

**FLATHEAD COUNTY
SUMMARY OF
SAFETY PROCEDURES AND POLICIES**

A. Mandatory Policy

1. All employees must comply with this policy for reasons of:
 - a. Prevention of personal injury;
 - b. The safety of others;
 - c. The prevention of fire;
 - d. Preventing damage to equipment and property.

2. If a safety policy is not complied with the disciplinary procedure will be:
 - a. Documented Verbal Warning
 - b. Written Warning
 - c. Three Day Suspension
 - d. Termination

Note: Not necessarily in the above order. The employee's action may warrant discipline of a more severe nature. An intentional offense may result in immediate termination.

B. Personal Protective Equipment Availability

1. The following protective equipment is provided free of charge to the employees for use during regular production shifts. Employees are responsible for the care and maintenance of the equipment issued to them to get maximum life usage. Loss, deliberate misuse or damage may result in the employee being charged for the cost of the equipment.

C. Hearing Protection Policy

1. Employees working in high noise areas are supplied with approved hearing protection by the department supervisors. The ear plugs the company provides you are rated at NRR 29. Employees are required to wear them to prevent any damage to their hearing. This is a mandatory policy. Your supervisor has identified the high noise areas in your department. In some cases, doubling up on hearing protection may be required.

D. Hard Hat Policy

Employees in the Road Department are supplied with approved hard hats when hired and are required to wear them in all areas.

E. Footwear Policy

Each department supervisor will describe the footwear required (if any) for your job description.

F. Eye Protection Policy.

Safety glasses with side shields will be required any time you are grinding, using chemicals or torches.

G. Personal Apparel Policy

1. Employees in the Road, Sheriff, Solid Waste, Maintenance and Animal Control departments are required to wear full length trousers and a shirt at their work area at all times.
 - a. Loose fit, torn or bulky clothing is not allowed due to the potential of it getting entangled in the machinery creating a safety hazard.
 - b. Necklaces, rings, earrings, and other jewelry are not allowed in areas where they could get entangled in the machinery and create a safety hazard.

H. Hair Containment Policy

1. If the length of an employee's hair interferes with their job or presents a potential safety hazard, at the supervisor's discretion, the employee will be required to contain it under their hard hat or pulled back in a pony tail.

I. Smoking Policy.

1. Smoking is not permitted in anywhere the public may access and is permitted ONLY in designated areas. Designated areas shall be away from the traffic flow into the building.

J. Speed Limit Policy

1. The road department and landfill site speed limit is 15 MPH at all times.
 - a. When passing behind company equipment make sure the operator is aware of your presence.

K. Respirators

Your supervisor will identify any areas where you may be required to use a respirator.

L. Other Policies and Regulations

1. Fuel and oil spill procedures
 - a. To prevent a fire hazard and to comply with EPA regulations it is necessary to report all gasoline, diesel, and oil spills to your supervisor. (Small amounts-5 gallons or more). The required cleanup must be done as soon as possible using the proper methods to prevent a potential harmful exposure to human health or the environment, you must contact the OES manager.
 - b. The material must be disposed of according to EPA and/or Montana Department of Environmental Quality regulations.
2. Danger, warning, and instruction signs posted require all employees to comply with the instructions indicated on the sign or compliance with the following sign definitions.
 - a. "Danger" signs - mean an immediate hazard exists and require special precautions when entering that area.
 - b. "Caution" signs - warn against potential hazards and require use of personal protection equipment or proper precautions.
 - c. "Authorized Personnel Only" signs - mean only employees that have been authorized and instructed by their supervisor are allowed to enter.
 - d. "Restricted Area" signs - mean only employees that have been authorized and instructed by their supervisor regarding procedures can enter this area, and all equipment in the area is shutdown or locked out if necessary.

M. Haz-Com

This program establishes the necessary requirements to ensure all employees a safe and healthful work environment, and to comply with the OSHA Standard 29 CFR 1910.1200.

The objective of this program is to provide each employee with the information

and training that will enable them to work safely with any chemicals or other potentially hazardous substance they may encounter at work.

All secondary containers must be labeled with the following color code and information to provide immediate identification:

A. RED:	flammable	example - gasoline
B. BLUE:	combustible	example - oil, grease
C. YELLOW:	toxic/other	example - anti-freeze
D. WHITE:	corrosive	example - boiler chemicals

N. Lockout Policy

“Lockout” is a term used to indicate isolation of energy – example – to lockout a machine makes it impossible to operate the machine because the source of energy cannot reach the machine. To lockout a machine one or two things are needed. A device called a multiple lockout hasp and a padlock. If only one person is working on a machine, only one padlock is necessary to lockout a machine. The multiple lockout hasp holds up to six padlocks.

Be sure to isolate all energy sources, secondary power supply, as well as the main one. Never pull an electrical switch while it is under load. If possible, stand to the left side of the disconnect and use your left hand to pull the switch. Never stand in front of the MCC panel when shutting it off. Never remove a fuse instead of disconnecting. Each person working on the equipment must attach his or her own individually keyed and labeled padlock to the multiple lockouts. The equipment control (switch, button, handle, photo eye, etc.) must be tested to make sure the correct sources of energy have been disconnected. When all sources of energy have been reduced to a zero mechanical state (ZMS) and cannot be restarted unless the padlocks are removed, the system is locked out and work can begin.

You are the only one allowed to remove your lock. A supervisor may be permitted to remove your lock only when he or she has made every possible attempt to reach you and has checked the machine to make sure you are clear and that the machine is to operate.

Lockout locks should never be used for any purpose other than locking out equipment. For specific lockout requirements for your work station, refer to the JSA and check with your supervisor.

LOCKOUT procedures are designed to ensure your safety from the release of energy when working in, on, or around machines or systems. Their success and effectiveness depend on you and your coworkers following them.

This handbook is a summary of key safety policies. It is not intended to replace specific policies or procedures. For more information, please check with your supervisor or specific procedure for the policy in question.

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FLATHEAD COUNTY
RESPIRATORY PROTECTION PROGRAM

PURPOSE

This program establishes the minimum requirements for County employees who choose to, or are required to, wear respiratory protection. This program is consistent with 29 CFR 1910.134 and company policy guidelines.

WORKPLACE EXPOSURE MONITORING

Workplace exposure monitoring is conducted periodically in the Road Department paint booth and welding areas, in Solid Waste, Weed/Park/Maintenance and Animal Control.

RESPIRATOR SELECTION

Each department head is responsible for selecting the respirators for their department.

FIT TESTING

Every employee who wears a respirator must first complete a “Respirator Wearer Questionnaire” to determine if they are medically able to wear the selected respirator.

All respirator wearers shall be fit tested following training in selection, use, care and maintenance of their selected respirators. Fit testing will be a Qualitative Method using standard protocol for BITREX. A successful fit test is required before being permitted to wear any respirator. Any person with facial hair interfering with the face to mask seal will not be fit tested and therefore cannot wear a respirator.

TRAINING

Any person who chooses to wear a respirator, be it full or half face-piece, tight fitting or a filtering face piece “disposable” must be trained in the selection, use (donning/doffing, leak testing), and limitations of use. Instruction will include a schedule for change out of filters/cartridges based on previous experience for the application. Difficulty breathing or cartridge “break through” are not suitable criteria.

All training received must be thoroughly documented in sufficient detail to determine what was covered and by whom, not just when and where. Re-training will occur at least annually or whenever discrepancies are observed.

MAINTENANCE and STORAGE

Respirators must be maintained in a clean and sanitary condition at all times. Respirators shall not be worn by another person, unless sanitization has occurred. Tight fitting face pieces shall be periodically inspected to ensure all diaphragms and gaskets are in place and the face-piece and head stall are in serviceable condition.

All respirators shall be stored in sealed plastic freezer “ZipLoc” plastic bags with the users name, social security number, and date cartridges were last changed marked on the bag. Filtering face-piece respirators must be stored the same way.

PROGRAM EFFECTIVENESS

The Safety Committee will evaluate the Respiratory Protection Program’s effectiveness each year.

Appendix D to Sec. 1910-134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NOISH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

FLATHEAD COUNTY HAZARD COMMUNICATION PROGRAM

This program establishes the necessary requirements to ensure all employees a safe and healthful work environment, and to comply with the OSHA Standard 29 CFR 1910.1200.

OBJECTIVE

The objective of this program is to provide each employee with the information and training that will enable them to work safely with any chemicals or other potentially hazardous substance they may encounter at the plant site.

REQUIREMENTS

1. Maintain a written Hazard Communication Program (Haz Com) and chemical inventory list of Material Safety Data Sheets (MSDS) that is up to date and accessible to all employees.
2. Provide information and training to every employee prior to initial assignment and annually, that includes the following:
 - A. The chemicals present in their work area.
 - B. How to find MSDS's in the Haz Com books and/or how to access MSDS online, and how to get the appropriate information from them.
 - C. The physical and health effects of hazardous chemicals as stated on the MSDS.
 - D. How to prevent exposure to hazardous chemicals by work practices and use of personal protective equipment.
 - E. The emergency procedures to follow in the event of an accidental spill or if exposed to hazardous chemicals as stated on the MSDS.
 - F. Steps the County has taken to reduce the risk of exposure to hazardous chemicals through product substitution or alternative products where feasible.
 - G. Ensure all secondary containers are properly labeled.

EMPLOYEE RIGHTS

County employees are entitled to the following rights under the hazard communication program:

1. To be informed of potential or actual exposure to hazardous chemicals and/or substances on the plant site.
2. Provided access to the Haz Com program and MSDS's of all chemicals and hazardous substances in their work area.
3. Provided training to identify the hazards associated with the chemicals used on the plant site and the protective measures required to safely handle them.
4. Provided with appropriate personal protective equipment.
5. Refuse to work with any substance on the chemical inventory list if the above items have not been complied with.
6. Not to be discriminated against for exercising your rights under this program.

The following responsibilities are assigned to implement this program:

EMPLOYEES

1. Know how to use the Haz Com books and/or online system to look up chemical MSDS's.
2. Ask your supervisor questions when the available information is not clear or completely understood.
3. Participate in the training.
4. Ensure all secondary containers are properly labeled.
5. Review MSDS and container labels if you are not familiar with the hazards of a chemical or product that is being used during a routine or non-routine task.
6. Follow the precautions listed on the MSDS or the handling precautions on the secondary container label to prevent potential exposure to chemical hazards.
7. Wear and maintain the required personal protective equipment recommended on the MSDS or secondary container label.
8. Report all chemical spills immediately.

SUPERVISORS

1. Maintain a program to ensure all chemicals/products purchased and used in your area have a MSDS in the Haz Com books and accessible online.
2. Ensure the Haz Com books are kept up to date.
3. Maintain a program to ensure all stationary storage and secondary containers are properly labeled and color coded.

MAINTENANCE SUPERVISOR

1. Ensure outside contractors are informed of any potentially hazardous chemicals they may be exposed to when performing services on the County sites, and the recommended safety precautions and personal protective equipment to use to reduce or eliminate the potential hazards as stated on the MSDS.
2. Gather information and MSDS's on any hazardous chemicals a contractor may bring on County property, and make this information available to the safety officer and department supervisors so they can inform the employees.
3. Document all information and training.

SUPERVISORS

1. Provide training and information annually, and prior to initial assignment of all temporary, part time and transferred employees in their department to ensure they can safely handle any chemicals their routine or non-routine tasks may require. This training will include the following:
 - A. Chemicals present in their work area.
 - B. Where the Haz Com books are located.
 - C. How to find MSDS's in the Haz Com books, how to access the internet and how to obtain the appropriate information from them.
 - D. The physical and health effects of hazardous chemicals as stated on the MSDS.
 - E. How to prevent exposure to hazardous chemicals by work practices and use of personal protective equipment.
 - E. The emergency procedures to follow in the event of an accidental spill or if exposed to hazardous chemicals as stated on the MSDS.
 - G. Ensure all employees understand the information on the secondary container labels and follow the handling precautions stated.
2. Document all training.
3. Ensure all secondary containers in their department are properly labeled.
4. Ensure the Haz Com books in their department are kept up to date, maintained and all employees know where they are located and have access to them.
5. Enforce compliance of the hazardous communication program by initiating the discipline policy steps for failure to follow safety

procedures and/or using personal protective equipment.

CONTAINER LABELING

1. All secondary containers in the work area need to be labeled with the following color code and information to provide immediate identification:
 - A. RED: flammable example - gasoline
 - B. BLUE: combustible " oil, grease
 - C. YELLOW: toxic/other " anti-freeze
 - D. WHITE: corrosive " boiler chemicals

2. All secondary container labels must include the following information:
 - A. Common name of the product.
 - B. Name and address of the manufacturer and emergency phone number.
 - C. MSDS assigned number.
 - D. Target organs.
 - E. Hazards.
 - F. Personal protective equipment required and/or recommended precautions to be taken when handling the product.
 - G. First aid instructions for accidental exposure to the product.

FLATHEAD COUNTY BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Statement of Purpose: The Occupation Safety & Health Administration (OSHA) has made a determination that workers may face a significant health risk as the result of occupational exposure to blood and other potentially infectious materials because they may have contact with bloodborne pathogens, including Hepatitis B virus, Hepatitis C virus, HIV, syphilis and other disease causing organisms.

The main risk to workers is from sharps injuries resulting when a blood contaminated object penetrates the tissues. Blood from a positive source can also be a risk when it enters the body via open wounds, cuts and by splashes to the face, eyes, mouth and other mucous membranes.

Because the infectious status of others is often unknown, employees are to observe Universal Precautions when dealing with all body materials at all times.

Definitions

Universal Precautions – the routine and consistent use of appropriate barrier protection to prevent mucous membrane transmission of microorganisms resulting from contact with blood and bodily fluids and as part of the practice of general hygiene. All human blood and certain body fluids are treated as if known to be infectious for HIV, HBV, HCV and other bloodborne pathogens. Other potentially infectious body fluids include body tissues, semen and vaginal secretions.

Bloodborne Pathogens – pathogenic microorganisms that are present in human blood and can cause disease in humans.

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

Contaminated Sharps – any contaminated object that can penetrate the skin including, but not limited, to needles, scalpels, and broken capillary tubes.

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

Engineering Controls – (e.g. sharps disposal container, needles, safety devices) that lessen or remove the bloodborne pathogens hazard from the work place.

Exposure Incident – a specific eye, mouth, other mucous membrane or parenteral contact with

blood or other infectious material, that results from contact.

Parenteral – piercing mucous membrane or skin barrier through such events as needle sticks, human bites, cuts and abrasions.

Personal Protective Equipment – specialized clothing or equipment worn by personnel for protection against a hazard.

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

Source Individual – any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to personnel.

Sterilize – the use of a physical or chemical procedure to destroy all microbial life, including highly resistant bacterial spores.

Work Practice Controls – controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g. prohibiting recapping of needles by a two-handed technique).

Exposure Determination

- Category I – jobs with tasks that routinely involve exposure to potential exposure to blood, body fluids, tissues or other medical waste: Sheriff's department, Fire department, Emergency Services.
- Category II – jobs with tasks that do not routinely involve exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment, or other medical exposure or hidden exposure or potential exposure.
- Category III – jobs with tasks that do not routinely involve exposure to blood, body fluids, tissues, or other medical waste. Persons in this category are not called upon to perform or assist in emergency medical aid or to be potentially exposed in any other way as a condition of employment.

Responsibilities

Assure that personnel affiliated with Flathead County receive education and training in Universal Precautions and infection control policies and procedures that are specific to their responsibilities prior to assuming these responsibilities and on annual basis. Training will include, but is not limited to:

- Complete explanation of the organization's Exposure Control Plan and how to obtain a copy;
- Explanation of methods to recognize tasks and other activities that may involve exposure to blood and body fluids, including what constitutes an exposure incident;
- Explanation of the use and limitation of engineering controls, work practices and personnel protective equipment;
- Information on the Hepatitis B vaccine, including information of its efficacy, safety, method of administration, the benefits of being vaccinated and that the vaccine will be offered free of charge;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or bodily fluid contamination;
- Explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made as written in the plan;
- Information on the post-exposure evaluation and follow-up that the department is required to provide for the staff following an exposure incident.

Ensure that personnel wash hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.

When provision of hand washing facilities are not feasible, the department will provide either an appropriate antiseptic hand cleanser, in conjunction with clean paper towels, or antiseptic towelettes.

Ensure that personnel wash hands or any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other infectious materials.

Monitor and document individual compliance with the practice of Universal Precautions and infection control policies and procedures in a fair and equitable manner.

Solicit input from non-managerial employees that are potentially exposed to injuries from contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls. Solicitation of input will:

- Be performed whenever a new safer medical device is tested within the department;
- Be performed on an annual basis, evaluating the continuing effectiveness of engineering and work practice controls, including safer medical devices currently utilized in the Department. Annual employee participation will include analysis of exposure incident data and participation in the evaluation of devices through pilot testing. The employees involved in reviewing this information will represent the range of exposure situations encountered in the department.

- Be reviewed by the Safety Committee at least on annual basis of this Exposure Control Plan.

Submit an Incident Report following all incidents of actual exposure to blood or bodily fluids.

Ensure that a copy of the Exposure Control Plan is accessible to personnel and to the healthcare professional evaluating the individual after an exposure incident.

Each Individual Shall:

Understand the principles of Universal Precautions and infection control policies and procedures with specific knowledge of the tasks that they may assume. Know what tasks they perform that may have occupational exposure.

Routinely apply the practices of Universal Precautions and infection control policies and procedures to each task they perform. This includes the appropriate use of personal protective equipment.

Report incidents to their supervisor of actual exposure to blood or bodily fluids.

Attend the bloodborne pathogens educational sessions annually or as needed.

Methods of Compliance

General – universal precautions are observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Engineering and Work Practice Controls – used to eliminate or minimize individual exposure. The following engineering/work practice controls are used throughout the County:

- Hand washing facilities – or antiseptic hand cleansers;
- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are discouraged in work areas where there is potential for exposure to bloodborne pathogens.

Personal Protective Equipment:

Personal protective equipment is the “last line of defense” against bloodborne pathogens.

Any garments penetrated by blood or other infectious materials are to be removed immediately or as soon as feasible.

All personal protective equipment is to be removed prior to leaving a work area.

Gloves are to be worn in the following circumstances:

- Whenever staff members anticipate contact with potentially infectious materials;
- When performing vascular access procedures;
- When handling or touching contaminated items or surfaces.

Disposable gloves are replaced as soon as practical after contamination or if they are torn punctured or otherwise lose their ability to function as an “exposure barrier.”

Masks and eye protection (such as goggles, face shields) are used whenever splashes or sprays may generate droplets of infectious materials.

Housekeeping:

Biohazardous waste will be placed in biohazardous waste bags and placed in the infectious waste collecting barrels in a secure place.

Blood or body fluids may be emptied into the toilet using precautions to avoid splashing or spattering.

All pails, bins, cans and other receptacles intended for use are routinely inspected, cleaned and decontaminated as soon as possible, if visibly contaminated.

Equipment and working surfaces will be cleaned and disinfected after contact with blood or other potentially infectious materials.

Hepatitis B Vaccination, Post Exposure Evaluation and Follow-up:

Vaccination Program:

The Flathead City-County Health Department has implemented a Hepatitis B Vaccination Program, which is available at no cost to all personnel who have occupational exposure to bloodborne pathogens (job classifications in Categories I and II).

The Vaccination Program consists of a series of three inoculations over a six month period. Personnel receive information regarding Hepatitis B vaccination, including its safety and effectiveness, as part of their bloodborne pathogens training.

Vaccinations are performed under the supervision of a licensed health care professional.

Personnel who decline the vaccine are asked to sign a declination statement.

Post-Exposure Evaluation & Follow-up

Every exposure incident is investigated within twenty-four hours after the incident occurs. After

the information is gathered, it is evaluated; a written summary of the incident and its causes is prepared; and recommendations are made for avoiding similar incidents in the future.

The Safety Committee will review the circumstances surrounding all exposure incidents to determine personnel and organizational compliance with the following:

- Engineering controls in use at the time of the incident;
- Work practices followed as per organizational policy and this plan;
- A complete description of the device being used at the time of the incident;
- Protective equipment or clothing that was in use at the time of the exposure incident (gloves, eye shields, etc);
- Location of the incident;
- Procedure being performed when the incident occurred;
- Employee's training.

The exposed individual is provided with the following confidential information:

- Documentation regarding the routes of exposure and circumstances under which the exposure incident occurred;
- Identification of the source individual and the results of testing for HBV, HCV, and HIV of the source individual's blood, if feasible and not prohibited by confidentiality statutes;
- The individual is informed of the laws and regulations concerning the confidentiality of the identity and infectious status of a source individual;
- The exposed individual may be tested for HBV, HCV, and/or HIV status after consent is obtained;
- The exposed individual is seen by a qualified healthcare professional to discuss the exposed individual's medical status. This includes an evaluation of any reported illnesses, as well as any recommended treatment;
- The healthcare professional will receive a description of the exposure incident and the results of the source individual's blood testing, if available and the exposed individual's relevant medical records and any other pertinent information;
- The healthcare professional will provide a written opinion evaluation regarding the exposed individual's situation. The individual will receive a copy of his opinion. The written opinion will contain only the following information:
 - Whether Hepatitis B vaccine is indicated for the individual, if the employee has not received the Hepatitis B vaccine;
 - Confirmation that the individual has been informed of the results of the evaluation;
 - Confirmation that the individual has been told about any medical conditions resulting from the exposure incident, which require further evaluation and treatment.

Medical Record Keeping

Medical records of personnel are confidential and information is not disclosed or reported to anyone without the individual's written consent (except as required by law).

Bio Hazard Labels

The following are labeled with biohazardous labels:

- Containers of regulated waste;
- Refrigerators/freezers containing blood or potentially infectious materials;
- Sharps disposal containers;
- Containers used to store, transport or ship blood or other infectious materials.

General Record Keeping

Training records include, but are not limited to the following:

- Training session dates;
- Training session contents or summary;
- Names and qualification of persons conducting the training;
- Names and job titles of all persons attending training sessions;

A Sharps injury log (OSHA 300 Log of Work-Related Injuries) will be maintained to document potential exposures and identify high risk areas and devices. The sharps injury log, at a minimum, must contain information regarding the following:

- The type and brand of device involved in the incident;
- The Division or work area where the exposure incident occurred;
- An explanation of how the incident occurred.

Information in the sharps injury log must be recorded and maintained in a manner that protects the privacy of the injured employee. If the data from the log is made available to other parties, any information that directly identifies an employee must be withheld.

Annual Exposure Control Plan Evaluation

The Safety Committee will conduct an annual review of the Exposure Control Plan. Evaluation of the effectiveness of the plan will be performed, with emphasis placed upon, but not limited to the following elements:

- Effectiveness of training and educational programs;
- Use of safer medical devices and assessment of continuous improvement in readily-available technology in the organizational safety and health programs;
- Reduction in needlesticks and other sharps injuries to determine effectiveness of safer medical devices implemented or currently in use through:
 - Consideration of changes in technology that eliminate or reduce exposure to bloodborne pathogens;

- Consideration and implementation of appropriate, commercially available and effective safer medical devices designated to eliminate or minimize occupational exposure.
- Compliance with basic work practices;
- Use of personal protective equipment;
- Use of employee input from non-managerial employees responsible for direct patient care, who are potentially exposed to injuries from contaminated sharps in the identification, evaluation and selection of effective engineering and work practice controls.

FLATHEAD COUNTY WORKPLACE VIOLENCE POLICY

Policy Statement

Flathead County does not tolerate violence in the workplace by any of its employees, customers/clients, the general public, or anyone who conducts business with the County. It is the intent of the County to provide a workplace which is free from intimidation, threats, or violent acts.

Definitions

Workplace violence is defined as real or perceived threats or acts of physical or verbal violence committed in the workplace or as a result of a workplace relationship, including, but not limited to, harassment, threats, property damage or physical attack. Perpetrators of violence may include employees, former employees and family members of employees, independent contractors, consultants, vendors and customers.

Forms of Workplace Violence

Verbal – involves oral threats toward another person or property. Examples of verbal violence include the use of vulgar or profane language, disparaging or derogatory comments or slurs, offensive sexual flirtations, verbal intimidation, exaggerated criticism and name calling.

Visual – includes threatening or offensive gestures, drawings, posters and publications.

Written – includes threatening notes or letters and pornographic literature.

Physical – includes any physical assault such as hitting, pushing, kicking, holding, impeding or blocking the movement of another person and/or any act that could cause physical harm to a person or property.

Property Damage – is intentional damage to property owned by the County, employees, others or the aggressor.

Types of Threats

Direct Threat – the individual making the threat communicates what is going to happen, e.g. “I’m going to hurt you.” Follow agency procedures in notifying authorities.

Conditional Threats – the person making the threat conditions violence on a specific action e.g. “If you report this meeting, I’ll get even with you.” You must always assume that this type of threat is legitimate.

Veiled Threats – the person making the threat uses gestures and/or words to get the message across. Body language can be just as intimidating as a direct or conditional threat; e.g. “You haven’t heard the last of this.”

If you are involved in a situation where you feel threatened, some departments have the 5610 icon on their desk top. When you click on this, it automatically dispatches to the Sheriff's office.

Departments who do not have this should assign some sort of a code to the individuals in their department to alert others. An example would be to page: Zachary to someone's desk.

Reporting Workplace Violence

Each incident of workplace violence, whether the incident is committed by an employee, customer, vendor, citizen, must be reported to management. Management will assess and investigate the incident and determine appropriate action. Early reporting is critical for an investigation process.

If you feel you have been a victim of workplace violence:

- Dial 911 immediately and call for assistance if physical harm is imminent
- Document the details of the incident. Include information which will identify the person who perpetuated the violence, dates and times, direct quotes and the names of any witnesses.
- Save all notes, correspondence or related records received from the individual
- Report the incident to your supervisor immediately
- Do not make further contact with the individual without further discussing the situation with management
- If you are not personally the victim of workplace violence, but observe such actions, report the incident to management immediately.

Dissemination of confidential information shall be limited to persons with a need to know to conduct the investigations or provide security.

WARNING SIGNS OF THE POTENTIALLY VIOLENT INDIVIDUALS

There is no exact method to predict when a person will become violent. One or more of these warning signs may be displayed before a person becomes violent but does not necessarily indicate that an individual will become violent. A display of these signs should trigger concern as they are usually exhibited by people experiencing problems.

- *Irrational beliefs and ideas
- *New or increased source of stress at home or work
- *Verbal , nonverbal or written threats or intimidation
- *Inability to take criticism
- *Fascination with weaponry and/or acts of violence
- *Feelings of being victimized
- *Expressions of plans to hurt himself or others
- *Intoxication from alcohol or other substances
- *Unreciprocated romantic obsession
- *Expressions of hopelessness or heightened anxiety
- *Taking up much of supervisor's time with behavior or performance problems
- *Productivity and/or attendance problems
- *Fear reaction among co-workers/clients
- *Violence toward inanimate objects
- *Drastic change in belief systems
- *Lack of concern for the safety of others
- *Displays unwarranted anger

Personal Conduct to Minimize Violence

Follow these suggestions in your daily interactions with people to de-escalate potentially violent situations. If, at any time, a person's behavior starts to escalate beyond your comfort zone, disengage.

DO

- Project calmness, move and speak slowly, quietly and confidently.
- Be an empathetic listener, encourage the person to talk and listen patiently.
- Focus your attention on the other person to let them know you are interested in what they have to say.
- Maintain a relaxed yet attentive posture and position yourself at the right angle rather than directly in front of the other person.
- Acknowledge the person's feelings, indicate that you can see he or she is upset.
- Ask for small specific favors such as asking the person to move to a quieter area
- Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior.
- Use delaying tactics which will give the person time to calm down. For example, offer a drink of water (in a disposable cup).
- Be reassuring and point out choices. Break big problems into smaller, more manageable problems.
- Accept criticism in a positive way. When a complaint might be true, use statements like, "You're probably right," or "it was my fault." If the criticism seems unwarranted, ask clarifying questions.
- Ask for his/her recommendations. Repeat back to them what you feel they are requesting.
- Arrange yourself so that the visitor cannot block your access to an exit.
- Relinquish property if personal safety is at stake.

DO NOT

- Use styles of communication which generate hostility such as apathy, brush off, coldness, condescension, robotism, going strictly by the rules or giving the run-around.
- Reject all of the client's demands from the start.
- Pose in challenging stances such as standing directly opposite someone, hand on hips or crossing your arms. Avoid any physical contact, finger pointing, or long periods of fixed eye contact.
- Make sudden movements which can be seen as threatening. Notice the tone, volume and rate of your speech.
- Challenge, threaten or dare the individual. Never belittle the person or make him/her feel foolish.
- Criticize or act impatiently toward the agitated individual.

- Attempt to bargain with a threatening individual.
- Try to make the situation seem less serious than it is.
- Make false statements or promises you cannot keep.
- Try to impart a lot of technical or complicated information when emotions are high.
- Take sides or agree with distortions.
- Invade the individual's personal space. Make sure there is 3' – 6' between you and the person.
- Wear expensive jewelry or any accessory that could be dangerous (dangling scarves, necklaces, etc).

Weapons in the Workplace

Weapons in the workplace are dangerous emergency situations that are best left to professionally trained law enforcement personnel. However, if you find yourself trapped in a situation with no other options, you may choose to follow these suggestions until professional assistance arrives. If confronted, try to:

Stay Calm

Keep in mind that an individual who threatens you with a weapon hasn't decided whether to use it or not. In many cases the person is terrified. If the person senses that you are losing control, it will most likely escalate the situation.

Avoid Rushing the Individual

Unless you feel it is your only option, attempting to disarm a person with a weapon is extremely dangerous.

Focus on the Individual, Not on the Weapon

When threatened, the weapon is often the only object of our attention. Try to remember that a gun, for example, presents absolutely no danger to anyone until someone decides to fire it. Focus on the person holding the weapon, not the weapon itself.

Negotiate

This is not as complicated as it sounds. Try to get as many little "yeses" from the person threatening you as possible. Start with basic requests such as, "Is it okay if I take a deep breath?" The more "yeses" you can get, the better chance you'll have that the person won't use the weapon.

Step Back

Try to negotiate permission to take at least three steps away from the individual. If allowed, the increased distance reduces both the person's anxiety and the accuracy of the weapon if it is used.

Buy Time

Time is an asset. The longer you can talk to an individual, the less likely they are to use the weapon.

Travel Safety Considerations

Flathead County employees who travel should consider the following safety tips:

Vehicle Safety

- Consider taking a cellular phone with you and have local emergency numbers handy;
- Know your destination and carry a map; plan your route to allow plenty of time to get there;
- Give your itinerary to a co-worker and your family;
- Time your road travel so you will be able to reach towns that will have gas stations open;
- Plan ahead to reach a comfortable and safe place before nightfall;
- Do not travel in congested areas with your windows open and doors unlocked;
- Avoid leaving your vehicle unattended for long periods and try to park in safe places;
- Before you get out of your vehicle, scan the immediate area for any loiterers and any other suspicious persons;
- Before entering a vehicle, check the front and back seat and under the car, especially at night, to make sure no one is hiding inside or underneath it;
- When approaching your vehicle, if you see anything unusual (such as people loitering near your car) keep a safe distance, turn around or walk past the car and seek help;
- Do not pick up hitchhikers;
- If you are a woman, consider wearing a baseball cap or place one in the window of the vehicle;
- If your vehicle breaks down on the road, pull as far as you can off to the side, turn on your emergency flashers, raise the hood, attach a white handkerchief or article of clothing to the antenna, sit inside, lock the doors, and wait for help from a law enforcement officer. If a motorist stop, talk to them through a crack in the window and ask them to go for help.
- Do not leave such items as equipment, cellular phones, packages or bags out on seats in view of passersby. Cover them up, put them under the seat or in the trunk, if possible;
- Check the gas gauges before and after your trip. The tank should not be below ¼ empty;
- If you suspect that you are being followed, drive to a police or fire station, emergency room of a hospital, or stop at an open, well-lit and preferably busy service station to call the police. If none of these measures are possible, blow your horn, turn on your hazard lights and blink your lights;
- A note about Road Rage: If someone bumps you from behind or is following you, do not pull over at that spot, especially if it is isolated. Go to a public place with lots of light and people and call 911.