Symptoms: High body temperature (105+); hot, red, dry skin; rapid, weak pulse; and rapid shallow breathing, confusion, passing out, dizziness and seizures. Victim will probably not sweat unless victim was sweating from recent strenuous activity.
- First Aid: Call 911 or emergency medical services immediately or immediately get the victim to a hospital. Delay can be fatal. Move victim to a cooler environment. Remove clothing. Try a cool bath, sponging, or wet sheet to reduce body temperature. Watch for breathing problems.

G. EMERGENCY RESPONSE PROCEDURES: Emergency medical services will be provided as quickly as possible if an employee suffers heat illness. If employees cannot reach emergency medical services directly (because cell phone coverage is inadequate, for example) the supervisor must designate a person who can immediately contact emergency services on behalf of the employees. The employees must be able to reach this person quickly (such as by radio) to request that emergency services be summoned. The supervisor or designee must give clear and precise directions to the work site for emergency responders.

1. If a supervisor observes, or any employee reports, any signs or symptoms of heat illness in an employee, the supervisor shall take immediate action commensurate with the severity of the illness.

2. If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or convulsions), the emergency response procedure shall be implemented.
3. An employee exhibiting signs or symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services.
4. Supervisors or designee are responsible for making sure emergency medical services have been contacted and, if necessary, transporting the employee to a place where they can be reached by emergency medical services

H. TRAINING: Training in the following topics shall be provided to all supervisory and non-supervisory employees who have exposure to environmental risk factors for heat illness.

- Environmental and personal risk factors for heat illness;
- The County's policy for dealing with heat illness;
- The importance of frequent consumption of small quantities of water, up to 4 cups per hour under extreme conditions of work and heat;
- The importance of acclimatization;
- The different types of heat illness and the common signs and symptoms of heat illness;
- The importance of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves or in co-workers;
- The procedures for responding to symptoms of possible heat illness;
- Procedures for contacting emergency medical services and if necessary for transporting employees to a point where they can be reached by emergency medical services;
- How to provide clear and precise directions to the worksite.

In addition to the training set forth above, supervisors who are assigned to the supervision of employees working in the heat shall be trained regarding the procedures necessary to implement the heat illness policy and the procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness including emergency

response procedures. Copies of the Heat Illness Prevention policy shall be available at worksites.

SECTION XVIII: DISCIPLINE

Appropriate disciplinary action may be imposed upon an employee whenever reasonable cause exists justifying such disciplinary action. Any disciplinary action warranted shall be in accordance with the Personnel Rules and Regulations of the County of Inyo. The employee retains the right to challenge the disciplinary action through the regular grievance procedure.