

MARIPOSA COUNTY [NAME OF DEPARTMENT] SAFETY PLAN

PURPOSE

The purpose of this Safety Plan is to provide a brief synopsis of the various safety programs in the County and highlight the important aspects of each program to help you achieve our mission of improving the quality of life in Mariposa County through active community engagement and efficient delivery of outstanding public service.

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SECTION I: RISKS

1. Ergonomic Related Risks

A. Fatigue and Repetitive Motion-Related Injuries

Common injuries related to improperly designed workstations include headaches, neck fatigue, back pain, and carpal tunnel syndrome. These injuries can be painful and chronic, and impact your ability to work long-term. Symptoms and injuries can be greatly reduced with good workstation ergonomics and assist you in a rewarding career.

B. Injuries Related to Lifting

Lifting items with incorrect form or lifting items that are too heavy for a single person can result in serious back injuries. These injuries can be devastating and intensely painful for you, resulting in costly worker's compensation claims for the County.

2. Risk of Injury Related to General Housekeeping

A. Items Left or Stored in Walkways/Corridors

Storing items in walkways or corridors, even temporarily, presents a potential risk to the lives and the safety of employees. Unnoticed pieces of furniture can create tripping hazards or injuries caused by employees bumping into them. Items blocking walkways or corridors may create obstacles in evacuation routes during an emergency. Such obstacles can create serious injury or even death. Store items in designated places or long-term storage facilities only.

B. Liquid or Debris Left in Areas That Could Pose Tripping or Slipping Hazards

Water puddles, small ice sheets, oil spills, trash, leaves, sticks, rocks, etc. are all examples of tripping or slipping hazards. They may be found inside or outside our buildings and pose a great risk of personal injury to you and our clients. Other hazards may include uneven cement or pavement, potholes, broken floor tiles, and lifting or torn carpet. These should be reported immediately to maintenance so they can be corrected as quickly as possible. Warning signs should be posted near the hazard when a hazard can't be remedied immediately.

C. Dangerously Stacked Items

Stacking items meant to be stored should be done with caution. Sometimes items in boxes are too heavy for the boxes on the bottom, crushing the lower item and posing a risk of collapse onto staff members. Also, stacking oddly shaped items or boxes on top of each other, or stacking items too high could potentially create a risk of collapse which could injure staff members. Be certain when stacking items that they are not stacked too high or awkwardly. The Department Safety Representative can assist in assessing these potential hazards if needed.

D. Proper Storage of Chemicals, Cleaning Supplies, and Flammable Materials

Storing chemicals and flammable materials outside of their designated areas can cause harm and injury to staff and to the public. Chemicals, toxic cleaning supplies, and flammable materials must be stored in their designated storage spaces only.

E. Lighting

Proper lighting must be provided in all areas to prevent injury. When light bulbs are dark, they should be reported to maintenance for repair. Dim lighting can cause tripping and collision hazards. They can also result in headaches for some people.

3. Fire Related Risks

A. Extension Cords and Power Strips

Improper use of power strips and extension cords is a leading cause of structure fires. Being informed of the County protocol in regards to proper use of extension cords and power strips is absolutely necessary to avoid costly damage and serious injury. No power strip shall be plugged into another power strip and no extension cord shall be utilized for a period longer than 30 days. If power is needed longer, contact Maintenance to install new outlets.

B. Personal Heaters in Cubicles

The improper use of personal heaters is a major fire risk for an office building. They can cause combustible items, such as paperwork and decorations to burst into flames without warning. They can also overload circuits causing circuits to shut down, resulting in unexpected downtime. Ensure any heater has a minimum of three feet of space from furniture and walls.

C. Use of Candles and Oil Diffusers

The use of candles and oil diffusers is prohibited. Using these is an extreme fire risk and requires approval from the Fire Department.

D. Excess Paper and Combustible Decorations in Cubicles

Cleanliness and order are essential in a cubicle or workspace. Not only does it affect efficiency, but it can also reduce the risk of fire. Paper is fuel for a fire. Fire will feed on paper and paper decorations, intensifying a fire, and making it more difficult to extinguish.

E. Smoking

Smoking is a fire danger when lit cigarettes are discarded into dry vegetation, under cars with excessive oil on the chassis or ground, or in garbage containers filled with paper and other combustibles. Smoking outside of designated areas, and carelessly discarding burning cigarette butts can result in great monetary loss, as well as personal injury and death.

4. Workplace Violence

A. Unidentified Objects

Packages and objects that are left behind by unknown people pose a great risk of personal injury. Packages should never be touched until they have been confirmed to be safe. Report suspicious packages to the Sheriff's Department.

B. Verbal or Physical Threats or Acts of Violence

Verbal threats and physical acts of violence must always be taken seriously. Safety for everyone involved is the primary concern. Law enforcement should always be notified. There is a high risk of injury with violence.

C. Active Shooter

An active shooter poses an imminent risk of injury and death. Training is essential to reduce this risk. You should attend all required training. In addition, review your exits and places of cover and concealment in your buildings and the buildings you frequent.

5. Bloodborne Pathogens

Bloodborne pathogens pose a risk of illness to people who come in contact with it. The risk of illness can be found in blood, vomit, feces, and any other bodily fluid. Illness can also be contracted by an accidental stick of a used needle or any other infected sharp object. Illnesses include human immunodeficiency virus (HIV), hepatitis B (HBV), and hepatitis C (HCV), among other illnesses.

6. Injury Through the Lack of Awareness of Surroundings

Whether walking, running, sitting, or standing, it is important to be aware of one's surroundings. A stalker or an attacker is at an advantage when their subject is unaware of their presence. Also, moving objects such as vehicles, falling tree limbs, debris blowing in the wind, and slipping and tripping hazards, are all examples of possible risks of injury to someone who is not aware of their surroundings.

SECTION II: PROGRAMS AND PROCESSES

1. Action Plans

A. Ergonomics

The County is dedicated to offering assistance for the safety and well-being of its employees. Part of this assistance includes assistance with the prevention of one of the most common injuries in an office environment, injuries related to repetitive motion and ergonomics.

To assist with this, the County maintains staff members that are certified in ergonomic assessment. At the request of any employee, an assessment can be performed, and a workstation can be designed and created to meet the ergonomic

needs of the requesting employee. While this is a voluntary action, it is highly encouraged for all staff members.

B. Proper Lifting Technique

Employees that are required to lift heavy objects will be trained in proper lifting techniques, two-person team lifting, and lifting weight limits. These individual training sessions can be conducted by the Department Safety Representative (DSR).

When lifting, the back should remain in alignment, and bending should be performed at the knees. The object should be held close to your body with both hands and stabilized around waist height.

Employees shall be able to lift the weight specified in their job description without assistance. Employees should keep their bodies conditioned with stretching, strength training, and proper nutrition to ensure they can lift throughout their career.

C. Bloodborne Pathogens

Bloodborne pathogens are found in many bodily fluids. These fluids are primarily blood, vomit, and feces/urine. When encountering bodily fluids, self protection and the protection of everyone in the immediate vicinity is of primary importance. Tiny blood droplets pose an airborne risk to all people in near proximity to the hazard. Facilities should be contacted immediately.

Facilities will quarantine the area by taping off the entire infected area plus a minimum of fifteen additional feet in each direction away from the hazard. Paper towels may be laid over the spill to prevent splashing and reduce airborne contaminants. A BBP cleanup team will be called immediately to come and clean up the infected area. If gloves or paper towels are used by anyone other than a member of the BBP team, they must be disposed of within the "Red Bag" by the BBP team. Never throw away infected materials in a regular litter container.

All people immediately in the infected area must wash their hands with soap immediately. If bodily fluid is splashed on their clothing, they should change their clothing, and wash their clothing using bleach as soon as possible, or dispose of their clothing at a contaminated material disposal site. If bodily fluid is splashed on their face or near an open wound, they should go to the nearest hospital immediately for cleaning and treatment. All incidents should be reported to management as soon as possible.

D. First Aid

First aid for minor injuries such as small cuts, burns, and ankle twists can be treated immediately by the injured employee or a peer. First aid kits are available in labelled cabinet(s) located in:

[REDACTED]

These first aid kits are restocked as needed according to the monthly safety inspection, or at the request of a staff member.

First aid kits do not contain medicine such as aspirin or pain killers as per County policy.

For injuries that are larger than those that can be treated using a first aid kit, there are materials to help control bleeding. However, people with these more severe injuries should be transported to a hospital immediately for treatment. Dial 9-1-1 immediately.

In the event of a heart attack or loss of consciousness, dial 9-1-1 immediately. People should be assisted by a person with a first aid certification. An automated external defibrillator (AED) is available at [REDACTED].

E. Threats/Acts of Violence

Threats and violence are a reality. All threats and violent interactions should be reported immediately to a supervisor or manager. For the safety of the staff and others, it is very important that all acts of violence and threats be taken seriously.

- **Bomb Threats** – A threat of violence such as a bomb threat, whether made over the phone, via text, or in person must always be taken seriously. It should be reported to management as soon as possible, and law enforcement should be called. The building should be evacuated to the alternate evacuation meeting site which is furthest from the building. As in all evacuation events, no one should leave from the evacuation meeting site. All employees must be accounted for. Also, people leaving on foot or in vehicles may be obstructions or even hazards for emergency personnel.

When receiving a phone call of a bomb threat, the person receiving the call should remain calm. They should signal for another employee to contact management and to call law enforcement. They should try to keep the person making the threat on the line, attempting to gain as much information as possible. Primary information to gain includes the identity of the person making

the threat, the reason for the threat, and the location and type of the explosive device. Any information gained will be helpful in locating the bomb for safe removal, and in the investigation and apprehension of the person making the threat.

- **Verbal and Physical Violence** – If someone becomes verbally aggressive or abusive, the staff member should attempt to find ways to calm the situation down. If the staff member feels threatened by the possible escalation of physical violence, they should seek help immediately.

Acts of violence that involve a weapon are the most serious forms of violence. Law enforcement should be notified immediately through calling 911. There are panic buttons located in: [REDACTED] should they be necessary. These are useful; however, a 9-1-1 call is always the best tool for this type of emergency. Using 9-1-1, the caller can inform law enforcement of the details of the event, and its exact location.

- **Active Shooter** – In the event of an active shooter, staff located within the initial contact area should seek safety first, then call 9-1-1. When calling 9-1-1, the caller should inform the dispatcher that there is an active shooter and their location. If there is more than one active shooter, this information should also be included.

Management should also be notified immediately so that active shooter safety protocols can be put into place immediately. Staff should move toward the secure areas of the building. From there the safety management team can direct employees toward safety via the phone intercom system.

Because of the many variables of such an unpredictable event, annual training is offered to all employees. Additional training may be offered by the Sheriff's Office.

F. Evacuation/Sheltering in Place

The Department has created an evacuation plan. The evacuation plan contains information regarding secure areas of the building, fire extinguisher locations, and possible evacuation routes. The evacuation plan is provided to all employees during their new hire safety training by your DSR. The evacuation plan is also available at any time upon request from the DSR.

When the fire alarm is sounded, or when a verbal evacuation is called for, the building is to be completely evacuated immediately in an organized and safe manner. Supervisors and managers are responsible for clearing their departments and counting employees at the evacuation meeting locations. Each facility has an evacuation meeting location. You will only be given one warning to evacuate the building.

Meeting locations are as follows: _____

2. Fire Prevention Plans

A. Power Strips and Extension Cords

The use of extension cords is not allowed for permanent use. They may be allowed for temporary use on a case-by-case basis not exceeding 30 days. Staff members can contact the DSR to request the temporary use of an extension cord.

Power strips are allowed for use in the facilities in lieu of extension cords. Power strips can be fire hazards if they are not used correctly. A power strip must be plugged directly into a wall outlet (or an outlet that is built into a cubicle). They may never be plugged into another power strip. They must be UL rated and grounded.

Power strips should also never be overloaded. One plug per outlet is acceptable, as long as the total amperage doesn't exceed the maximum amperage recommendation of the power strip manufacturer or the total combined amperage limit of the circuit.

If unsure, verify compatibility with the DSR.

B. Candles and Flammable Decoration

The use of candles and oil diffusers is prohibited. These decorations pose a great risk of fire.

Cubicles and workstations should also be kept clean and organized, and free of excess papers and decorations. These highly combustible materials are fuel for a fire.

C. Smoking

Smoking, including vapes, e-cigs, and the like, is permitted in designated smoking areas only. Smoking is prohibited within 25' of any building opening (doors and

windows that open). All cigarette butts should be discarded in approved receptacles only. Cans or dishes that are open, even if they have sand in them, are prohibited. All receptacles must be fully enclosed. Discarding cigarette butts on the ground is a fire hazard and is prohibited.

Housekeeping of the smoking areas is the responsibility of the people that use the area. It is expected that the areas are kept free of litter, and the ashtrays and trash receptacles are emptied regularly.

3. Communication

A. Injuries

The communication of injuries is extremely important. If an employee receives an illness or injury that is a direct result of their work, the illness or injury must be reported to their supervisor or manager as soon as possible and no later than the end of your shift.

Once reported, the supervisor or manager will report the incident to Human Resources, who will conduct an investigation and provide you with worker's compensation paperwork.

B. Hazards/Concerns

It is important to communicate safety hazards, ideas that may contribute to safety, and concerns that staff members may have in regards to safety to the DSR. You may do so anonymously in writing.

The DSR will then take these written requests to a Safety Committee Member. Depending on the type and severity of the concern it will either be addressed by Risk Management or discussed at the next Safety Committee meeting to determine a resolution.

4. Safety Committee

The Safety Committee is a committee formed of County employees. It has one chairperson and one vice-chairperson. The committee is a group of volunteer employees for the safety of fellow County employees. The committee is made up of equal parts of management and non-management or a greater percentage of non-management.

The Safety Committee meets a minimum of once per quarter. More meetings are called if found to be necessary by the committee to complete special projects. The

committee not only comes up with ideas for safe practices but also reviews current practices to see if they are effective or if they can be improved.

SECTION III: TRAINING

1. As Needed

A. New Hire Safety Training

The New hire Safety Training is a training designed to prepare new employees to perform their duties safely. Listed below is an outline of the safety training.

I. Introduction to Preparedness

- A. The first rule of safety is preparedness

II. Evacuation

- A. Identifying and proper use of exit signs
- B. Reading and using the evacuation plans

III. Fire Extinguishers

- A. Location

IV. First Aid

- A. Locations and uses of first aid kits
- B. Discussion on first aid and AED

V. Bloodborne Pathogens

- A. What is considered a bloodborne pathogen
- B. Responding to this hazard

VI. Violent Behavior

- A. Discussion of different forms of violence
- B. Handling physical threats and attacks
 - a. De-escalating a situation
 - b. Seeking help
 - i. Calling 911
 - ii. Pressing a panic button
- C. Active Shooter
 - a. Video (Run, Hide, Fight)
 - b. Discussion of video and preparedness

VII. Situational Awareness

- A. Tips for practicing situational awareness

VIII. Housekeeping

- A. Cubicles and work areas
- B. Smoking area

IX. Reporting Safety Hazards, Ideas, and Comments

X. Tour of the Facilities and Safety Equipment

2. Quarterly

A. Staff Safety Meetings

Safety materials featuring a different safety topic are presented during the Safety Committee meetings regularly. These materials are sent to each DSR. DSRs shall share these materials at their departmental staff meetings. The topics are simple, short, and relevant. The purpose is to make safety a regular conversation.

3. Annual

- A. Active Shooter**
- B. Winter Driving**
- C. Situational Awareness**
- D. Fire Extinguisher Training**
- E. First Aid, AED Training, and CPR**
- F. Conflict De-escalation Techniques**

SECTION IV: TESTING AND INSPECTIONS

1. Annual

- A. Water system valve backflow inspection**
- B. Elevator and fire emergency test**
- C. Fire suppression system test**
- D. Interior fire safety walkthrough inspection**
- E. Exterior fire safety clearance inspection**
- F. Fire extinguisher inspection**
- G. AED inspection**
- H. Panic button test**

2. Semiannual

- A. Fire/Evacuation Drills**

3. Monthly

- A. Monthly Safety Inspection Checklist**